



July 19, 2022

Commissioner Roberta Reardon
New York State Department of Labor
Building 12
W.A. Harriman Campus
Albany, New York 12226

Dear Commissioner Reardon,

The Institute of Hazardous Materials Management [IHMM] is writing to you today concerning NYS Form SH 890 [4-15] [attached] and the references the form makes concerning certain ICR 59 Workplace Safety and Loss Prevention Safety Consultation certifications referenced in Section V, Section VI, and Section VIII of that document and throughout the rest of SH 890 [4-15] [**See Attachment Three**].

While we have high regard for the CSP, CIH, and other certifications mentioned in SH 890 [4-15], we find that there are two workplace safety and loss prevention certifications missing in the current form. Our purpose in writing you today is to bring to your attention the Certified Safety and Health Manager® [CSHM®] and Certified Safety Management Practitioner® [CSMP®] credentials.

The Certified Safety and Health Manager® [CSHM®] demonstrates the knowledge and skills necessary to understand general and business management principles; apply management systems; apply occupational health and safety, security, and environmental knowledge, principles, and standards; apply to utilize risk identification, management, and controls; and set related goals, objectives, and targets. Safety and health managers are responsible for ensuring environmental compliance and promoting workplace safety through proper and ongoing leadership. Critical decision-making skills and expertise are needed to effectively address safety, health, and environmental hazards associated with operations and activities.

For the past 20 months, IHMM has worked with subject matter experts, psychometricians, and other experts to completely upgrade and strengthen the CSHM® credential, as we illustrate in **Attachment One** of this submission.

- a. The CSHM® is accredited by the Council on Engineering and Scientific Specialty Boards [CESB], and IHMM is now preparing to submit the new blueprint of the CSHM® for accreditation by the American National Standards Institute [ANSI]. The measure of the quality and strength of a certification program is to evaluate its accreditation status. Accreditation is a form of certification for the certifying organization, requiring conformance with strict standards of validity, reliability, and impartiality. A key feature

of IHMM credentialing programs, accreditation is essential because of the nature of work performed by IHMM certificants. The management of environment, health and safety issues in the workplace are governed by model regulations from the U.S. Department of Labor, the Occupational Safety and Health Administration, as well as from safety industry best practices regulations. Accredited credentials allow professionals to not only gain knowledge to use and implement these regulations but to be recognized for their competency to properly manage and perform the functions of the profession. We encourage the recognition of strongly accredited credentials as performed by CESB and ANSI.

- b. **Recertification of Credentials.** After recognizing the strength of the content of the credential, and then its accreditation comes the requirements imposed by the certification body for the periodic recertification of the credential. IHMM requires that the CSHM® holder recertifies their competency to continue to hold the credential every 5 years based on the contents of the certification blueprint. This ensures the NYS Department of Labor and every public and private sector entity that relies on the professionals who hold the CSHM® that they are constantly upgrading their skills, knowledge, and abilities in their communities of practice. We strongly recommend that the NYS Department of Labor rely on professional credentials that require recertification based on the certification blueprint at least every 5 years.
2. With regard to the form SH 890 [4-15] referenced above, we wish to bring to the attention of the NYS Department of Labor recent developments concerning the “CSMP,” or the Certified Safety Management Practitioner® credential, now owned and administered by the Institute of Hazardous Materials Management. For the past 20 months, IHMM has worked with subject matter experts, psychometricians, and other experts to completely upgrade and strengthen the CSMP® credential, as we illustrate in **Attachment Two** of this submission.
 - a. The Certified Safety Management Practitioner® (CSMP®) demonstrates the knowledge, skills, and competencies necessary to understand general and business management principles, safety management methods and systems, safety management systems of ISO standards, and utilize risk identification management and hierarchy controls. Safety professionals are responsible for ensuring that employers’ safety management systems remain compliant in the workplace, and follow all applicable legislation for the worker and the workplace.
 - b. The CSMP® is accredited by the Council on Engineering and Scientific Specialty Boards [CESB], and IHMM is now preparing to submit the new blueprint of the CSMP® for accreditation by the American National Standards Institute [ANSI]. The measure of the quality and strength of a certification program is to evaluate its accreditation status. Accreditation is a form of certification for the certifying organization, requiring conformance with strict standards of validity, reliability, and impartiality. A key feature of IHMM credentialing programs, accreditation is essential because of the nature of work performed by IHMM certificants. The management of environment, health and safety issues in the workplace are governed by model regulations from the U.S. Department of Labor, the Occupational Safety and Health Administration, as well as

from safety industry best practices regulations. Accredited credentials allow professionals to not only gain knowledge to use and implement these regulations but to be recognized for their competency to properly manage and perform the functions of the profession. We encourage the recognition of strongly accredited credentials as performed by CESB and ANSI.

