



## NATIONAL CONSTRUCTION SAFETY OFFICER (NCSO™) EXAM

Do I have to write the NCSO™ Exam?

You must pass the NCSO™ exam to meet the CFCSA NCSO™ standard.

You may upgrade to the CFCSA NCSO™ standard if you have finished your NCSO™ program before July 1, 2017. You can do this by completing any additional courses required and then successfully writing the NCSO™ exam. Upgrading to the CFCSA NCSO™ standard is voluntary. The administrative fee to write the Online proctored exam is \$65.

Are you eligible?

You must meet all the following requirements before you can apply to write the NCSO™ Exam:

- You have completed all course requirements to become an NCSO™.
- You are an ACSA-certified Certificate of Recognition (COR) auditor.
- Your Leadership for Safety Excellence (LSE) proficiency has been approved.
- Your construction field experience submission has been approved.

### **What does the NCSO™ Exam cover?**

The NCSO™ Exam covers content from selected ACSA courses and skills you should have gained through your work experience as a safety person. There is more information about the format and content of the exam at the end of this document.

### **How do I apply to write the NCSO™ Exam?**

Complete the attached NCSO™ Exam application form on the next page and email it to [ncco@youracsa.ca](mailto:ncco@youracsa.ca).

### **When will I get my NCSO™ Exam results?**

You will be contacted by email within three to four weeks to let you know if you were successful or not.

*Note:* ACSA uses a Pass/Fail reporting system for this exam and not percentages. This is because the NCSO™ exam is a *certification* examination and ACSA considers everyone who is successful to be equally qualified.

### **What happens if I'm unsuccessful on the NCSO™ exam?**

You will receive a breakdown of how you scored on each part of the NCSO™ Exam Blueprint. You can use this information to identify your areas of strength and areas for improvement.

You can apply to rewrite the NCSO™ Exam if you were unsuccessful on any attempt. You must wait between attempts and pay a \$80 administrative fee each time you apply to rewrite.

- If you were unsuccessful on your first attempt, you must wait at least three months after the date of the first attempt to rewrite.
- If you were unsuccessful on your second attempt, you must wait at least six months after the date of the second attempt to rewrite.
- If you were unsuccessful on any additional attempts, you must wait at least twelve months between each attempt.

### **What if I'm an NCSO™ from outside of Alberta?**

You do not have to write the NCSO™ Exam if you are an NCSO™ from outside of Alberta. However, ACSA needs to verify that you are familiar with Alberta's Occupational Health and Safety (OHS) legislation. You can provide that verification in one of two ways:

1. You can successfully complete ACSA's Alberta OHS Legislation Awareness (LEG) course.
2. You can write the NCSO™ Alberta OHS Legislation Challenge Exam. Email [ncso@youracsa.ca](mailto:ncso@youracsa.ca) for more information about challenging this exam. You will also need to provide proof of your NCSO™ certification from the province or territory you are coming from before you can challenge the exam.

*Please note:* there are no rewrites allowed on the Alberta OHS Legislation Challenge Exam. If you are not successful on the challenge exam, you must successfully complete ACSA's OHS Legislation Awareness (LEG) course.





## NCSO™ PREP COURSE REGISTRATION

This is a free 2 hour virtual instructor led prep session. The session is optional and in order to register for the session you must meet the NCSO exam eligibility criteria. The session will cover key information such as:

- Overview of the NCSO/NHSA exam blueprint
- Basic test taking strategies
- Information on the online proctoring process
- Frequently Asked Questions

Please indicate your preferred date:

Exam Prep Course

December 12, 2024

January 14, 2025

Please submit to [ncso@youracsa.ca](mailto:ncso@youracsa.ca)



## NCSO™ EXAM APPLICATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate your preferred date:

Online Proctored

December 18, 2024

January 22, 2025

### Additional Information

- Initial exam fee - \$65.00
- There is limited seating for each exam.
- Exam dates will be filled on a first come basis.
- Should your preferred date be filled, you will be contacted to discuss an alternative date.
- All exam applications must be submitted no later than seven days prior to the scheduled exam date. Exam applications received after this date will not be processed.
- You will be notified after we process your application.

### Method of payment

A Client Services Representative will contact you for payment information. Your application is not complete until payment is received.

**Please submit to [ncso@youracsa.ca](mailto:ncso@youracsa.ca)**

**NCSO™/ NHTA™ EXAM OVERVIEW**

September 2022

**Purpose of the Exam**

The NCSO™/NHTA™ Exam has been designed in consultation and agreement with many industry stakeholders and oversight from the Canadian Federation of Construction Safety Associations (CFCSA).

