

YOUR ALBERTA CONSTRUCTION
SAFETY ASSOCIATION'S

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NATIONAL
CONSTRUCTION
SAFETY OFFICER™
DESIGNATION



Alberta Construction
Safety Association



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SECTION 1: Registration

NATIONAL CONSTRUCTION SAFETY OFFICER™

INTRODUCTION

The primary objective of this program is to combine entry-level safety training with the individual's personal field experience. An NCSO™ is a valuable resource for management in the administration and implementation of a company's health & safety management system.

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

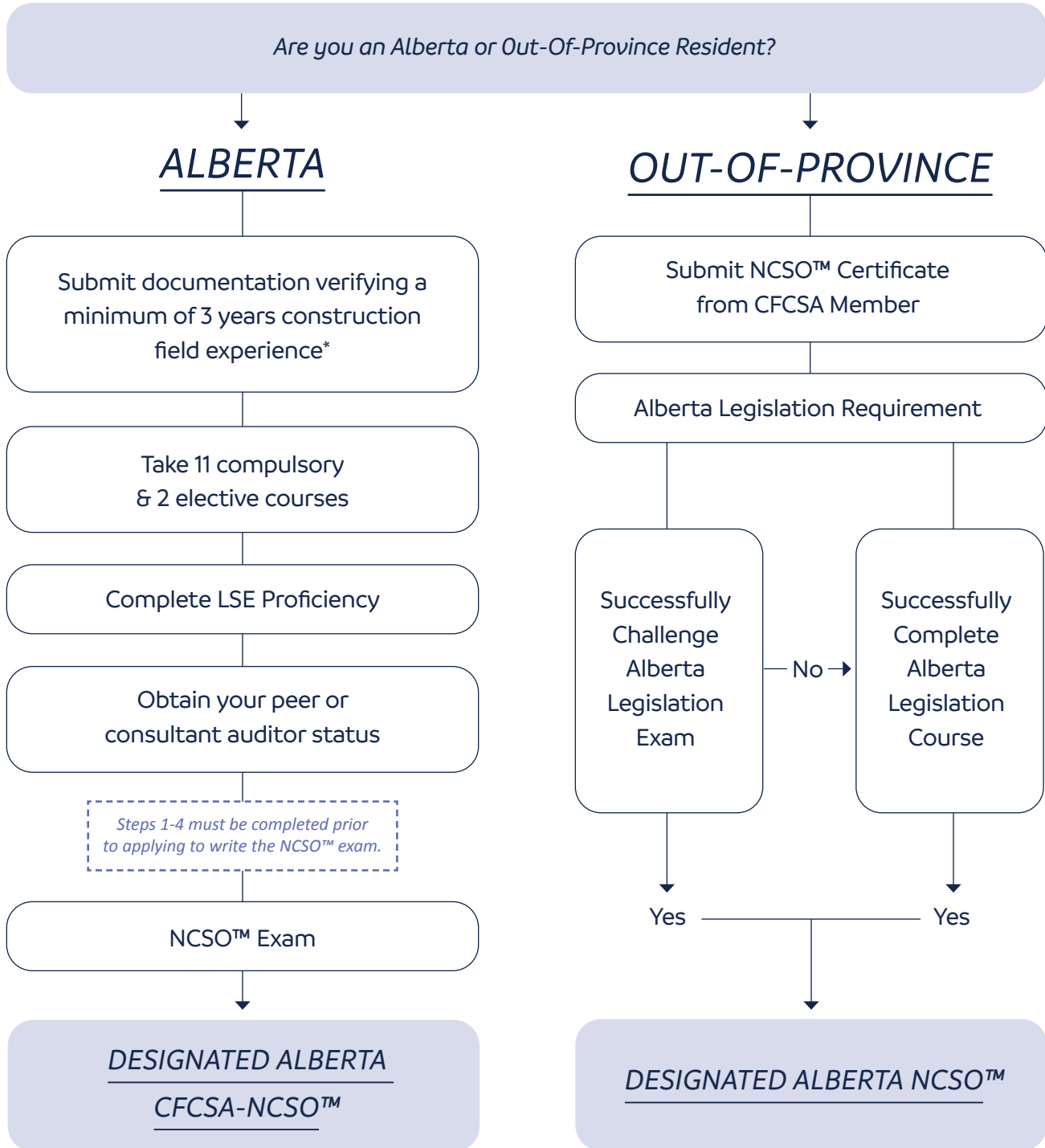
This program is recommended for construction field personnel who wish to receive health & safety-focused training and to be recognized as an NCSO™ in other provinces.