- c. Recertification of Credentials. After recognizing the strength of the content of the credential, and then its accreditation comes the requirements imposed by the certification body for the periodic recertification of the credential. IHMM requires that the CSMP® holder recertifies their competency to continue to hold the credential every 5 years based on the contents of the certification blueprint. This ensures the New York State Department of Labor and every public and private sector entity that relies on the professionals who hold the CSMP® that are constantly upgrading their skills, knowledge, and abilities in their communities of practice. We strongly recommend that the New York State Department of Labor rely on professional credentials that require recertification based on the certification blueprint at least every 5 years.
3. Training. While we encourage the New York State Department of Labor to recognize both the CSHM® and CSMP® credentials, we also must refer to the necessity of receiving training, and IHMM applauds the dedication to training and education as we stand behind and support our credential holders. IHMM has a Foundation, the Hazardous Materials Society [HMS] <https://hazmatsociety.org/> whose reason to exist is principally a focus on the education and training of IHMM's certificants.

Here <https://hazmatsociety.org/education-training/> our certificants can easily find and take an extraordinary range of courses to upgrade and expand their knowledge, skills, and abilities. If there are specific areas where required training is made available to IHMM certificants then we are pleased to make these resources available.

IHMM thanks the New York State Department of Labor for the opportunity to bring these important issues to its attention and we look forward to working with you on these and other matters to strengthen workplace safety and loss prevention programs through our certifications.

About the Institute of Hazardous Materials Management - <https://ihmm.org/>

Founded in 1984, the Institute of Hazardous Materials Management (IHMM), is a not-for-profit organization. IHMM has been protecting the environment and the public's health, safety, and security through the creation of credentials recognizing professionals who have demonstrated a high level of knowledge, expertise, and excellence in the management of hazardous materials, dangerous goods transportation, environmental protection, health, and safety.

*Over 18,000 homeland security, environmental protection, engineering, health sciences, transportation, and public safety professionals have earned IHMM's accredited **Certified Hazardous Materials Manager (CHMM®)** credential. IHMM also administers the **Certified Hazardous Materials Practitioner (CHMP®)**, the **Certified Dangerous Goods Professional (CDGP®)**, and the **Certified Dangerous Goods Trainer (CDGT®)** credentials. IHMM also works with colleges and universities throughout the United States and, to that end, offers the **Student Certified Hazardous***

Materials Manager (ST/CHMM) and Student Associate Safety and Health Manager [ST/ASHM] credentials. In 2019, IHMM acquired ISHM and now manages the Certified Safety and Health Manager [CSHM], Certified Safety Management Practitioner [CSMP], Associate Safety and Health Manager [ASHM], Certified School Safety Specialist [CSSS], and Certified School Safety Manager [CSSM] credentials.

Here, you may join a unique and exceptional group of professionals who are in the top 1% of their communities of practice.

Respectfully,



Eugene A. Guilford, Jr., CAE

Executive Director

Institute of Hazardous Materials Management

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Attachment One

Certification Blueprint for IHMM Credential

Certified Safety and Health Manager [CSHM®]



**CERTIFIED SAFETY AND HEALTH MANAGER® (CSHM®)
EXAMINATION SPECIFICATION (BLUEPRINT)
Effective 2023**

The Certified Safety and Health Manager (CSHM) demonstrates knowledge and skills necessary to understand general and business management principles; apply management systems; apply occupational health and safety, security, and environmental knowledge, principles, and standards; apply to utilize risk identification, management, and controls; and set related goals, objectives, and targets.

Safety and health managers are responsible for ensuring environmental compliance and promoting workplace safety through proper and ongoing leadership. Critical decision-making skills and expertise are needed to effectively address safety, health, and environmental hazards associated with operations and activities.

The CSHM examination is a testing instrument designed to evaluate a candidate's minimal competency in the field of safety and health management. The exam is constructed with two cognitive levels.

- Declarative – requires a candidate to recall and retain knowledge.
- Application - requires a candidate to apply the knowledge to a scenario.

This Specification Blueprint offers guidance to candidates by outlining the domains and tasks covered in the examination. The blueprint reflects the consensus of the profession validated via a survey of what safety and health managers do in practice. The blueprint below describes the testing objectives covered by the examination.

The CSHM Test Specification Blueprint lists below each domain and competencies with tasks given under each domain. A percentage label accompanies each domain in this Specification Blueprint. This percentage represents the proportion of the actual CSHM examination devoted to that domain.



