

NATIONAL CONSTRUCTION SAFETY OFFICER (NCSO™) EXAM APPLICATION CHECKLIST

Are You Eligible?

To ensure you are eligible to sit the NCSO™ exam, please check off each of the following items that you have successfully completed or achieved:

- Construction field experience submitted and approved
- All courses necessary for NCSO™ are current and completed (e.g., Communication and Ethics for the Safety Leader)
- LSE Proficiency has been approved
- ACSA auditor status is current

Exam Rewrite Guidelines

If you write the NCSO exam but are unsuccessful, you have the opportunity to rewrite the exam. The following are the NCSO exam rewrite guidelines.

- If unsuccessful during your first attempt on the exam, you will be required to wait a deferral period of 3 months.
- If unsuccessful during your second attempt on the exam, you will be required to wait a deferral period of 6 months.
- If unsuccessful during your third attempt on the exam, you will be required to wait a deferral period of 12 months.
- Any subsequent writings will be required to wait a deferral period of 12 months.

Please note: there is a \$60 administrative fee for the rewrite of the NCSO exam

For more detailed information on eligibility for the NCSO™ exam, please visit our NCSO™ webpage at youracsa.ca/ncso-hsa/

Should you have any queries or require assistance, please e-mail ncso@youracsa.ca or call 1.800.661.ACSA



NCSO™ EXAM APPLICATION

First Name: _____ Last Name: _____

ACSA Student ID or Date of Birth (mm/dd/yyyy): _____

Phone: _____ Email: _____

Please indicate your preferred date & time:

Edmonton

- | | |
|--|------------------|
| <input type="checkbox"/> Thursday, January 10, 2019 | 1:30pm – 3:30pm |
| <input type="checkbox"/> Thursday, February 28, 2019 | 1:30pm – 3:30pm |
| <input type="checkbox"/> Tuesday, April 2, 2019 | 1:30pm – 3:30pm* |
| <i>*Exam will be held during ACSA's conference at the Shaw Conference Centre</i> | |
| <input type="checkbox"/> Thursday, June 20, 2019 | 1:30pm – 3:30pm |

Calgary

- | | |
|---|-----------------|
| <input type="checkbox"/> Thursday, January 24, 2019 | 1:30pm – 3:30pm |
| <input type="checkbox"/> Thursday, March 21, 2019 | 1:30pm – 3:30pm |
| <input type="checkbox"/> Thursday, May 9, 2019 | 1:30pm – 3:30pm |
| <input type="checkbox"/> Thursday, June 27, 2019 | 1:30pm – 3:30pm |

Fort McMurray

- | | |
|--|-----------------|
| <input type="checkbox"/> Thursday, February 21, 2019 | 1:30pm – 3:30pm |
| <input type="checkbox"/> Thursday, April 25, 2019 | 1:30pm – 3:30pm |
| <input type="checkbox"/> Thursday, June 6, 2019 | 1:30pm – 3:30pm |

Additional Information

- There is limited seating for each exam.
- Exam dates & times will be filled on a first come basis.
- Should your preferred time be filled, you will be contacted to discuss an alternative date.
- Application cut-off is ten (10) business days prior to scheduled exam.
- You will be notified after we process your application.

Signature: _____ Date: _____

NCSO™ EXAM OVERVIEW

March 2018

Purpose of the NCSO™ Exam

The NCSO™ exam is part of the new NCSO™ standard. NCSOs must have an understanding of basic safety concepts. They must also be able to apply those concepts to identify and solve problems. The NCSO™ exam assesses both of these areas based on the specific ACSA courses and general work site experiences.

Persons completing the NCSO™ program after June 30th, 2017 must pass the NCSO™ exam to meet the new NCSO™ standard. ACSA transcripts and certificates will show that a person passed the new NCSO™ exam.

