

# SCOPE

School of Continuing and Professional Education  
專業進修學院

香港城市大學  
City University of Hong Kong

30<sup>th</sup> Anniversary  
Since 1991  
SCOPE Unlimited



職業安全健康局  
OCCUPATIONAL SAFETY & HEALTH COUNCIL

# Professional Diploma in Occupational Safety and Health



資歷架構  
Qualifications  
Framework



*(IOSH-recognized programme leading to Grad IOSH)*

Programme Code : 213-40311



QF Level: Level 4

QR Registration: 13/000196/L4

Validity Period: On-going since 18 April 2013

This programme has been included in the list of reimbursable courses under Continuing Education Fund (CEF).

[www.cityu.edu.hk/ce/pdosh](http://www.cityu.edu.hk/ce/pdosh)





# Professional Diploma in Occupational Safety and Health

## Introduction

Occupational safety and health is concerned with the prevention or control of risks to life, as well as the well being of humans and the physical assets that arise from work. The concern on occupational safety and health is not just confined to designated industries that are more hazardous such as construction sites, ship yards and container terminals whereby there are compulsory requirement of employing a full time safety officer and safety supervisor. With the introduction of the Occupational Safety and Health Ordinance by the HKSAR government, the coverage extends to provide for the safety and health protection in the workplaces, both industrial and non-industrial.

Since 1993, the School of Continuing and Professional Education and the Occupational Safety and Health Council have collaborated to offer courses in occupational safety and health. There are more than 1,500 students graduated from this collaborative project with more than 30 cohorts. To enhance and update the programme content, new elements are added and the programme has also been retitled as "Professional Diploma in Occupational Safety and Health" (PDOSH).

This programme has been approved by Institution of Occupational Safety and Health (IOSH) as an accredited academic qualification for Graduate Membership (Grad IOSH).

## Aim

The programme aims to provide a well-structured and systematic training for those involved in the occupational safety and health in their workplace and to provide training to those who aspire to meet the training requirement for registered safety officer under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations.

## Professional Recognitions

### • Registered Safety Officer (RSO)

According to the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations, this programme is a recognized diploma in occupational safety and health, students with the following qualifications are eligible to register as a safety officer:

- (i) Holders of PDOSH plus 2 years' relevant experience, of which 1 year obtained after the qualification.
- (ii) Holders of PDOSH with a degree in Science or Engineering or equivalent, plus at least 1 year's relevant experience

For further information on registration, please visit the website: [http://www.labour.gov.hk/eng/public/os/A/SOSSR\\_E.pdf](http://www.labour.gov.hk/eng/public/os/A/SOSSR_E.pdf)

### • Graduate Member of IOSH (Grad IOSH)

Upon successful completion of the programme, students are eligible to apply for the memberships of Grad IOSH.

After becoming a Graduate Member of IOSH, student may start the IOSH Initial Professional Development (IPD) programme in order to become a Chartered Member of IOSH.

For details about membership of IOSH, please visit the website: [www.iosh.co.uk](http://www.iosh.co.uk)

## Programme Structure

**The programme emphasizes on professional knowledge, practice and application of knowledge in workplace. It consists of 22 credits and students are required to complete 7 modules in part-time mode in one year. Contact hours for each 3-credit module is 39.**

- Health and Safety Law
- Safety Technology
- Safety Management
- Occupational Health and Hygiene
- Safety Culture and Management Technique
- Project (6 credits)
- Practical Assessment (site visit) (1 credit)

## Teaching Staff

The programme is administered by CityU SCOPE, with teaching co-ordinated by the Occupational Safety and Health Council. Lecturers are experienced practicing safety consultants and senior ex-government officers in-charge of occupational safety and health.

## Module Outline

### Health and Safety Law

This module aims at providing students a good understanding of the legal framework and detailed knowledge in the relevant legislation related to health and safety in the workplace.

### Safety Technology

This module is designed to provide students with knowledge in identifying, controlling common hazards in the working environment in order to establish a safe place of work and a safe system of work.

### Safety Management

This module is designed to equip students with advanced concepts in safety management in order to appraise legal requirements on managing safety and health, safety audit and safety review. Students will be able to identify the key activities and their functions in an effective safety management system, and also evaluate and monitor the adequacy of a safety management system.