| SECTION | DOMAINS AND COMPETENCIES/TASKS | % Of Exam |
|----------------|---|------------------|
| 1 | Planning, Leadership, and Employee Involvement | 22.13 |
| 1.1 | Declarative: Describe differences between policies and goals. | |
| 1.2 | Declarative: Identify safety and health resource needs including budgeting, certifications, standards, equipment, policies, procedures. | |
| 1.3 | Declarative: Identify differences between a union and non-union shop as they relate to safety and health. | |
| 1.4 | Procedural: Given a scenario, identify departments or divisions needed to cooperate in safety and health efforts. | |
| 1.5 | Procedural: Given a scenario, describe resources used to mitigate risk via policies and recommendations. | |
| 1.6 | Declarative: Identify ethical practices within safety and health. | |
| 1.7 | Declarative: Identify policies and procedures to increase safety awareness. | |
| 1.8 | Declarative: Identify quality principles that apply to safety and health. | |
| 1.9 | Declarative: Identify safety and health management systems. | |
| 1.10 | Procedural: Given a scenario, identify applicable federal environmental regulations. | |
| 1.11 | Procedural: Given a scenario, apply the applicable voluntary-consensus standard. | |
| 1.12 | Procedural: Given a scenario, describe the importance of health and safety in the context of an organization. | |
| 2 | Communication and Resources | 15.51 |
| 2.1 | Declarative: Identify ways to communicate corporate safety education. | |
| 2.2 | Declarative: Identify different educational and training requirements at different levels of the organization. | |
| 2.3 | Declarative: Identify barriers to participation. | |
| 2.4 | Declarative: Identify key hazards and risks, their categories, and the differences between them. | |
| 2.5 | Declarative: Identify core OH&S objectives and key documents. | |
| 2.6 | Procedural: Given a scenario, analyze different ways that work gets done to communicate requirements across the enterprise. | |
| 3 | Risk Assessment and Control | 19.48 |
| 3.1 | Declarative: Define, analyze, assess, and prioritize risk. | |
| 3.2 | Declarative: Identify corrective action. | |
| 3.3 | Declarative: Prioritize the effectiveness of control measures. | |
| 3.4 | Procedural: Given a scenario, apply the appropriate rating or approval (e.g., UL, ANSI, FM, NIOSH, others). | |
| 3.5 | Declarative: Identify the core components of an effective policy. | |
| 4 | Operations and Programs | 15.02 |
| 4.1 | Procedural: Given a scenario, identify the appropriate consensus standard (e.g., ISO, ANSI, ASTM, NFPA, etc.). | |



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| 4.2 | Procedural: Given a scenario, identify compliance management operations and programs (e.g., ISO 45001, ANSI Z10, OHSAS 18001, etc.). | |
| 4.3 | Procedural: Given a scenario, identify fire prevention and emergency safety preparedness principles and practices. | |
| 4.4 | Procedural: Given a scenario, identify crisis management and business continuity principles and practices in the event of an emergency. | |
| 4.5 | Declarative: Identify data storage security principles and practices. | |
| 4.6 | Declarative: Identify requirements to manage and keep confidential employee data and documentation. | |
| 4.7 | Declarative: Identify soil classifications and the application to work in an excavation. | |
| 4.8 | Declarative: Identify control measures for blood-borne pathogens. | |
| 4.9 | Procedural: Given a scenario, classify waste according to the hazard(s). | |
| 4.10 | Procedural: Given a scenario, determine appropriate air sampling methodologies. | |
| 4.11 | Procedural: Given a scenario, determine whether exposure is excessive. | |
| 4.12 | Declarative: Identify elements of a process safety management program. | |
| 4.13 | Procedural: Given a multi-employer worksite, identify elements of a control program. | |
| 4.14 | Procedural: Given a scenario, identify risk factors and controls. | |
| 5 | Monitoring and Measurement | 11.98 |
| 5.1 | Declarative: Identify techniques for prioritization of control. | |
| 5.2 | Procedural: Given a specific standard, identify the regulatory agency responsible for the standard. | |
| 5.3 | Procedural: Given a specific standard, identify whether the standard is mandatory or voluntary. | |
| 5.4 | Procedural: Given an initial assessment of existing hazards, identify the most urgent hazard. | |
| 5.5 | Procedural: Given safety statistical data, identify unsafe behaviors. | |
| 5.6 | Procedural: Given a scenario, determine effective ways to communicate preventive action. | |
| 5.7 | Procedural: Given a scenario that utilizes new regulatory information, determine an effective methodology to promote safety for a specific industry. | |
| 5.8 | Procedural: Given an audit or different inspections, recommend changes. | |
| 5.9 | Procedural: Given a scenario, determine whether a metric is a leading or lagging indicator. | |
| 6 | Incident Investigation and Analysis | 15.88 |
| 6.1 | Procedural: Given a scenario, identify causal factors. | |
| 6.2 | Procedural: Given an incident investigation scenario, identify corrective action. | |
| 6.3 | Procedural: Given a set of injury data, determine priorities. | |
| 6.4 | Procedural: Given a scenario, determine whether an incident is recordable or reportable. | |



For more information about the Certified Safety and Health Manager (CSHM) certification program, including eligibility requirements and application procedures, see the IHMM [Candidate Handbook](#) available at www.ihmm.org. If you have questions about the CSHM Blueprint, please contact M. Patricia Buley at pbuley@ihmm.org.

Attachment Two

Certification Blueprint for IHMM Credential

Certified Safety Management Practitioner [CSMP®]



**CERTIFIED SAFETY MANAGEMENT PRACTITIONER® (CSMP®)
EXAM SPECIFICATION (BLUEPRINT)
Effective Fourth Quarter of 2022**

The Certified Safety Management Practitioner (CSMP) demonstrates knowledge, skills, and competencies necessary to understand general and business management principles, safety management methods and systems, safety management systems of ISO standards, and utilize risk identification management and hierarchy controls.