Persons who finished the NCSO™ program before July 1st, 2017 must complete several steps to upgrade to the new NCSO™ standard. These steps include taking two extra courses and passing the NCSO™ exam. Please contact the ACSA for more information about upgrading to the new NCSO™ standard.

Overview of the NCSO™ Exam

The NCSO™ exam is a two hour exam with a pass mark of 75%. The table below provides a general description of the exam. Specific details about the content from the ACSA's courses test on the NCSO™ exam are in the exam blueprint. Remember that the NCSO™ exam tests practical work site safety experience **not** covered in ACSA courses.

General description of the NCSO™ Exam			
Part	Title	Marks	Types of questions/items
A	Multiple Choice	38	<ul style="list-style-type: none"> Multiple choice questions
B	Short Answer	35	<ul style="list-style-type: none"> Ordering a sequence of events or steps in a procedure Providing a list of requirements Identifying components of a document or plan Identifying hazards and controls
C	Written Response	27	<ul style="list-style-type: none"> Identifying errors in safety-related documents Analyst safety-related documents Ranking hazards and describing appropriate controls Developing a plan or procedure

Provincial Legislation Test

NCSOs coming from outside Alberta have two ways to prove they have an understanding of Alberta's OHS legislation. One option is to complete and pass ACSA's Legislation Awareness course. The second option is to challenge the Alberta Legislation test. For more information, please contact yourACSA.

NCSO™ EXAM OVERVIEW

March 2018



Topic	Key concepts on NCSO™ exam	<u>Important</u>	Marks per Topic	Part A multiple choice	Part B short answer	Part C written response
		The NCSO™ exam tests key concepts based on materials from selected <i>ACSA courses</i> and direct worksite experiences not covered in ACSA courses.				
Hazard Controls & Risk Assessments	Hierarchy of controls, types of controls, hazard assessments, risk assessments, hazard categories, hazard assessment and control procedures, controls for specific hazards (<i>Leadership for Safety Excellence, Principles of Health and Safety Management</i>)		25	6 marks	11 marks	8 marks
Training & Orientation	Training methods, training verification, training plan development (<i>Auditor Training Program, Basic Instruction Technique, Leadership for Safety Excellence, Principles of Health and Safety Management</i>)		16	1 mark	5 marks	10 marks
Inspections	Inspection processes and procedures, formal and information inspections, COR audit requirements for inspections, review and evaluation of inspection reports, corrective actions (<i>Leadership for Safety Excellence, Principles of Health and Safety Management</i>)		11	2 marks	4 marks	5 marks
Investigations	Investigation processes and procedures, substandard practices and conditions, basic causes, root causes, corrective actions (<i>Leadership for Safety Excellence, Work Site Investigation Basics</i>)		11	11 marks	---	---
Audits & Auditing	COR audit processes and procedures, audit timelines (<i>Auditor Training Program, Principles of Health and Safety Management</i>)		10	5 marks	5 marks	---
H&S Program	Elements of a health and safety program (<i>Auditor Training Program, Principles of Health and Safety Management</i>)		10	3 marks	7 marks	---
Documentation	Purposes of different types of safety documents, review and evaluation of safety documentation (<i>Auditor Training Program, Leadership for Safety Excellence, Principles of Health and Safety Management</i>)		9	5 marks	---	4 marks
First Aid & Emergency Preparedness	Criteria for first aid and emergency response requirements at a work site (<i>Legislation Awareness</i>)		3	---	3 marks	---
Adopted Standards	Organizations responsible for creating standards adopted by OHS legislation (<i>Legislation Awareness</i>)		2	2 marks	---	---
WHMIS	WHMIS 2015 (<i>WHMIS Train the Trainer</i>)		2	2 marks	---	---
Criminal Code of Canada	Occupational health and safety-related provisions within the Criminal Code of Canada (<i>Legislation Awareness</i>)		1	1 marks	---	---
<i>Pass mark for the NCSO™ exam is an overall score of 75%</i>			100	38	35	27