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 concerns specific to the work site
- communicate effectively with government, management and workers on and off the job

START



*ACSA strongly recommends completing Step 1 first. Existing Alberta NCSO™ can contact our Client Services Representatives to discuss their individual needs for meeting the new requirements.

HOW TO ACHIEVE & MAINTAIN

Applying to the NCSO™ program requires that you follow a number of steps, including proof of construction industry field experience. The process is designed to allow you the opportunity to prove your skills and knowledge as a safety practitioner, providing you with an exceptional start to your career as a safety leader.

1. REGISTER FOR THE NCSO™ PROGRAM

Complete the application form included in this package. Once you have completed the form, please email it to ACSA along with proof of a minimum 3 years' field experience in the construction industry.

'Field experience' is defined as work directly and actively conducted in the construction field, working on a continual basis around heavy equipment and construction hazards.

2. MEET TRAINING REQUIREMENTS

This step requires you to complete the mandatory and elective courses.

3. LSE PROFICIENCY REQUIREMENTS

Achieve a level of proficiency following successful completion of the Leadership for Safety Excellence (LSE) course. Refer to the LSE Proficiency section in this guide.

4. OBTAIN YOUR PEER OR CONSULTANT AUDITOR STATUS

You can achieve your auditor status by completing the 3-day Auditor Training Program course and submitting your qualification audit to the ACSA.

5. SUCCESSFULLY PASS THE NCSO™ EXAM

The NCSO™ exams will be scheduled throughout the year by the ACSA to meet demand. The pass mark for the exam is 75%. Exam dates are posted on the ACSA website.

6. MAINTENANCE

You must maintain your NCSO™ designation by engaging in professional development. Refer to the Maintenance Requirements section of this guide for details.

PROOF OF EXPERIENCE

In order to apply for the NCSO™ designation, applicants must have a minimum of 3 years' construction field experience. The participant's experience must be emailed to ncso@youracsa.ca using the application form available for download at youracsa.ca/NCSO-HSA

DEFINITION OF CONSTRUCTION FIELD EXPERIENCE

The 'construction field' is defined and established as working directly and actively in construction, or for a construction company on a full-time basis.

'Field experience' is defined as work directly and actively conducted in the construction field, working on a continual basis around heavy equipment and construction hazards.

The measurement of actual construction field experience is determined from applicable references provided, and furthermore based on the percentage of time spent on a weekly average directly in the construction field versus the office.

EXPERIENCE VERIFICATION

There are 3 ways you can prove your field experience in the construction industry:

1. A copy of your **journeyman construction tradesperson(s) certification** and upgrade where applicable.

2. **Letter(s) from your current or past employer(s)** signed by management. Please note, this must include:

- Start date and end date of employment (length of combined construction related experience must be 3 years or more)
- Your job title/position
- Your job description
- Percentage of time, based on a weekly average, in the construction field versus in the office
- Signed by management (current employer cannot sign off on work that was not done under their employment)
- Contact information for the individual who signed the letter

3. **Letter from your construction trade union** verifying length of membership term and qualifications in your trade, including number of hours logged during tenure

4. Your **personal resume** outlining the criteria below. Please note, this must include:

- Start date and end date of employment (length of combined construction related experience must be 3 years or more; exclude HSE employment)
- Your job title/position
- Your job description
- Percentage of time, based on a weekly average, in the construction field versus in the office
- References for each place of employment including contact information

Resources

Reference letter and work experience templates are available in a downloadable zip folder on our website at youracsa.ca/NCSO-HSA

SECTION 2: Learning

PROGRAM OUTLINE

COMPULSORY COURSES (11)

1. Alberta Occupational Health & Safety Legislation Awareness
2. Principles of Health & Safety Management
3. Auditor Training Program
4. Leadership for Safety Excellence
5. WHMIS 2015 Train-the-Trainer
6. Contractor Management
7. Communication and Ethics for the Safety Leader
8. Worksite Investigation Basics
9. Construction Safety Administration
10. Standard First Aid* or Mental Health First Aid**
11. One of the following three online courses:
 - Construction Safety Training System (CSTS) 2020
 - Electrical Safety Training System (ESTS)
 - Pipeline Construction Safety Training (PCST)

ELECTIVE COURSES (ANY 2)

- Alberta Temporary Traffic Control
- Alcohol, Drugs, and Worksite Guidelines
- Basic Instructional Techniques
- Confined Space Entry/Monitor
- Defensive Driving: 3 Demerits Reduction Program
- Fall Protection End-User
- First Level Supervisor Training Program
- Flagger Train-the-Trainer
- Ground Disturbance 201
- Hazard Management
- Health and Safety Committees and Representatives
- Scaffolding Awareness
- Powered Mobile Equipment

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

*Please visit the Ministry of Labour website (**work.alberta.ca**) for approved First Aid training facilities.