Safety professionals are responsible for ensuring that employers' safety management systems remain compliant in the workplace, and follow all applicable legislation for the worker and the workplace.

The CSMP examination is a testing instrument designed to evaluate a candidate's minimal competency in the areas of the blueprint. The exam is constructed with two cognitive levels.

- Declarative – requires a candidate to recall and retain knowledge.
- Application - requires a candidate to apply the knowledge to a scenario.

This Specification Blueprint offers guidance to candidates by outlining the domains and tasks covered in the examination. The blueprint reflects the consensus of the profession validated via a survey of what safety managers do in practice. The blueprint below describes the testing objectives covered by the examination.



The CSMP Specification Blueprint lists below each domain and competencies with tasks given under each domain. A percentage label accompanies each domain in this Specification Blueprint. This percentage represents the proportion of the actual CSMP examination devoted to that domain.

| SECTION | DOMAINS AND COMPETENCIES/TASKS | % Of Exam |
|----------------|---|------------------|
| 1 | Workplace Safety | 24.86 |
| 1.1 | Declarative: Identify the elements of a written safety policy. | |
| 1.2 | Declarative: Identify the elements of the SMART model for setting goals. | |
| 1.3 | Declarative: Identify the applicable health and safety resources. | |
| 1.4 | Application: Given a scenario or table, describe the differences between leading and lagging indicators. | |
| 1.5 | Application: Given a scenario, describe the impacts, either negative or positive, upon worker participation. | |
| 1.6 | Application: Given a scenario, determine the need for hazard reporting. | |
| 1.7 | Declarative: Describe ways to access safety and health information. | |
| 1.8 | Declarative: Identify the positional responsibilities for safety. | |
| 1.9 | Application: Given a statistical measure, identify the correct formula. | |
| 1.10 | Declarative: Describe different inspectors or inspection personnel who inspect the workplace for safety hazards. | |
| 1.11 | Declarative: Identify health hazards. | |
| 1.12 | Declarative: Identify safety hazards. | |
| 1.13 | Declarative: Identify the correct order of steps to conduct an incident investigation. | |
| 1.14 | Declarative: Identify the hazards associated with emergency and non-routine situations. | |
| 1.15 | Declarative: Identify workplace hazards. | |
| 1.16 | Declarative: Identify the control options and components of a hazard control plan. | |
| 1.17 | Application: Given a scenario, describe the appropriate means to confirm control effectiveness. | |
| 1.18 | Declarative: Identify the types of general orientation practice or program awareness courses for onboarding in the workplace. | |
| 1.19 | Declarative: Differentiate between employer and employee responsibilities. | |
| 1.20 | Declarative: Identify the steps needed to implement a workplace safety program. | |
| 1.21 | Application: Given a scenario about a workplace safety program shortcoming, describe the opportunities for improvement. | |
| 1.22 | Declarative: Identify the elements of effective communication. | |
| 1.23 | Declarative: Identify the basic components of drug and alcohol safety program testing (i.e., pre-hire testing, accident testing, post-incident testing; do not include random testing). | |
| 2 | Regulatory | 14.68 |
| 2.1 | Application: Given a scenario an injury or illness event, determine recordability | |
| 2.2 | Declarative: Identify the appropriate or required first aid kit in the workplace per legislation or hazard analysis. | |



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| 2.3 | Declarative: Identify the acronyms for standard-setting bodies. | |
| 2.4 | Application: Given a regulation or standard, identify whether it is federal/state/province legislation or an industry standard. | |
| 2.5 | Application: Given a situation, identify the applicable laws and regulations (local, state/province, federal/national). | |
| 2.6 | Declarative: Identify the basic steps of an enforcement or regulatory visit. | |
| 3 | General Health and Safety Knowledge | 20.83 |
| 3.1 | Declarative: Identify the elements of the Hierarchy of Controls. | |
| 3.2 | Declarative: Identify the various elements of a Safety Management System (ISO, SHARP, VPP, etc.). | |
| 3.3 | Declarative: Identify the basic concepts of hazard assessment, job hazard analysis (JHA), or job safety analysis (JSA). | |
| 3.4 | Declarative: Identify the four goals of industrial hygiene (anticipate, recognize, evaluate, and control). | |
| 3.5 | Declarative: Define basic industrial hygiene terms (e.g., toxicology, absorption, dose, hearing testing, lung testing, etc.). | |
| 3.6 | Application: Given an industrial hygiene goal, identify the settings or conditions that require the use of respiratory protection, hearing conservation, or exposure to chemicals. | |
| 3.7 | Declarative: Utilize a safety data sheet to determine the hazards and precautions to be taken for a given chemical. | |
| 3.8 | Application: Given a situation, select the appropriate personal protective equipment (PPE). | |
| 3.9 | Declarative: Identify the various machine guarding standards (ANSI, ASME, etc.) and regulations (local, state, and national). | |
| 3.10 | Declarative: Identify the hazards associated with hazardous locations on machines (point of operation, power transmission, etc.) and ways to control employee exposure to the hazards. | |
| 3.11 | Application: Given a scenario, apply the lockout and tag-out regulations (local, state, and national). | |
| 3.12 | Application: Given a situation, determine the proper use of hand and power tools including minimum safety requirements (guarding, personal protective equipment, ergonomics, etc.). | |
| 3.13 | Declarative: Identify the industry standards (ASME, etc.) and regulations (local, state, and national) related to types of slings and lifting equipment. | |
| 3.14 | Application: For a given respirator, explain its proper uses and limitations. | |
| 3.15 | Declarative: Define electrical terminology. (Volts, amperage, resistance, etc.). | |
| 3.16 | Declarative: Identify the causes and effects of electrical shock. | |
| 3.17 | Declarative: Identify the appropriate personal protective equipment and tools for use around live electrical equipment. | |
| 3.18 | Declarative: Identify the steps to ensure electrical safety. (Lockout, tag out, de-energize, permit to work, barricades; focus on basic terms.) | |
| 3.19 | Declarative: Identify the basic requirements for emergency response plan elements for hazardous substances release. | |