### Occupational Health and Hygiene

This module aims at providing students with the knowledge of various health hazards arising from the use of chemical, physical, and biological agents in the workplace, and the methods in identifying and controlling such health hazards, and also equipping students with the legal knowledge relating to specific health hazards.

### Safety Culture and Management Technique

This module is designed to provide students with basic knowledge of safety culture and develop skills in reviewing the safety culture of an organization, practicing skills and techniques in safety training, communication, motivation and coaching for using safety culture approach for enhancing safety management of the organization.

### Project

This module is designed to provide students an opportunity to apply learning into practice by writing a project under the supervision of a tutor. Students will be able to develop their skills in addressing, analyzing, and solving their OSH problem(s) in their workplaces and compiling a project report.

### Practical Assessment

This module is designed to develop the safety inspection and reporting skills for the students in identifying hazards and safety problems in workplace setting. The aims are to equip the students with abilities in hazard spotting and recommending suitable control measures to meet the safety and health legal requirements.

## Medium of Instruction

The programme is conducted in English and Cantonese. Course materials and assessments will be in English.

## Assessment and Award

Taught modules are assessed by coursework and examination. Project will be assessed by a written report and oral presentation whereas Practical Assessment will be assessed by a site visit followed by a written report.

Students who have passed all modules and achieved a minimum attendance of 70% will be awarded a **Professional Diploma in Occupational Safety and Health** issued by CityU SCOPE.

## Admission Requirements

### Applicants must either

1. Hold a sub-degree from recognized post-secondary institutions, or equivalent qualifications at HKQF Level 4; OR
2. Be a 'mature applicant' of at least 23 years of age by the start date of the programme.

Priority will be given to those who possess post-secondary education in safety/health related course, and are working at the managerial or supervisory position.

## Application and Commencement

Application Deadline	22 October 2021
Application Fee	HK\$160 (non-refundable)
Programme Fee	HK\$25,300

Commencement	December 2021
Classes	Usually two weekday evenings
Meeting Venue	SCOPE TSTE Learning Centre or other designated venues

### 1. Online Application

Application with supporting documents should be submitted online via [www.scope.edu/eapp/PDOSH](http://www.scope.edu/eapp/PDOSH)

### 2. Paper Form

Please send the followings on or before the application deadline to

School of Continuing and Professional Education

2410, 2/F, Li Dak Sum Yip Yio Chin Academic Building (LI),

City University of Hong Kong, Tat Chee Avenue,

Kowloon, Hong Kong.

- the application form
- copies of certificates of the highest academic and professional qualification attained;
- the original copy of ATM Advice or the deposit form of application fee payment of HK\$160 (Direct deposit or ATM transfer to CityU account at Hang Seng Bank: 293-318028-003)

The School of Continuing and Professional Education will make selection on the basis of the information provided in the application form (i.e. academic and professional qualifications and working experience). All applicants will be informed of the application results by mail or email.

An acknowledgement of application will be sent to applicants via email. Enquiries about your application status can be made by visiting our website: [www.scope.edu/trackstatus](http://www.scope.edu/trackstatus) seven working days after the submission of your application.

## Continuing Education Fund

This programme has been included in the list of reimbursable courses under Continuing Education Fund (CEF). Eligible applicants maybe reimbursed 80% of their course fees (for the 1st HK\$10,000 subsidy) and 60% of the course fee (for the 2nd HK\$10,000 subsidy), subject to a maximum sum of HK\$20,000, within 1 year upon successful completion of the reimbursable course(s) which commence on or after 1 April 2019.

Enquiries : 3142 2277

Website : [www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef)

## Education Loan

Successful applicants are eligible to apply for the Extended Non-means Tested Loan Scheme (ENLS) administered by the Student Finance Office (SFO) of Hong Kong Government.

Enquiries : 2150 6223

Website : [www.wfsfaa.gov.hk/sfo](http://www.wfsfaa.gov.hk/sfo)

## Enquiries

Tel : 3442 2123 / 3442 7423

E-mail : [osh@scope.edu](mailto:osh@scope.edu)