



# IAOSH Use of Materials Policy

## 1. Introduction

IAOSH delivers comprehensive and meticulously curated training materials to ensure the highest standards of occupational safety and health education. Our approach to training materials is multifaceted and rigorous to ensure continuous professional development of IAOSH-UK Services and Qualifications for Learners and Service Providers. It is important, therefore, that all materials used by either IAOSH-UK Authorised Training Providers or IAOSH Members should follow a process to ensure correct usage of all IAOSH Materials.

## 2. Criteria for Development of IAOSH Materials

- **Development:** IAOSH collaborates with industry experts and certified professionals to create up-to-date, relevant content that adheres to international safety standards.
- **Quality Assurance:** All training materials undergo a stringent review process to ensure accuracy, clarity, and effectiveness in conveying critical safety information.
- **Customization:** IAOSH tailors training materials to specific industries and organizational needs, ensuring relevance and applicability.
- **Accessibility:** Our materials are available in various formats, including digital platforms, print, and interactive modules, to accommodate diverse learning preferences.
- **Regular Updates:** IAOSH continuously revises and updates training materials to reflect the latest regulations, best practices, and technological advancements in occupational safety.

## INTERNATIONAL ASSOCIATION OF OCCUPATIONAL SAFETY & HEALTH

📍 87 LOZELLS STREET BIRMINGHAM ENGLAND B19 2AP

✉️ [inquiry@iaoshuk.com](mailto:inquiry@iaoshuk.com) 📞 +(44) 730 909 6122



- **Multilingual Support:** To facilitate global implementation, IAOSH offers training materials in multiple languages, ensuring consistent safety education across diverse workforces.
- **Assessment Tools:** Comprehensive evaluation methods are integrated into our materials to measure knowledge retention and practical application of safety principles.

### **3. Criteria for usage of IAOSH Administrative and Training Materials**

IAOSH reserves the right to maintain any material provided to the IAOSH Authorised Training Provider and IAOSH Member without any tampering with the subject matter, logos, or technical information of the execution of the session from an educational and operational perspective.

Any learner has the right to attain IAOSH Qualification Materials which will ensure optimal customer satisfaction. Centres may distribute hard or soft copies of ILM Qualification Materials:

- To their staff, who may make hard or soft copies for the purpose of training or assessment at the Centre for the qualification in question
- To their learners, who may make hard copies or soft copies only for the purpose of learning and assessment at the Centre for the qualification, courses, programmes, or diplomas, in question.

Distribution of IAOSH Materials can be provided in a variety of different methods, such as posting on the IAOSH ATPs or IAOSH Member intranet which only their staff and learners can access. The materials can also be provided through authorised communication channels during training sessions between the trainees and the trainer to ensure the material is not shared externally. Centres must take all reasonable steps to make their staff and learners aware of the terms on which the materials are made available to them.

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#### 4. Criteria for usage of other IAOSH Materials

Alongside maintaining criteria of IAOSH Materials for administrative and educational purposes, it is also important that any IAOSH Material used for commercial and/or marketing purposes must maintain the criteria provided in the IAOSH-UK Branding Policy, such as placements of logos and placement of IAOSH's name in social media marketing posts.

As for other material, such as the IAOSH Guidebook, IAOSH Policies, and IAOSH Customer Handbook, they may be distributed as hard or soft copies for:

- The Centre staff, who make hard or soft copies only for the purpose of administration, training, or assessment at the Centre.
- Other IAOSH Materials to their staff, who make hard or soft copies only for the purpose of administration or for any other purpose clearly indicated by IAOSH.

Distribution of IAOSH Materials can be provided in a variety of different methods, such as posting on the IAOSH ATPs or IAOSH Member intranet which only their staff are able to access. The materials can also be provided through authorised communication channels and under direct approval of the IAOSH ATP or IAOSH Service Representative to ensure the correct usage of IAOSH Advertisement materials.



## 5. Other uses of IAOSH Materials:

If an IAOSH Authorised Training Provider or IAOSH Member wishes to use IAOSH Materials in any way not covered in this Policy it must be addressed to our customer service team at [feedback@iaoshuk.com](mailto:feedback@iaoshuk.com) or [comments@iaoshuk.com](mailto:comments@iaoshuk.com)

Applications must specify:

- The IAOSH Material in question
- The proposed use
- The period of the proposed use
- The proposed cost in connection with the IAOSH Application and license if requested to do so.

## 6. Continuous Improvement:

IAOSH monitors the efficiency of this policy and any associated feedback to ensure the continued professional development of our qualifications and services. This policy shall be subject to review every two years or as necessary. If you have a complaint or any suggestions for the improvement of our services, please contact: [feedback@iaoshuk.com](mailto:feedback@iaoshuk.com) or [comments@iaoshuk.com](mailto:comments@iaoshuk.com)