THE ALBERTA CONSTRUCTION SAFETY ASSOCIATION’S

HEALTH & SAFETY ADMINISTRATOR DESIGNATION
Health & Safety Administrator (HSA) Introduction

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INTRODUCTION

The primary objective of this program is to provide entry level safety training for an administrator of a health & safety program.

Certification indicates that the participant has knowledge in various health & safety management skills and principles.

ACQUIRED SKILLS

This program will enable participants to:

• assist management in the administration, implementation and maintenance of a Health & Safety Management System
• identify and review various health and safety concerns specific to the work site
• communicate effectively with government, management and workers regarding health and safety, on and off the job

REQUIREMENTS

The participant must complete the 11 compulsory courses and 2 of the elective courses listed on the program outline. No previous experience is required.

HOW TO APPLY

We encourage HSA applicants to register for the designation program before completing too many courses. Applying early helps ensure you take the appropriate courses in the correct order, making for a more efficient learning experience.

To apply, simply complete the HSA application form found in this package, and fax or scan and e-mail it to ACSA. Alternatively, download the interactive form from our website (www.youracsa.ca), or in your student account, and fill it out using Adobe Reader. The form can then be automatically e-mailed to the ACSA.
COMPULSORY COURSES (11)

- Alberta Occupational Health & Safety Legislation Awareness
- Auditor Training Program
- Basic Instructional Techniques
- Communication and Ethics for the Safety Leader
- Construction Safety Administration
- Leadership for Safety Excellence
- Principles of Health & Safety Management
- Standard First Aid*
- WHMIS 2015 Train-the-Trainer
- Worksite Investigation Basics
- And one of the following four online courses:
  - Construction Safety Training System (CSTS-09)
  - Roadbuilders Safety Training System (RSTS)
  - Pipeline Construction Safety Training (PCST)
  - Electrical Safety Training System (ESTS)

ELECTIVE COURSES (ANY 2)

- Alberta Temporary Traffic Control
- Alberta Temporary Traffic Control – Field Application
- Alcohol & Drugs: Worksite Guidelines
- Confined Space Entry / Monitor (OSSA accredited)
- Contractor Management
- Defensive Driving
- Effective Claims Management
- Fall Protection End-user (OSSA accredited)
- Fall Protection Planning
- Flagger Train-the-Trainer
- Ground Disturbance
- Hazard Management
- Scaffolding Awareness
- Silica Awareness
- TDG Train-the-Trainer
- Working Around Powered Mobile Equipment

*NOTE: Please visit the Ministry of Labour website [www.work.alberta.ca](http://www.work.alberta.ca) for approved First Aid training facilities. ACSA now offers St. John Ambulance First Aid training at the Edmonton, Rocky View (Calgary), and Fort McMurray locations.

For online course registrations, please visit our website: youracsa.ca or call a Client Services Representative at 1.800.661.ACSA.
COMPULSORY COURSE DESCRIPTIONS

ALBERTA OCCUPATIONAL HEALTH & SAFETY LEGISLATION AWARENESS (1 DAY)
This course is designed for owners, employers, managers, supervisors and workers who want to increase their knowledge about Alberta Occupational Health & Safety legislation and its application.

AUDITOR TRAINING PROGRAM (3 DAYS)
The Auditor Training Program is a course designed for individuals who will be evaluating the effectiveness of a company’s health & safety program. Prerequisite: Principles of Health & Safety Management.

BASIC INSTRUCTIONAL TECHNIQUES (2 DAYS)
This course is designed to provide participants with information on various instructional techniques that will assist them in their roles as mentors, trainers and facilitators within their organizations. Note: Participants should plan to spend approximately 1 hour on the evening of Day 1 preparing a presentation for Day 2.

COMMUNICATION AND ETHICS FOR THE SAFETY LEADER (2 DAYS)
This two-day course is designed to provide participants with a foundation for effective communication and skills to navigate various situations they may encounter as safety leaders in the field. During this course, participants will gain practical knowledge through group discussions and several activities including: identifying perception errors, development and evaluation of safety messages, conflict resolution and making difficult decisions.

CONSTRUCTION SAFETY ADMINISTRATION (1 DAY) (ONLINE OPTION AVAILABLE)
This is the final compulsory ACSA course in the NCSO and HSA programs. It is a comprehensive summary of professional health and safety management skills. Prerequisite: Principles of Health & Safety Management, Auditor Training Program, Leadership for Safety Excellence, WHMIS Train-the-Trainer, Alberta OH&S Legislation Awareness, Worksite Investigation Basics, Basic Instructional Techniques, and Communication & Ethics for the Safety Leader.

