



SSOH | SGAH | SSHT | SSIL
SWISS SOCIETY FOR
OCCUPATIONAL HYGIENE

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- 1. Statutes**
- 2. Code of Ethics**
- 3. Rules for Supplementary Professional Training**
- 4. Continuing Education Rules**
- 5. Statutes of the Swiss Board of Occupational Hygiene (SBOH)**
- 6. Occupational Hygiene Certification Examination Rules**
- 7. Regulation on the title “Occupational Hygienist ASA”**

Entry into force

The present Rules and Regulations of the SSOH and SBOH became effective upon approval by the General Assembly of the SSOH on March 18, 2022.

President

Ludovic Vieille-Petit

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Vice-President

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For the SBOH

David Vernez

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SGAH – SSHT, 1004 Lausanne

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	1/18
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 SWISS SOCIETY FOR
 OCCUPATIONAL HYGIENE

1. Statutes

1 Name, Registered Office, Purpose and Activity of the Society

Art. 1

1. Under the name of "Swiss Society for Occupational Hygiene" (hereinafter referred to as "SSOH") an association is established in accordance with Articles 60 et seq. of the SCC.

The association's purpose is to promote occupational hygiene (OH) as a professional discipline. The association evaluates, examines, ascertains, anticipates and communicates all hazards and their respective risks to health in the field of work. Its aim is to protect the health and well-being of workers and thus to ensure a healthy work environment.

2. The SSOH stands up for the interests of its members in the field of OH.

3. The SSOH is a member of the umbrella association suissepro, which represents the Swiss societies for safety and health at work.

4. The SSOH promotes OH by contributing to the increase of knowledge in professional practice. In particular, it seeks to promote the exchange of experience and knowledge with other experts and persons involved in occupational health protection.

5. It may adopt a position on current problems of OH legislation and practice.

6. It cooperates closely with other organisations and societies pursuing similar aims.

7. The registered office of the society shall be the place of business determined by the board.

Art. 2

The SSOH carries out its tasks by, among other things:

1. promoting the exchange of information and experience between members
2. organising and participating in exchange days, conferences, discussions, courses and industry visits
3. informing the public on the principles of occupational health protection
4. by assigning certain tasks to interdisciplinary committees
5. dealing with any appeals from the Swiss Board of Occupational Hygiene SBOH.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	2/18
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2 Members

Art. 3

1. The SSOH is comprised of Occupational Hygienists and other persons executing tasks related to the field of OH.
2. The admission of members is made by the board.
3. Students from universities of applied sciences and universities who are interested in OH may become members of the SSOH. They do not have to pay a membership fee, but do not have the right to vote.
4. The board may propose to the GA to appoint honorary members who have served the aims of the SSOH particularly well.
5. Persons with whom the SSOH wishes to maintain certain contacts may be appointed as corresponding members, exempt from membership fees and without the right to vote.
6. Members who retire may, at their own request, remain in the Society as retired members without annual fees. This applies as long as the member is actively involved in the Society. The member must inform the board himself/herself. The board reserves the right to purge the membership list from time to time.
7. In the course of their professional activities, members of the SSOH are bound by the Code of Ethics.

Art. 4

The membership terminates:

1. by voluntary resignation by the end of the calendar year;
2. by non-payment of the membership fee after two reminders;
3. by expulsion as a consequence of gross violation of the statutes or the interests of the association (including the "Code of Ethics"). The exclusion shall be decided by the GA at the board's request and shall not be subject to appeal.

3 Finances

Art. 5

1. The financing of the SSOH is ensured by membership fees (Art. 8) and any profits from events.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	3/18
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2. Donations from third parties are welcome, but must be unanimously accepted by the board, or alternatively by the General Assembly.
3. The SSOH pays an annual membership fee to suissepro.
4. The SSOH pays for the financing of the SBOH.
5. The General Assembly decides on the principle and amount of the membership fees paid to the organisations and companies referred to in Article 1 § 6.

4 Bodies of the Society and their functions

Art. 6

The bodies of the society are:

- the General Assembly (GA)
- the Managing Board
- the Swiss Board of Occupational Hygiene (SBOH, see separate statutes)

Art. 7

1. The GA shall meet at least once a year at the invitation of the board or at the request of one-fifth of the members.
2. The invitation, including the agenda, must be received by the members at least 3 weeks before the date of the GA. Any proposal to amend the Articles of Association shall be expressly mentioned in the notice of meeting.
- 3 Resolutions of the General Assembly shall be passed by a simple majority of the votes cast by the members present. In the event of a tie, the President shall decide.

