

YOUR ALBERTA CONSTRUCTION
SAFETY ASSOCIATION'S

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HEALTH
& SAFETY
ADMINISTRATOR
DESIGNATION



Alberta Construction
Safety Association

HSA | Alberta Construction
Safety Association

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HEALTH & SAFETY ADMINISTRATOR

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.

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.

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

HOW TO APPLY

To apply, simply complete the HSA application form found in this package, and email it to the ACSA (hsa@youracsa.ca)

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)

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

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

*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 Materials 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 GUIDELINE (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.

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.

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 legislation requirements.

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.

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.

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.

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.

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.

FREQUENTLY ASKED QUESTIONS

How do I submit Standard First Aid certificate?

You can submit your documents by emailing 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 has.

What if I am unemployed?

You would become 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?

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.

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.

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 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 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 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.

Does the HSA expire?

No, once you obtain your certificate, it does not expire.

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.

HEALTH & SAFETY ADMINISTRATOR (HSA)

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 HSA 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 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