**Mental Health First Aid must be completed through Saint John Ambulance.

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.

PRINCIPLES OF HEALTH & SAFETY MANAGEMENT (2 DAYS)

This course is designed to provide information and instruction on developing a simple, cost-effective health & safety manual.

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.

LEADERSHIP FOR SAFETY EXCELLENCE (2 DAYS)

This course will assist managers and supervisors to integrate health & safety into their everyday planning and to create and promote safe and healthy work environments.

WHMIS 2015 TRAIN-THE-TRAINER (1 DAY)

This course is designed for individuals who are responsible for providing Workplace Hazardous Material Information System (WHMIS) training and/or establishing and maintaining their company's WHMIS program.

CONTRACTOR MANAGEMENT (1 DAY)

This course is designed for owners, managers, administration, and safety personnel who are directly involved in the contractor management process. Participants will explore a basic contractor management process for companies that manage contractors or who work as contractors.

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.

WORKSITE INVESTIGATION BASICS (1 DAY)

This course includes theoretical and practical components. It is designed to provide the participant with the knowledge and skills to be able to analyze a basic worksite incident, determine incident causes, and complete an investigation report.

CONSTRUCTION SAFETY ADMINISTRATION (1 DAY)

This is the final compulsory ACSA course in the NCSO™ and HSA programs. It is a comprehensive summary of professional health & safety management skills. Principles of Health & Safety Management, Auditor Training Program, Leadership for Safety Excellence, WHMIS 2015 Train-the-Trainer, Alberta OH&S Legislation Awareness, Worksite Investigation Basics, Contractor Management, and Communication & Ethics for the Safety Leader.

STANDARD FIRST AID OR MENTAL HEALTH IN THE WORKPLACE

Please visit the Ministry of Labour website work.alberta.ca for approved first aid training.

CSTS 2020, ESTS, OR PCST (1 DAY) (ONLINE COURSES)

This computer-based training, delivered individually, takes approximately 2 to 5 hours to complete. Students receive a generic orientation for the construction industry (CSTS 2020), the pipeline industry (PCST), or the electrical industry (ESTS).

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.

ALCOHOL & DRUGS: WORKSITE GUIDELINES (1 DAY)

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.

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.

CONFINED SPACE ENTRY/MONITOR (ENERGY SAFETY CANADA APPROVED) (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.

DEFENSIVE DRIVING (ONLINE COURSE)

This 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.

FALL PROTECTION END-USER (ENERGY SAFETY CANADA APPROVED) (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.

FIRST LEVEL SUPERVISOR TRAINING PROGRAM (ONLINE COURSE)

Strong supervision skills are key to any construction project. This comprehensive online training program offers the critical basic skills and concepts needed to supervise a crew in the residential, institutional, commercial, industrial, and civil construction sectors. The course uses activities, and quizzes to reinforce the learning.

FLAGGER TRAIN-THE-TRAINER (1 DAY)

This course provides information about standardized flagging procedures for the construction industry in Alberta. Individuals who are exposed to traffic hazards created by vehicles and/or equipment at the work site would benefit from the information provided in this course.

GROUND DISTURBANCE (ONLINE COURSE)

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 the components and application of a Hazard Management System. Participants will review methods for hazard and risk assessment in the context of the Alberta Occupational Health & Safety (OHS) legislation requirements.

HEALTH & SAFETY COMMITTEES AND REPRESENTATIVES (ONLINE COURSE)

This course is designed to give Health and Safety Committee (HSC) co-chairs and Health and Safety Representatives (HSRs) an understanding of their legislated duties and responsibilities under Alberta's OHS legislation. The course introduces concepts related to hazard assessment and control, inspections, and incident investigations. This course is approved by the Government of Alberta for the training of HSCs/HSRs.

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.

POWERED MOBILE EQUIPMENT (PME) (ONLINE COURSE) (1 DAY)

This self-paced course is designed to increase awareness of the hazards associated with working around PME and the ways those hazards can be controlled. Workers, safety personnel, supervisors, and employers will all benefit from completing this course. Incident reviews and case studies of actual incidents will provide learners with better strategies to keep everyone safe when working around PME.