Art. 8

The GA has the following powers:

- election, for two years:
 - of the President
 - of board members
 - of the auditors
 - of Suissepro delegates
 - of SBOH Members

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	4/18
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 SWISS SOCIETY FOR
 OCCUPATIONAL HYGIENE

- adoption of the President's annual report
- adoption of the accounts
- setting of annual contributions
- fixing of membership fees for the organisations and societies referred to in Art. 1 § 6, as well as for the interdisciplinary committees in accordance with Art. 2 § 4
- establishment of general business guidelines for the society (e.g., regarding regulations for further education and training or the Code of Ethics
- the appointment of corresponding members and honorary members.

Art. 9

1. The board consists of the President, the Vice-President, the Secretary, the Treasurer and other advisors, the number of whom is adapted to the needs of the SSOH. The presidency can also be held by two members of the board in a co-presidency.
2. The President may only be re-elected once.
3. Unless there is a counter-proposal, the vice-president automatically becomes president at the end of an administrative period.
4. The board delegates or appoints the representative of the SSOH in the organisations and societies referred to in Art. 1 § 5 and in the interdisciplinary committees referred to in Art. 2 § 6.

Art. 10

1. The board is responsible for the preparation and implementation of events serving the aims of the Society and for the execution of the decisions of the GA. For this purpose, it may set up working groups.
2. The board draws up the list of recognised SSOH Occupational Hygienists, according to the regulations on further education and training (Occupational Hygienist ASA¹ cert. SSOH and Occupational Hygienist ASA).
3. Within the framework of the budget, the board may set up a secretariat.
4. In addition, it shall deal with all matters which are not within the competence of the GA.

¹ According to the Swiss Federal Coordination Commission for Occupational Safety (FCOS)

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	5/18
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SWISS SOCIETY FOR
OCCUPATIONAL HYGIENE

5. The board maintains a website with information for the members and the public. The names of the legally recognized (ASA) and additionally certified (ASA cert. SSOH) occupational hygienists are kept there (Occupational Hygienist ASA cert. SSOH and Occupational Hygienist ASA).

5 Liability, Amendment of the Statutes, Dissolution

Art. 11

Only the assets of the SSOH cover its liabilities.

Art. 12

The Statutes may only be amended by a two-thirds majority of the members present at the GA.

Art. 13

Dissolution can only be pronounced by a two-thirds majority of the members present at the GA. The assets of the SSOH shall be handed over to an institution pursuing the same or similar aims. The current board in office shall proceed with the liquidation.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	6/18
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2. Code of Ethics

1 Professional responsibility

Principles of this responsibility

Occupational hygienists are responsible for exercising their profession in an honest and competent manner in accordance with the recognised principles of Occupational Hygiene, which acknowledge that the life, health and well-being of individuals depend on their professional judgement. They avoid circumstances which might compromise their professional judgement or give rise to conflicts of interest, so that they can guarantee the integrity of their profession. They conduct their work in accordance with agreed standards of quality assurance.

2 Responsibility for themselves and others

Objective of this responsibility

Occupational hygienists must maintain a high degree of integrity and competence, use appropriate scientific methods and interpret their results with good faith in a neutral manner. They must share scientific knowledge for the well-being of workers, society and the profession, protect confidential information and only deal with subjects within their own sphere of competence. They apply a systematic approach based on a sound analysis of hazard, risk and risk management methods.

3 Responsibility towards employees

Protection of health and well-being of employees

Occupational hygienists must acknowledge that their first duty is to protect the health and well-being of employees. They take an objective approach to the assessment, identification, evaluation and control of risks to health, without subjecting themselves to external influences, in recognising that the health and well-being of employees and other persons depend on their competence and professional judgement. They strive to protect the employees for whom they are responsible fairly and with equal care and standards.

