

SAFE SUPERVISOR

Instructor Requirements

Qualifications for applying as a Safe Supervisor instructor:

- Have a minimum of two years' experience in the occupational safety and health field;
- Must have successfully completed the OSHA 510 & 511 OR the 30-hr OSHA General Industry & Construction Outreach courses;
- Must have at least two years of instructional experience in teaching adults;
- Have successfully completed a Safe Supervisor course (a minimum \$525.00 investment);
- Must be affiliated with a Safe Supervisor Authorized Training Provider (ATP) (see list at www.coss.net);
- Able to dedicate a MINIMUM of 6 days per year to teach a MINIMUM of 2 Safe Supervisor classes; and,
- Maintain professional standards of conduct.

To become a Safe Supervisor Instructor, you must successfully complete the following 7 steps in sequential order (Note: current COSS instructors may skip to Step Six):

Step One – Document Submission

Submit the following documents: a cover letter, a resume of relevant education and work history, name and contact information for three references supporting your expertise in the subject matter; and, a photocopy of OSHA outreach training cards for the 30-hr classes or certificates for the OSHA 510 & OSHA 511. The cover letter must address your relevant experience including the SIC/NAICS codes for the industries in which you have taught, your interest in becoming a Safe Supervisor instructor, as well as your teaching philosophy. Your resume must demonstrate at least two years' experience and teaching history in the occupational safety and health field. All references must come from industry professionals. Successful applicants will be invited to participate in Step Two of the process.

Step Two – Screening Interview

Selected applicants will be invited to complete a screening interview with a representative from the Safe Supervisor Review Committee. Chosen applicants will be invited to participate in Step Three of the process.

Step Three – 20 Minute Presentation

Selected applicants will be asked to present a 20-minute lecture and conduct an exercise, on a safety topic from the Safe Supervisor curriculum, to representatives from the Safe Supervisor Review Committee. This presentation will be evaluated for knowledge demonstrated and presentational style. Chosen applicants will be invited to become a Safe Supervisor Instructor Candidate and move to step four of the process.

Step Four – Instructor Development Course

Selected candidates will be required to attend a one-day Safe Supervisor Instructor Development Course (IDC) and pass the IDC performance review. The cost for this IDC is \$495.00. Successful candidates will be invited to proceed to Step Five of the process.

Step Five – Team Teach

Instructor candidates will be invited to co-instruct a Safe Supervisor course with an authorized Safe Supervisor instructor. Coaching and feedback will be provided to the candidate. The Safe Supervisor Instructor will provide a written evaluation of the Team Teacher's performance to the Safe Supervisor Review Committee, who will then decide if the candidate is to be named a "Probationary Safe Supervisor Instructor" and move to Step Six of the process.

Step Six – Probationary Safe Supervisor Instructor

Approved candidates will lead a Safe Supervisor class on his/her own. The class will be monitored by an authorized Safe Supervisor or COSS instructor and/or members of the Safe Supervisor Review Committee. Additional coaching and feedback will be provided throughout the three day course. If the desired teaching skills are demonstrated, the probationary Safe Supervisor instructor will move to Step 7 of the process.

Step Seven – Authorized Safe Supervisor Instructor

At the conclusion of the probationary period the Safe Supervisor Review Committee will meet to vote on the acceptance of the candidate as a Safe Supervisor Instructor. Approved candidates will be welcomed as Authorized Safe Supervisor Instructors, and will receive their Safe Supervisor Instructor Certificate.