Approximate time to complete the course is 1.5 to 3 hours.

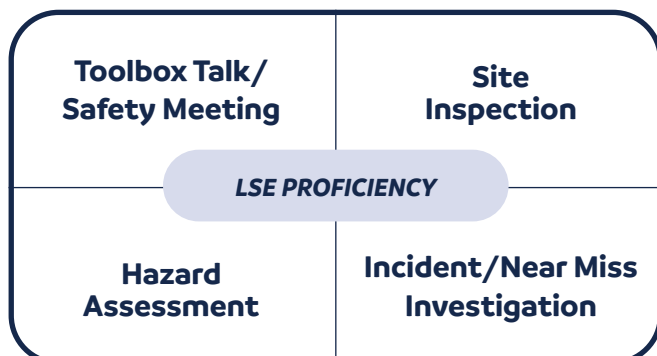
SECTION 3: Verifying

LSE PROFICIENCY

SUBMISSION REQUIREMENTS

Submit a copy of the following:

1. Minutes of a tool box/safety meeting that you conducted
2. A completed site inspection (including corrective action) which you conducted or where you were part of the inspection team
3. An incident or a close call investigation report you were involved in (if you haven't been, you may submit a mock report for a simulated investigation)
4. A completed hazard assessment (including corrective action) which you conducted or where you were part of the hazard assessment team



Note: It is acceptable to use a black marker to black out the names of individuals or locations on an investigation report to protect the identity of an injured party or the confidential location of an ongoing project.

All four components listed above must be submitted for review at the same time by emailing ncso@youracsa.ca.

The LSE proficiency will be recorded after the documentation is reviewed and approved by the ACSA.

All documentation submitted must:

- have been completed by you
- include your name and signature
- be in individual format (employees from the same company may not conduct an investigation as a group and then submit that same investigation for all four participants)

For further details, download the LSE Proficiency Package from our webpage, youracsa.ca.

CERTIFIED AUDITOR

Individuals are required to complete the three-day Auditor Training Program (ATP). This course is designed for individuals who will evaluate the effectiveness of a company's health & safety management system. Upon successful completion of the classroom course you are required to submit a qualification audit (individually conducted) within three months of your training.

For an auditor to maintain their status, they must conduct an internal audit, COR Action Plan, maintenance audit or external audit, in not one but both interim years leading up to their recertification. If an auditor fails to meet these criteria, they are required to re-sit the ATP course.

NCSO™ EXAM

HOW OFTEN ARE YOU RUNNING THE EXAM?

Exams will be scheduled based on demand. A schedule of exam writing dates are published on our website at youracsa.ca/NCSO-HSA

IS THE PROVINCIAL EXAM OFFERED ONLINE OR DO I HAVE TO WRITE IN PERSON?

The exam is currently offered in-person only.

WHAT'S ON THE NCSO™ EXAM?

The exam covers hazard assessments and controls, training and orientations, inspection, investigations, auditing, health & safety programs, documentation, WHMIS, adopted standards, first aid and emergency preparedness, and the Canadian Criminal Code.

The exam will include various question formats. A more detailed exam blueprint is available for download from our website as a component of the **NCSO™ Exam Application package**.

WHAT'S THE PASS MARK FOR THE NCSO™ EXAM & HOW LONG WILL IT TAKE TO COMPLETE?

The pass mark will be an overall score of 75%. You will have up to 2 hours to complete the exam.

IS THERE A COST FOR WRITING THE NCSO™ EXAM?

Not in Alberta. The exam is free when written for the first time. Other provinces may have a fee. Check with the respective provincial construction association for further details.

WHAT ARE MY OPTIONS IF I DO NOT PASS THE EXAM?

If unsuccessful on your first attempt at the exam, you will be required to wait a 3-month deferral period. Any subsequent rewrites will require a 6-month and then a 12-month deferral. An administrative fee of \$60 will apply to exam re-writes. Unsuccessful attempts in other provinces will not affect your Alberta designation.

WILL I HAVE TO WRITE THE NCSO™ EXAM IN EVERY PROVINCE?

You only have to successfully complete the national exam once. However, each province will have their own supplemental legislation exam.

IS THERE A FEE FOR WRITING ACSA'S PROVINCIAL LEGISLATION EXAM?

Yes. The cost for completing the one-day course is \$100.

HOW WILL AN EMPLOYER BE ABLE TO TELL IF I MEET THE NEW STANDARD?