CSTS-09, RSTS, PCST OR ESTS (1 DAY) (ONLINE COURSES)
This computer-based training, delivered individually, takes approximately 4-6 hours to complete. Students receive a generic orientation for the construction industry (CSTS-09), the road building industry (RSTS), the pipeline industry (PCST) or the electrical industry (ESTS).

LEADERSHIP FOR SAFETY EXCELLENCE (2 DAYS)
This course will assist managers and supervisors to integrate health and safety into their everyday planning and to create and promote safe and healthy work environments.

PRINCIPLES OF HEALTH & SAFETY MANAGEMENT (2 DAYS)
This course is designed to provide information & instruction on developing a simple, cost-effective health & safety manual.

STANDARD FIRST AID (2 DAYS)
Please visit the Ministry of Labour website www.work.alberta.ca for approved first aid training. ACSA offers St. John Ambulance First Aid training at our Edmonton, Rocky View (Calgary), and Fort McMurray locations.

WHMIS 2015 TRAIN-THE-TRAINER (1 DAY)
This course is designed for individuals who are responsible for providing WHMIS training and/or establishing and maintaining their company’s WHMIS program.

WORKSITE INVESTIGATION BASICS (1 DAY)
This course includes theoretical and practical components. It is designed to provide the participant with the knowledge & skills to be able to analyze a basic worksite incident, determine incident causes, and complete an investigation report.
ELECTIVE COURSE DESCRIPTIONS

ALBERTA TEMPORARY TRAFFIC CONTROL (2 DAYS)
This course was designed by Alberta traffic control technicians in partnership with the American Traffic Safety Services Association (ATSSA), and is delivered by traffic control experts selected by industry representatives in conjunction with the ACSA. The target audience is individuals who are involved in developing and implementing traffic control strategies and/or assisting in setting up and monitoring traffic control devices.

ALBERTA TEMPORARY TRAFFIC CONTROL – FIELD APPLICATION (1 DAY)
This course was developed collaboratively by the Alberta Construction Safety Association, Alberta Roadbuilders and Heavy Construction Association, Alberta Transportation, the Cities of Edmonton and Calgary, and the Consulting Engineers of Alberta. This course provides participants with information regarding how to safely plan, erect and dismantle temporary traffic control systems in the Alberta roadbuilding industry.

ALCOHOL & DRUGS: WORKSITE GUIDELINES
This course is designed to assist employers, small and large, in dealing with the realities of present day substance abuse in the workplace. Course material is structured around the Construction Owners Association of Alberta’s “Canadian Model for Providing a Safe Workplace” Alcohol and Drug Guidelines and Work Rule.

CONFINED SPACE ENTRY/MONITOR (OSSA ACCREDITED) (1 DAY)
This course is designed for workers who are required to enter and/or monitor entry into restricted/confined spaces. This is not a Confined Space Rescue course.

CONTRACTOR MANAGEMENT (1 DAY)
This course is designed for owners, managers, administration, & safety personnel who are directly involved in the contractor management process. It includes a basic contractor management process for small- to medium-size companies that manage contractors or who work as contractors.

DEFENSIVE DRIVING (ONLINE COURSE)
This 6 hour online Defensive Driving program is approved by the Alberta Government for reduction of 3 demerits points from an Alberta operator’s license. A minimum mark of 80% must be obtained on the final exam to qualify for the demerit point reduction.

EFFECTIVE CLAIMS MANAGEMENT (2 DAYS)
This course is designed to assist companies in the development of their post-injury management systems so that injured workers can return to work in a safe, beneficial and timely manner.
FALL PROTECTION END-USER (OSSA ACCREDITED) (1 DAY)
This course is designed for workers in the construction industry (industrial, commercial or residential) who work at heights. Participants will be provided with information regarding their legislated responsibility to know and understand what equipment is available to them and to know how to use various types of fall protection systems to prevent serious injury.

FALL PROTECTION PLANNING (1 DAY)
This course is designed to provide participants with information regarding legislated responsibilities and requirements and the various fall protection systems available in industry.

FLAGGER TRAIN-THE-TRAINER (1 DAY)
This course is designed for individuals who are involved in day-to-day operations where workers and the general public are exposed to traffic hazards created by vehicles and/or equipment.