4 Responsibility for towards employers and clients

Basis for employer and client relations

Occupational hygienists must provide advice to employers and clients in an honest, responsible and competent manner. They must respect confidentiality and remain accountable in their responsibilities to employers and clients. However, these responsibilities are subordinate to their ultimate responsibility, which is to protect the lives and well-being of employees. They advise employers and clients on current standards, directives and all other legal requirements in the area

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	7/18
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 SWISS SOCIETY FOR
 OCCUPATIONAL HYGIENE

of occupational hygiene. They report their results and make their recommendations in a true and honest manner and make sure that their professional judgement is applied only within their own sphere of competence and expertise. They manage and administer their professional services to ensure a high standard of sound and reliable reporting, which records and explains the results obtained and the conclusions drawn from them.

5 Responsibilities to the public and the environment

The impact of decisions on public health and ecology

Occupational hygienists must take into account the potential impact of the decisions and actions they take on the public and the environment. They give honest, effective and pragmatic advice to all parties concerned with risks to health and the means of protection. They apply the principles of occupational hygiene in a responsible manner to contribute to the creation and maintenance of a good environment for everyone.

6 Responsibilities to the community

Management of conflicts of interest

Occupational hygienists must operate on the principle that in dealing with risks that impinge on both the working and the wider community, employers, clients, employees and the public will have common interests. However, if conflicts of interest do appear, they must be resolved in a manner which does least damage to workers, the environment and the community.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	8/18
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3. Rules for Obtaining Professional Certification

1 Basis

The Swiss Society for Occupational Hygiene (SSOH) awards the title of:

Occupational Hygienist ASA cert. SSOH

to Occupational Hygienists who:

1. Hold a diploma in science or technology awarded by a University, a Federal Polytechnic School or a Swiss Technical School,
2. Have obtained the diploma awarded by the postgraduate course "Work+Health" (DAS W+H or MAS W + H) or
 - have successfully completed equivalent supplementary professional training recognised by SSOH, or
 - are recognized by one of the member organizations of the International Occupational Hygiene Association (IOHA) NAR Committee, or
 - have, before January 1st 1997, for a period of at least 5 years spent at least 50% of their time as an occupational hygienist (art.12, EigV transitional arrangements)
3. can show evidence of at least four years of professional experience
4. have successfully passed an exam conducted by the SBOH or by an organization certified by the NAR
5. satisfy the conditions of the SSOH Continuing Education Requirements for Occupational Hygienists
6. are member of the SSOH.

Supplement for foreign training

Additional training must be acquired in specifically Swiss areas (legislation, etc.). The additional courses are defined on a case by case basis by the SBOH.

2 Attribution of the title

Anyone seeking certification must comply with the above points and submit appropriate proof to SBOH by means of an application. Passing the examination generally constitutes the completion of the certification.

The title is valid for three years.

The title is renewed for an additional period each time the continuing education requirements have been met and demonstrated to the SBOH.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	9/18
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SWISS SOCIETY FOR
OCCUPATIONAL HYGIENE

3 Appeals

The board of the SSOH is the appeal body in case of revocation of the title Occupational Hygienist ASA respectively of ASA cert. SBOH by the SBOH. Any objection to the decision must be made to the President of the SSOH within 30 days after the date of notification. The appeal will be dealt with at the next board meeting, provided the president receives the information at least 30 days in advance. Otherwise, the appeal will be dealt with at the following meeting.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	10/18
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4. Continuing education rules

1 Basis

Certified Hygienists must complete a minimum of **80 points** (representing 80 hours per year) in continuing education courses. The number of points is evaluated as the mean over a 3-year period. **40 points** (40 hours per year) are given for personal development (reading specialist literature, etc.). **40 supplementary points** must be obtained each year for professional development activities which are either organised or recognised by SSOH. Some points are attributed by SSOH to development activities according to the following table:

- 1-hour presentation 1.5 points
- 2-hour presentation 3 points
- Half-day course 5 points
- Full-day course 8 points

The number of points is doubled if the Occupational Hygienist delivers the presentation or the course themselves. Presentations of short duration (10-15 minutes) are given 1 point. Where occupational hygienists participate in presentations or courses which are for the purposes of teaching (e.g. students, schoolchildren) or professional education (e.g. training of colleagues in the company), they **do not receive any points** according to the scale above. **16 points** are awarded for articles published in a **peer-reviewed** occupational hygiene journal. Articles published in a journal **without peer review** are credited with **8 points**.