Your NCSO™ certificate will have the new NCSO™ logo with the CFCSA seal to show you meet the new national standard. Your Student Portal will indicate on your transcript when you achieve the new standard requirements.

For those individuals who achieve the CFCSA-NCSO™ standard, they have the option to have their name and designation listed on the public list hosted on the ACSA's website.

SECTION 4: Administration

MAINTENANCE REQUIREMENTS & EQUIVALENCIES

As an NCSO™, you must maintain your designation every three years, the requirements are:

- Maintain your Standard First Aid certification: Please visit the Ministry of Labour website (work.alberta.ca) for approved First Aid training facilities.
- Maintain your ACSA Certified Auditor status.
- Take at least one course every three-year cycle from ACSA or another Canadian Federation of Construction Safety Association (CFCSA) member. Alternatively, you can attend the ACSA Conference or another HSE-related conference event.

When you are nearing your NCSO™ designation expiration, you may submit the required proof of maintenance to the ACSA by emailing ncso@youracsa.ca.

If your CFCSA-NCSO™ designation is not maintained, your name will be removed from the searchable database hosted on the ACSA website.

To renew your CFCSA-NCSO™ designation, you will be required to meet the current standard. This may mean renewing a first aid course, and any of the additional requirements outlined here.

ACSA COURSE EQUIVALENCY APPLICATION PACKAGE

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

HOW DO I APPLY FOR COURSE EQUIVALENCY?

Complete the equivalency application form and submit with a copy of certificate to ncso@youracsa.ca

FREQUENTLY ASKED QUESTIONS

How do I submit Standard First Aid and LSE Proficiency?

You can submit your documents by emailing them to ncso@youracsa.ca.

How many courses need to be completed & do I have to register for them all at once?

There are 11 compulsory courses and 2 elective courses for a total of 13. Our courses are offered on an individual basis. Please note: payment is required at the time of enrollment.

How long are the courses?

Each Virtual Instructor-Led Training (vILT) course is 1 to 3 days in length, and runs from 8 a.m. to 4:30 p.m. The online courses vary in length.

How long do I have to complete the program?

There is no time frame for completion; however, all course certification must be current and you must meet the current program requirements at the time of application submission for the NCSO™ exam.

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 and 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.

How long does it take to complete the entire program?

It depends on your time, resources and course availability.

Do I need to be a Certified Auditor to obtain my NCSO™ designation?

Yes, you must have your qualifying audit completed within the allotted time period and maintained your status.

Do all of the courses have to be current (not expired)?

Yes, all courses must be current to sit the NCSO™ exam. If any of your courses are expired, they will have to be retaken.

Is LSE proficiency required for NCSO™?

Yes, the LSE proficiency is required to achieve the NCSO™ designation.

Does the NCSO™ expire?

Not if you obtained your designation prior to June 30, 2017. However, it is recommended for professional development that you stay current with industry changes and adopt the CFCSA-NCSO™ designation.

If you attained your designation after July 1, 2017, there are maintenance requirements that must be submitted every 3 years to retain the CFCSA-NCSO™ designation.

What is the purpose of the new standard?

The added value to the new standard is derived from:

1. Strengthening the NCSO™ designation, making it more

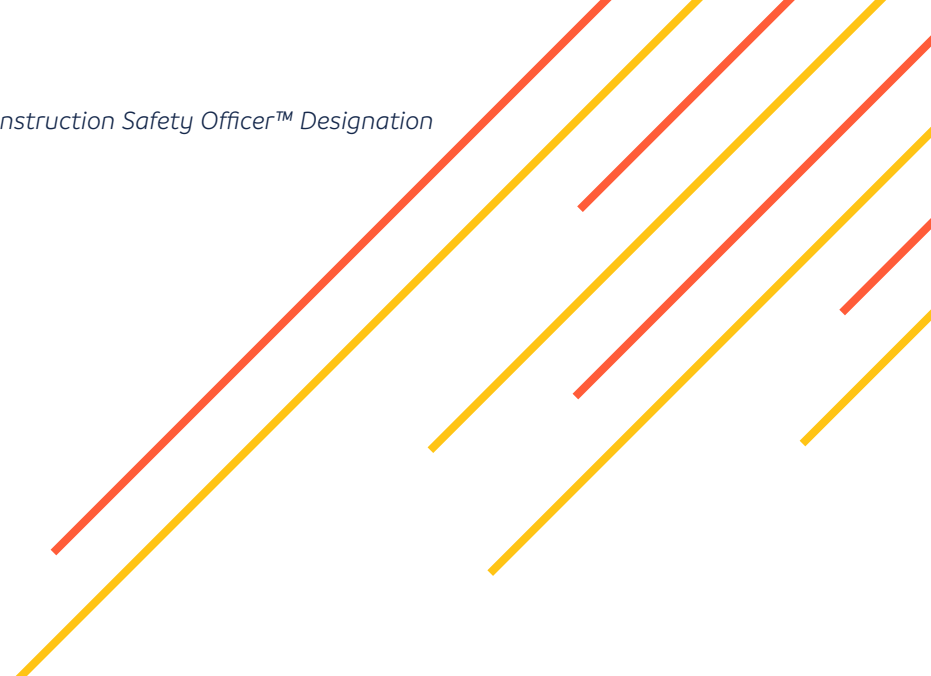
respected and enabling transferability and mobility between provinces.