GROUND DISTURBANCE (ONLINE)
This course is designed for individuals who plan, supervise or perform trenching, excavation or ground disturbance activities.

HAZARD MANAGEMENT (1 DAY)
This course has been designed to help participants understand and apply theories of hazard management.

SCAFFOLDING AWARENESS (1 DAY)
This course is designed to provide participants with information relating to scaffolding systems that are presently being used in the construction industry.

SILICA AWARENESS (1 DAY)
This course is designed to increase awareness of the hazards, risks, and controls related to respirable crystalline silica in the construction industry.

TDG TRAIN-THE-TRAINER (1 DAY)
This course is designed for individuals responsible for training workers who may be involved in transporting, handling, shipping, receiving or supplying dangerous goods.
HOW DO I SUBMIT STANDARD FIRST AID CERTIFICATE?
You can submit your documents by e-mailing it to hsa@youracsa.ca.

HOW DO I KNOW IF I AM AN EMPLOYEE OF AN ACSA MEMBER OR AN ASSOCIATE MEMBER COMPANY?
Please contact an ACSA Client Services Representative to verify the level of membership your company enjoys.

WHAT IF I AM UNEMPLOYED?
You can come in as an ACSA student and pay Associate Membership rates.

HOW MANY COURSES NEED TO BE COMPLETED?
There are 11 compulsory courses and 2 elective courses for a total of 13.

HOW LONG ARE THE COURSES?
Courses range in duration from 1 day up to 3 days. Courses start at 8:00 a.m. and end at 4:30 p.m. each day.

DO I HAVE TO REGISTER FOR ALL THE COURSES AT ONCE?
No, our courses are offered on an individual basis. Please note that payment is required at the time of enrollment.
DOES THE ACSA OFFER STANDARD FIRST AID?
Yes. ACSA provides St. John Ambulance First Aid training at its Edmonton, Rocky View, and Fort McMurray facilities. Please visit the Ministry of Labour website (www.work.alberta.ca) for approved First Aid training in your local area.

HOW LONG DO I HAVE TO COMPLETE THE PROGRAM?
There is no time frame for completion; however, all course certification must be current at the time your HSA designation is awarded. Completion of the program depends on your time resources and course availability.

IS THERE A PARTICULAR ORDER IN WHICH THE COURSES MUST BE TAKEN?
You may complete the courses in any order, unless prerequisites are required. For example, Principles of Health & Safety Management must be completed prior to the Auditor Training Program. Construction Safety Administration must be completed at the end of your program.

WHAT IF I HAVE COMPLETED A COURSE WITH ANOTHER ORGANIZATION?
You will have to complete the equivalency application process. Visit our website for more information.

WHERE ARE YOUR TRAINING FACILITIES?
We have offices in Edmonton, Rocky View (Calgary) and Fort McMurray. We also provide training in Red Deer, Grande Prairie, Lloydminster, Medicine Hat and Lethbridge.

DO I NEED TO BE A CERTIFIED AUDITOR TO OBTAIN MY HSA DESIGNATION?
While we recommend that you become a certified peer auditor, it is not required for the HSA designation.

DO ALL OF THE COURSES HAVE TO BE CURRENT (NOT EXPIRED)?
Yes, all courses must be current in order for the HSA to be issued. If any of your courses are expired, they will have to be retaken prior to the designation being issued.

IS LSE PROFICIENCY A REQUIREMENT FOR THE HSA DESIGNATION?
No, LSE proficiency is optional for the HSA designation.

IS AN EXPERIENCE LETTER REQUIRED FOR HSA?
No, there is no experience required.

DOES THE HSA EXPIRE?
No. However, it is recommended for professional development that you stay current with industry changes.
Acsa Course Equivalency Application Package

If you have health and safety certifications from a recognized training agency, another provincial safety association, or from another provincial construction safety association, your training may qualify for equivalency status. Certification must be dated no more than 5 years ago.

How do I apply?

Please visit youracsa.ca under Courses > Course Equivalencies. There you can download the application form, complete the required information and submit to hsa@youracsa.ca.
### APPLICATION FORM

**HEALTH & SAFETY ADMINISTRATOR**

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I, __________________________________________, have read, understand, and will comply with the ACSA Health & Safety Administrator Code of Ethics as written above. I realize that any breach of the Code of Ethics could result in a formal review.

__________________________  _______________________
Signature                        Date