2 Continuing Education Program

At least once every year, SSOH publishes a list of activities and events for professional development (congresses, seminars, colloquia, courses, etc.) of which the Society has received notice. Occupational hygienists who complete professional development activities which are not on the SSOH list can claim the number of points that they consider appropriate. The SSOH board, or an ad hoc commission appointed by it, reserves the right to adjust the number of points attributed.

A maximum of **16 points** per person per year can be obtained by attending professional development courses or events organised by another specialist society (the Swiss Society of Occupational Medicine, the Swiss Society for Safety at Work, etc.) which are relevant to occupational hygiene.

3 Verification

Each member of the SSOH compiles his or her own continuing education program.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	11/18
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SSOH | SGAH | SSHT | SSIL
 SWISS SOCIETY FOR
 OCCUPATIONAL HYGIENE

Each occupational hygienist shall record the continuing education events he or she has attended on a form provided by SSOH (available on the SSOH website <http://www.sgah.ch>). The form is kept by the Occupational Hygienist for three years and submitted to the SBOH upon request.

4 Inspection

The SBOH systematically controls the proper continuing education of each Occupational Hygienist.

If the conditions for continuing education are not met, the Occupational Hygienist in question is given a reasonable period of time to comply with the continuing education obligations. If, after expiry of this period, proof of sufficient further training has not been provided, the title of Occupational Hygienist ASA cert. SSOH will be withdrawn by SBOH.

5 Route of appeal

The SSOH Executive Board is the appeal body in the event that the title of Occupational Hygienist ASA cert. SSOH is withdrawn by the SBOH. Appeals with written reasons must be submitted to the President of the SSOH within 30 days after receipt of the revocation.

Appeals will be considered at the next board meeting provided they are received by the SSOH President at least 30 days prior to the meeting, otherwise they may not be considered until the board meeting after next.

6 Finance

Costs related to participation in continuing education courses is the responsibility of the candidate or the candidate's employer.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	12/18
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5. Statutes of the Swiss Board for the Certification of Occupational Hygienists (SBOH)

1 Name, purpose and activity of the Swiss Board of Occupational Hygiene

Art. 1

The Swiss Board for the Certification of Occupational Hygienists (SBOH) is a board dedicated to the certification of occupational hygienists according to the international standards of the International Occupational Hygiene Association (IOHA). The SBOH acts and decides independently of the SSOH board and reports directly to the SSOH General Assembly.

Art. 2

The areas of activity of the SBOH are:

1. To examine applications for the title of "Occupational Hygienist ASA/MSST cert. SSOH ". This includes the organisation of written work for the candidates (once a year) and the awarding of the title.
2. to examine applications for the title of "Occupational Hygienist ASA/MSST"
3. To ensure that all the requirements of the Continuing Education Regulations of SSOH Members are met.
4. provides the information for keeping the register of certified occupational hygienists ASA/MSST cert. SSOH and Occupational Hygienists ASA/MSST to the SSOH board for publication.
5. To act as a disciplinary body in the event of a violation of the SSOH Code of Ethics.

2 Members of the Certification Commission

Art. 3

1. The SBOH consists of two to four members
2. The members of the SBOH are elected at the General Assembly of the SSOH for a period of two years
3. The members must themselves be certified occupational hygienists.

3 Financial resources

Art. 4

The contributions of the SSOH will finance the SBOH.

The General Assembly will decide on the distribution of the costs incurred by the SBOH.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	13/18
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4 Amendments to the Statutes

Art. 5

These statutes may only be amended if a majority, i.e. two thirds of the members present at the SSOH General Assembly, is reached.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	14/18
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6. Occupational Hygiene Certification Examination Rules

- The examination takes place once a year.
- Candidates have to send in the pertinent application form (available on the SSOH website; <http://www.sgah.ch>).
- The examination language is English.
- The examination is performed in written form.
- The duration of the examination is restricted to 3 hours.
- Most of the questions are multiple choice questions, where only one answer is correct.
- The examination is passed when 60% of the maximum point score are reached.
- A pocket calculator can be used.
- No other electronic device or documents (other than a sheet with the usual formulas provided by the examination board) are allowed.
- A dictionary (mother tongue/English) can be used (not electronically).
- The exams will be corrected directly after the examination and the results can be obtained by the candidates within 2 hours after the exam.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	15/18
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7. Regulation on the title “Occupational Hygienist ASA”

1 Applicability

1. These regulations are intended for those in the field of occupational health protection who wish to be recognized as occupational hygienists within the meaning of Article 1b of the Ordinance on the Qualification of Occupational Safety Specialists (OQual SR 822.116, not available in English language).
2. Persons recognized in accordance with these regulations may use the title "occupational hygienist ASA".