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| 3.20 | Declarative: Identify the hazards associated with compressed gases including flammable gases, LP gas, and welding and cutting gases. | |
| 3.21 | Declarative: Identify the basic concepts, safety, and industrial hygiene requirements and regulations related to welding, cutting, brazing, and electric arc welding including basic control methods. | |
| 3.22 | Declarative: Identify the various types of cranes and hoists and understands the safety requirements for operating or working around this equipment. | |
| 3.23 | Declarative: Describe the concepts of Ionizing and Non-Ionizing Radiation (effects, definitions, eliminate a source of exposure, electric magnetic PPE, signage). | |
| 3.24 | Declarative: Identify the health and safety requirements for working with and transporting propane. | |
| 3.25 | Declarative: Identify the types of fire protection systems, alarm systems, and fire prevention concepts. | |
| 3.26 | Declarative: Identify the safety and regulatory requirements for fall protection, ladder safety, barriers, and use of scaffolds. | |
| 3.27 | Declarative: Identify the safety and regulatory requirements for operations of powered industrial trucks (various types) including the requirements for operator training. | |
| 3.28 | Declarative: Identify the requirements and standards for warehouse safety including industrial trucks, stacking, walking/working surface, forklift, chocking, training PIT operators. | |
| 3.29 | Declarative: Identify the regulations for drinking and potable water and sanitation in workplace settings, i.e., break areas, work areas, lunchroom, first aid station, etc. | |
| 3.30 | Declarative: Identify the safety and regulatory requirements for operations of mobile elevated platforms (aerial lifts, boom lifts, harness/fall arrest devices, etc.) including requirements for operator training. | |
| 3.31 | Declarative: Identify the adult first aid, CPR, and AED requirements and certification for specific industries. | |
| 3.32 | Declarative: Identify the requirements for OSHA 300 record-keeping and other employer-related records for occupational health and safety logs. | |
| 3.33 | Application: Given a GHS for a harmful substance, describe the effects of the substance on humans and apply the safety, health, and regulatory requirements for controlling exposure to the substance. | |
| 4 | Accident Investigation and Prevention | 16.19 |
| 4.1 | Declarative: Identify the steps to conduct an accident investigation, including who, what, where, when, how, and why. | |
| 4.2 | Declarative: Identify the types of accidents that must be reported to OSHA or local authority within a certain time frame, such as loss of eye, amputation, or other serious injury, or death. | |
| 4.3 | Declarative: Identify what is an OSHA recordable statistic. | |
| 4.4 | Declarative: Identify what is an OSHA non-recordable statistic. | |
| 4.5 | Declarative: Identify the available resources that can assist with trainings to help prevent accidents. | |
| 4.6 | Declarative: Identify the three steps of posting requirements. | |



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| 4.7 | Application: Given a scenario, explain the importance of a team effort to conduct an accident investigation. | |
| 4.8 | Declarative: Identify the sources for locate previous citations. | |
| 5 | Safety Management System Structure | 13.69 |
| 5.1 | Declarative: Identify the safety improvements that should be implemented for the general workplace inspection. | |
| 5.2 | Declarative: Identify the elements of a health and safety management system. | |
| 5.3 | Application: Given data, calculate the incident rates. | |
| 5.4 | Application: Given incident rates, predict the highest probability of an accident occurring. | |
| 5.5 | Declarative: Identify the emergency action plans (EAP) for areas of jurisdiction and/or responsibility. | |
| 5.6 | Declarative: Identify the need for mutual aid agreements. | |
| 5.7 | Application: Given a scenario, describe the importance of management and/or leadership commitment to a safety management program. | |
| 5.8 | Declarative: Describe the effect of safety management programs on recordable accidents in the workplace. | |
| 5.9 | Declarative: Identify the steps of onboarding or orientation of new employees to the workplace related to HR and Safety and Health. | |
| 5.10 | Declarative: Identify the steps of orientation and coordination of vendors/contractors to the workplace related to HR and Safety and Health. | |
| 5.11 | Declarative: Describe the union member involvement in the specific/non-specific Health, Safety, and Environment (HSE), and safety management systems. | |
| 6 | Professional Standards | 9.75 |
| 6.1 | Declarative: Identify the elements of the IHMM Code of Ethics. | |
| 6.2 | Application: Given a scenario, apply the appropriate IHMM Code of Ethics. | |
| 6.3 | Declarative: Identify the consequences for violations of the IHMM Code of Ethics. | |
| 6.4 | Declarative: Describe the individual legal, moral, and ethical responsibility to the requirements of the IHMM Code of Ethics. | |
| 6.5 | Declarative: Identify the IHMM committee that is responsible for oversight of the IHMM Code of Ethics. | |