2. Showing commitment to continual improvement and professional development. Continual improvement is the foundation of health & safety management.
3. Lifelong learning benefits an individual by staying current with changing standards & evolving technology, and benefits the employer by having a more knowledgeable person responsible for health & safety related matters.

Are all the provinces aligned in this initiative?

The Canadian Federation of Construction Safety Associations (CFCSA) allows the heads of each provincial construction safety association, and their associates, to meet and discuss their shared interest in promoting awareness of construction health & safety, improve information sharing, and collaborate to produce workplace training resources.

The CFCSA meets annually (at a minimum) and have long had an interest in strengthening the NCSO™ designation, and in making it truly national.



The CFCSA members took a collaborative approach to this new standard with the intent of supporting mobility for NCSO™s across Canada, and sharing in raising the standards to better the program's recognition and acceptance.

CFCSA members signed the new agreement at the 2017 meeting in June, which was hosted by ACSA in Calgary.

How will our employers know what the new standard is and why we should meet these requirements?

Those who achieve their CFCSA-NCSO™ status, will have it noted on their transcript and certificate with the updated NCSO™ logo as evidence of completion to show prospective employers.

How will provincial or territorial OHS legislation exams be managed?

Each province and territory will have separate exams that will test a person's knowledge of local OHS legislation. These exams will be

written by anyone from outside a jurisdiction who wants to work in another jurisdiction.

For example, if you are an NCSO™ from B.C. who has written and passed the NCSO™ National Exam in B.C., but want to work in Alberta and Saskatchewan you would have to write both the Alberta and Saskatchewan OHS Legislation exams. You would not have to re-write the NCSO™ Exam. In Alberta, you could decide to successfully complete ACSA's OHS Legislation Awareness course instead of writing the NCSO™ exam.

Note: each province reserves the right to add additional requirements in addition to the NCSO™ certificate and legislation awareness to meet their standard.

Do I have to complete the required courses in person?

No, the ACSA now offers Virtual Instructor-Led Training (vILT). You are able to complete the program requirements online should you choose.

What happens if I do not maintain my CFCSA-NCSO™ Certification, will I have to sit the exam again?

To regain your CFCSA-NCSO™ designation, ensure the following requirements are met:

- Maintain your Standard First Aid
- Maintain your certified auditor status
- Complete at least one course every three-year cycle from ACSA or another Canadian Federation of Construction Safety Association (CFCSA) member. Alternatively, you can attend the ACSA Conference or another HSE-related conference event.

Do I have to submit my 3 years of construction field experience prior to taking the required training courses?

While it is recommended to first apply and submit your experience for the NCSO™ program it is not required. Courses can be completed at your convenience.

NATIONAL CONSTRUCTION SAFETY OFFICER™ (NCISO™)

Application

First Name: _____ Last Name: _____

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

Company Name (if applicable): _____

Personal address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Code of Ethics

The NCISO™ shall:

1. Practice sound judgement.
2. Recognize professional limitations and competencies.
3. Practice the highest standards of honesty and integrity.
4. Represent themselves, their qualifications, and their experience accurately.
5. Promote and uphold the distinction of the safety profession.
6. Avoid conflicts of interest.
7. Protect confidential information and share only when legally obligated.
8. Respect dignity, diversity, human rights, and employment standards.
9. Continue professional growth and development.
10. Support the efforts of other safety practitioners.

By signing this application form, I acknowledge that I have read, understand, and will comply with the ACSA National Construction Safety Officer™ Code of Ethics as written above. I realize that any breach of the Code of Ethics could result in a formal review.

Please ensure you include proof of three (3) years' field experience in the construction industry

Signature

Date