2 Occupational Hygienist ASA

3. The following are recognized as Occupational Hygienists
 - a. persons who are members of the Swiss Society for Occupational Hygiene SSOH with the title Occupational Hygienist ASA cert. SSOH awarded by the Swiss Board of Occupational Hygiene (SBOH) in accordance with the regulations on further training and continuing education of the SSOH;
 - b. other occupational health professionals who have received recognition of their title in accordance with Article 9, provided that they meet the conditions set out in Articles 4 to 6 below.

3 Conditions set for other health professionals within the meaning of Article 3 letter b

4. The SBOH recognizes the title of Occupational Hygienist ASA to the professionals mentioned in art. 2 let. b who:
 - a. hold a bachelor's or master's degree in science from a polytechnic, university or university of applied sciences;
 - b. have at least two years of professional experience, at least 50% of which is spent in occupational hygiene;
 - c. have additional specialized training equivalent to the requirements of Article 4 of the Federal Ordinance on the Qualifications of Occupational Safety Specialists (OQual) or have been recognized by one of the member organizations of the NAR Committee of the International Occupational Hygiene Association (IOHA).

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	16/18
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SSOH | SGAH | SSHT | SSIL
 SWISS SOCIETY FOR
 OCCUPATIONAL HYGIENE

5. If the submitted specialized further training courses do not meet the requirements of Art. 4 of the OQual², the SBOH may require the applicant to complete further training courses in order to achieve the equivalence objective before the recognition decision is made.

6. If they have been trained abroad, the professionals mentioned in art. 3 letter b must provide proof of additional training in occupational health and safety legislation. The SBOH determines the minimum required on a case by case basis.

4 Content of the application

7. The application for recognition must be submitted in writing to the SBOH together with all the necessary documents to verify that the elements mentioned in article 4 are fulfilled. In addition to a detailed curriculum vitae, the application shall contain in particular the content of the training courses attended as well as a description of the professional activities carried out within the meaning of Art. 4 let. b. These elements must be detailed in terms of subjects, topics, type of work carried out and duration.

8. In case of doubt, the SBOH may ask the applicant for additional information in order to validate the application.

5 Financing

9. For applicants who are members of the SSOH, a contribution of 150 francs (to be paid every three years) is requested from the applicant to cover the costs related to the process. For non-members of SSOH, the contribution is 500 francs (also payable every three years). The invoice is issued by the SSOH cashier. The payment of this amount must have been made before the decision of the SBOH.

6 Awarding of the title of „Occupational Hygienist ASA”

10. After examining the application and, if necessary, after receiving the additional information requested in accordance with article 8, the CBOH will acknowledge in writing that the applicant fulfils the requirements for the title of Occupational Hygienist ASA. The title is valid for three years.

11. The title may be renewed for the same period and every 3 years thereafter, provided that the holder proves that he/she has undergone continuing professional development corresponding at least to the requirements of the regulations on continuing professional development of the SSOH.

² Swiss Ordinance on the qualifications of occupational safety specialists

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	17/18
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SSOH | SGAH | SSHT | SSIL
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OCCUPATIONAL HYGIENE

7 Register

12. The SBOH shall provide the SSOH Board with the information necessary to maintain the published register of Occupational Hygienists ASA. The register is public.

8 Appeals

13. The board of the SSOH is the appeal body in case of revocation of the title Occupational Hygienist ASA respectively of ASA cert. SBOH by the SBOH. Any objection to the decision must be made to the President of the SSOH within 30 days after the date of notification. The appeal will be dealt with at the next board meeting, provided the president receives the information at least 30 days in advance. Otherwise, the appeal will be dealt with at the following meeting.

Member of the Federation of Societies for Safety and Health at Work, suissepro	Statuts and Regulations Version 01-2022	www.sgah.ch info@sgah.ch SGAH-SSHT 1004 Lausanne	18/18
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