For more information about the Certified Safety Management Practitioner (CSMP) certification program, including eligibility requirements and application procedures, see the IHMM [Candidate Handbook](#) available at www.ihmm.org. If you have questions about the CSMP Blueprint, please contact M. Patricia Buley at pbuley@ihmm.org.

Attachment Three

New York State Department of Labor

Form SH 890 [4-15]



Department of Labor

Division of Safety and Health
License & Certification Unit, Room 161A
State Campus Building 12
Albany, NY 12240
(518) 457-2735
www.labor.ny.gov

| | |
|---------------------------|-------|
| Labor Department Use Only | |
| Control # | _____ |
| Fee App | _____ |
| Fee Cert | _____ |
| Cert. # | _____ |
| Cert type | _____ |

Application for Workplace Safety & Loss Prevention Consultant and Specialist Certifications and Renewals

Section I: Check certification(s) you are applying for or renewing. For renewal applications, please provide your certification number and its expiration date. No fees are required for this application.

ICR 59 Certified Safety Consultant.

Initial **Renewal** Certificate #: _____ Expiration date: _____

- Complete all sections except VI, VII and VIII. Note: section IX is necessary if qualifying experience is required.

ICR 60 Certified Specialist: Safety.

Initial **Renewal** Certificate #: _____ Expiration date: _____

- Complete all sections except V, VII and VIII. Note: section IX is necessary if qualifying experience is required.

ICR 60 Certified Specialist: Drug & Alcohol Prevention Program.

Initial **Renewal** Certificate #: _____ Expiration date: _____

- Complete all sections except V, VI and VIII. Note: section IX is necessary if qualifying experience is required.

ICR 60 Certified Specialist: Return to Work Program.

Initial **Renewal** Certificate #: _____ Expiration date: _____

- Complete all sections except V, VI and VII. Note: section IX is necessary if qualifying experience is required.

Section II: Applicant Information

| | | | | |
|---|-----------------|-------------------|---------------|-----------|
| Social Security Number _ _ - _ - _ _ _ | | NYS DMV ID Number | | |
| Name | | Home Phone Number | Email Address | |
| Home Address | | City | State | Zip |
| Date of Birth (mm/dd/yyyy) | Height (ft: in) | Weight (lbs) | Hair Color | Eye Color |

If you do not have a NYS Driver's License, you must apply for a NYS Non-driver ID Card at a New York State Department of Motor Vehicles office in order to obtain your DOL Consultant and/or Specialist Certification(s). View their website at www.dmv.ny.gov for more information.

Section III: Current Employment

| | | |
|--|--------------------------------------|---------------------------|
| Current Employer (enter "self" if self-employed) | Phone Number | Email Address |
| Employer Address | City | State Zip |
| Name of Immediate Supervisor | Supervisor's Title | Phone number |
| Start Date | Number of years in current position. | Job title Type of Company |
| Describe current duties and responsibilities below and/or attach additional information. | | |

Important: Please select which address(es) you want posted on the DOL website:

- Home
- Business
- Email

Section IV: Professional Organizations

Please list any professional organizations to which you belong.

Name(s) of organization(s): _____

Sections V-VIII: Please check all qualifications that you currently hold. Applicants must provide documentation of their qualifications and experience for each certification for which they are applying as well as a resume. Applicants claiming work experience as a qualification for certification must attach a verification of that experience. See Section XII for details regarding documentation and submission instructions.

For the purposes of the **Sections V - VIII**, "**experience**" includes analysis, synthesis, design, investigation, planning, communication, evaluation, and implementation of safety and health, drug and alcohol prevention, or return to work strategies. A Consultant or Specialist shall limit his or her activities to the area(s) of his or her expertise certified by the Department.

Section V: Qualifications for the ICR 59 Workplace Safety and Loss Prevention Program Safety Consultation certification (Check all qualifications that you currently hold.)

- A)** Certified Safety Professional (CSP)
- B)** Certified Industrial Hygienist (CIH)
- C)** Certified Safety Executive (CSE-WSO)
- D)** Certified Safety Manager (CSM-WSO)
- E)** Certified Safety Specialty (CSS-WSO)
- F)** NYS Licensed Professional Engineer with five years of safety and health experience. The experience must have been within the last ten years.
- G)** Bachelor of Science Degree in industrial hygiene, safety, occupational safety and health, biology, chemistry, environmental health and science, physics, engineering, or a related field, with five years safety and health experience. The experience must have been within the last ten years.
- H)** Insurance Professional (ARM-ALCM) with five years safety and loss prevention experience.
- I)** 8 ½ years of safety and health experience acceptable to the Labor Department. The experience must have been within the last ten years.

Section VI: Qualifications for the ICR 60 Safety Incentive Program Specialist certification: (Check all qualifications that you currently hold.)

- A)** Certified Safety Professional (CSP)
- B)** Certified Industrial Hygienist (CIH)
- C)** Certified Safety Executive (CSE-WSO)
- D)** Certified Safety Manager (CSM-WSO)
- E)** Certified Safety Specialty (CSS-WSO)
- F)** NYS Licensed Professional Engineer with three years of safety and health experience. Experience must have been within the past ten years.
- G)** Bachelor of Science Degree in industrial hygiene, safety, occupational safety and health, biology, chemistry, environmental health and science, physics, engineering, or a related field, with three years safety and health experience. The experience must have been within the last ten years.
- H)** Insurance Professional (ARM-ALCM-CLCS) with three years safety and loss prevention experience.
- I)** Five years of safety and health experience deemed acceptable to the Labor Department. The experience must have been within the last ten years.
- J)** DOL Certified Safety Consultant (CSC) for three years with one year of safety and health experience.
- K)** DOL Certified Specialist in Drug and Alcohol Prevention Programs (DAPP) for three years with one year safety and health experience.
- L)** DOL Certified Specialist in Return to Work Programs (RTW) for three years with one year of safety and health experience.

Section VII: Qualifications for the ICR 60 Drug and Alcohol Prevention Program Specialist certification: (Check all qualifications that you currently hold.)

- A)** Graduate degree and one or more years of experience directly related to drug and alcohol prevention work (such as psychology, social work, or counseling).
- B)** Credentialed Prevention Professional (CPP) with three years of drug and alcohol prevention experience.
- C)** Credentialed Prevention Specialist (CPS) with three years of drug and alcohol prevention experience.
- D)** Certified Employee Assistance Professional (CEAP) certified by the Employee Assistance Certification Commission with three years of drug and alcohol prevention experience.
- E)** Approval as a Credentialed Alcoholism and Substance Abuse Counselor or a Credentialed Alcohol and Substance Abuse Prevention Professional and Prevention Specialist by the New York Office of Alcoholism and Substance Abuse Services with three years experience.
- F)** Insurance Professional (ARM-ALCM-CLCS) with three years experience in evaluating drug and alcohol prevention programs.
- G)** Five years of drug and alcohol prevention experience or employment as an addiction specialist for an organization certified or funded by the Office of Alcoholism and Substance Abuse Services. Experience must have been within the last ten years.
- H)** DOL Certified Safety Consultant (CSC) for three years with one year of drug and alcohol prevention experience.
- I)** DOL Certified Specialist in Safety (CSS) for three years with one year of drug and alcohol prevention experience.
- J)** DOL Certified Specialist in Return to Work Programs (RTW) under Code Rule 59 for three years with one year of drug and alcohol prevention experience.

Section VIII: Qualifications for the ICR 60 Return to Work Program Specialist certification: (Check all qualifications that you currently hold.)

- A)** Certified Case Manager (CCM) with three or more years of experience which involved the development and implementation of vocational rehabilitation plans, including evaluating, counseling, and/or placement of injured employees.
- B)** Certified Disability Management Specialist (CDMS) with three or more years of experience which includes the development and implementation of vocational rehabilitation plans, including evaluating, counseling, and/or placement of injured employees.
- C)** Certified Rehabilitation Counselor (CRC) with three or more years of experience which includes the development and implementation of vocational rehabilitation plans, including evaluating, counseling, and/or placement of injured employees.
- D)** Certified Vocational Evaluator (CVE) with three or more years of experience which includes the development and implementation of vocational rehabilitation plans, as well as the evaluation, counseling, and/or placement of injured employees.
- E)** Licensed Rehabilitation Counselor (LRC) with three or more years of experience which includes the development and implementation of vocational rehabilitation plans, as well as the evaluation, counseling, and/or placement of injured employees.
- F)** American Board of Vocational Experts (ABVE) with three or more years of experience which includes the development and implementation of vocational rehabilitation plans, as well as the evaluation, counseling, and/or placement of injured employees.
- G)** Certified Registered Rehabilitation Nurse (CRRN) with three or more years of experience which includes the development and implementation of vocational rehabilitation plans, as well as the evaluation, counseling, and/or placement of injured employees.
- H)** Other qualified rehabilitation representative with three or more years of experience which includes the development and implementation of vocational rehabilitation plans, as well as the evaluation, counseling, and/or placement of injured employees.
- I)** Graduate Degree plus one year of experience in a human service field specializing in vocational rehabilitation, psychology, vocational counseling, or an equivalent and one or more years experience in such areas as vocational counseling of employees injured in the workplace, assessment, functional capacity measures, psychological testing and measurement, job analysis, job placement, and job surveys.
- J)** Vocational Case Manager with a degree plus three years of experience in counseling and rehabilitation, disability management, case management, and return to work strategies.
- K)** Insurance Professional (ARM-ALCM-CLCS) plus three years experience in return to work practices.
- L)** Five years return to work experience deemed acceptable to the Labor Department. Experience may include services to determine if an employee may return to gainful employment and services necessary to provide an employee the opportunity to return to gainful employment, such as: vocational and medical evaluation; counseling; job analysis; job modification assistance; retraining, including on-the-job training for alternative employment; formal training; academic instruction; and job placement assistance. Experience must have been within the last ten years.
- M)** DOL Certified Safety Consultant (CSC) for three years with one year experience in return to work programs.
- N)** DOL Certified Specialist in Safety (CSS) for three years with one year experience in return to work programs.
- O)** DOL Certified Specialist in Drug and Alcohol Prevention Programs (DAPP) for three years with one year experience in return to work programs.

Section IX: Service Area

Please check the applicable boxes to indicate the geographic area you wish to serve. We will post this information on the DOL web site for employers who need the services of a certified Consultant or Specialist.

| | |
|--|--|
| <input type="checkbox"/> Albany | <input type="checkbox"/> Syracuse |
| <input type="checkbox"/> Hudson Valley | <input type="checkbox"/> Long Island |
| <input type="checkbox"/> Binghamton | <input type="checkbox"/> New York City |
| <input type="checkbox"/> Buffalo | <input type="checkbox"/> White Plains |
| <input type="checkbox"/> Rochester | <input type="checkbox"/> Other |
| <input type="checkbox"/> Utica | <input type="checkbox"/> Statewide |

Section X: Child Support Certification

Are you under an obligation to pay child support? Yes No If yes, complete 1-4.

- 1. I am making payments according to a plan agreed upon by the parties.
- 2. I am four or more months behind in the payment of child support.
- 3. My child support obligation is the subject of a pending court proceeding.
- 4. I am receiving public assistance or supplemental security income.

Section XI: Employee Verification:

A Consultant's or Specialist's Certification and Recertification may be denied, suspended or revoked by the Department upon a determination by the Department that: (1) The Consultant's hazard analysis or safety and loss prevention program development is in conflict with generally recognized good safety practices that are applicable to the worksite; (2) The Specialist's Evaluation analysis or development of the WSLPIP is in conflict with generally recognized practices that are applicable to the worksite; or (3) The Consultant or Specialist knowingly included false or misleading information in his or her application materials for Certification or Recertification or in any report required by the applicable Code Rule; or (4) The Consultant or Specialist does not or no longer meets the qualifications for Certification set forth in this Section; or (5) The Consultant or Specialist engaged in improper behavior or conduct calling into question his or her integrity or competence.

To complete this form, you must provide certain personal information. The authority to collect this information is found in the New York State Labor Law. We will maintain this information and use it to process the application you are filing with the License & Certificate Unit. If you don't provide this information, we cannot process your application.

I understand that by signing this, I grant permission to the Commissioner of Labor to provide access to my Unemployment Insurance (U.I.) benefit file.

I authorize the DOL and the DMV to produce an ID card bearing my DMV photo. I understand that DOL will send this card to the address I maintain with DOL. I also understand that DOL and DMV will use my photo to manufacture all my subsequent ID cards for as long as I maintain my license/certification with the DOL.

I swear or affirm as true under penalties of perjury, that all the statements and information I have provided in this application are true to the best of my knowledge and belief. I further acknowledge that intentional submission of any false or misleading information to the Department of Labor in furtherance of this application may constitute a crime and/or provide grounds for the revocation of this license/certificate.

Date

Signature (In ink)

Section XII: Submission Instructions:

Submit the completed application packet to the address at the top of the application. Enclose the following with the application:

- Required documents to validate qualifications claimed, such as:
 - Resume which includes all of the information outlined below
 - Verification of your experience from each employer or letters of reference from clients of self-employed applicants on company letterhead as described below
 - Transcript(s)
 - Copy of certificate(s), license(s), etc.

If work experience is being used to qualify for certification, you must submit a resume and verification of your experience.

A resume must include:

- Employer name (indicate if you were self-employed)
- Complete employer mailing address
- Employer phone number
- Supervisor's name
- Dates of employment
- Number of years in qualifying title
- Duties and responsibilities relevant to the certification sought

Your employer(s) must supply verification of your experience. The verification must:

- Be on company letterhead
- Include the dates of your employment
- List duties specific to the certification sought

Self-employed applicants must supply at least two letters of reference from clients for whom the applicant provided consultation services related to the certification sought. The letters of reference must:

- Be on company letterhead
- Include dates of the service
- Describe the service(s) provided