NCSO™/NHTA™ designation holders must understand general safety concepts and be able to apply those concepts to identify and solve problems within the industry. The NCSO™/NHTA™ Exam is a certification exam for people who want the NCSO™ or NHTA™ designation based on their general knowledge of safety concepts, and on the basic safety skills that people at this level of safety training should have. The Exam is intended to assess the understanding and application of these concepts.

**Format of the Exam**

The NCSO™/NHTA™ Exam is a two-hour, closed book exam, made up of 120 multiple choice questions. The pass mark is 75% and you will receive a Pass or Fail grade based on your score.

The table below provides the format of the exam. Specific details about the exam are in the Exam Blueprint on the next page.

Exam Format			
Part	Question or Item Type	Total Marks	Categories of questions or items
A	Multiple Choice	120	<ul style="list-style-type: none"> <li>Four-option multiple choice questions covering general concepts</li> </ul>



**NCSO™ / NHSA™**  
**September 2022**

Topic (Selected ACSA Courses)	General Concepts & Basic Skills	Total Marks
Hazard Control and Risk Assessment (LSE, PHSM, LEG)	Concepts: Hazard assessments, hierarchy of controls, elements of risk assessment, hazard categories	24
Training and Orientation (ATP, LSE, PHSM)	Concepts: Assessments, evaluation, documentation, verification, and monitoring methods (e.g., OJT or ongoing training)	15
Inspections (LSE, PHSM)	Concepts: Inspection procedures, formal and informal inspections	10
Investigations (LSE, PHSM, WIB)	Concepts: Investigation processes, procedures, incident causation	18
Audits and Auditing (ATP, PHSM)	Concepts: COR Audit process and procedure, audit timelines, sampling, documentation review, timeframes and action plans	16
Health and Safety Management Systems (ATP, PHSM, LEG)	Concepts: Elements of a health and safety management system (as per COR requirements), legislation	18
First Aid and Emergency Preparedness (PHSM, LEG)	Concepts: Emergency response	1
WHMIS (WHMISTTT)	Concepts: WHMIS 2015 TTT components (i.e., includes worker education, site-specific training, SDSs, workplace labels, hazard communication)	9
PPE (WHMIS, LEG, LSE, PHSM)	Standards, types of PPE, PPE controls and legislation	9
Pass mark for the NCSO™ / NHSA™ Exam is an overall score of 75%. Score is recorded as PASS or FAIL.		120

Selected ACSA Courses	
LEG	<a href="#">Alberta Occupational Health and Safety Legislation Awareness</a>
PHSM	<a href="#">Principles of Health and Safety Management</a>
ATP	<a href="#">Auditor Training Program</a>
LSE	<a href="#">Leadership for Safety Excellence</a>
WIB	<a href="#">Worksite Investigation Basics</a>
WHMIS TTT	<a href="#">WHMIS Train the Trainer</a>
<p>The NCSO™/ NNSA™ Exam is heavily weighted on foundational concepts from these selected ACSA courses. Many candidates find it helpful to start their preparation through a review of the course books for these courses.</p>	

**Exam Tip!**

Prioritize your preparation. Start your study regime with LEG, PHSM, and ATP. Then move forward with LSE, WIB, and WHMIS TTT. Overall, focus on the knowledge objectives and exemplar documents within each course book

### Terminology

While the NCSO™/ NNSA™ Exam and designation is nationally recognized, please note that terminology from one jurisdiction to another may differ. The NCSO™/ NNSA™ Exam administered through ACSA will reflect Alberta statutory definitions, generic construction focused terminology, and generic safety terminology. These terms may also differ from company-specific uses.

*Examples:*

- Formal inspections
- OJT (on-the-job training)
- Formal Hazard Assessment
- Action plan
- Toolbox talk or tailgate meeting
- Direct, basic, and root cause
- Hazard report
- Safety Statistics (e.g., LTFR, ISR, TRIF)
- Safe job procedure (SJP)

- Informal inspections
- Joint Health and Safety Committee
- Site-specific Hazard Assessment
- Hierarchy of controls
- Tickets
- Partnerships in Injury Reduction (PIR)
- Health and Safety Representative
- Readily available
- Safe work practice (SWP)

## Sample Questions

### Multiple Choice:

1. Which one of the following tools is used by workers to assess task(s) and site related hazards?
  - a. Training matrix
  - b. Formal hazard assessment
  - c. Project safety plan
  - d. Site-specific hazard assessment

Use the information shown in the box below to answer Question 2.

A pallet was dropped during movement at the main shop. An investigation determined the pallet had been overloaded, the operator had been short forking the load (i.e., the tines of the forklift had not been fully inserted into the pallet before lifting), and the area supervisor was away from the location for most of the day.

2. Based on the information above, which two components of the company health and safety management system should be reviewed to prevent a similar incident from occurring again?
  - a. Operator training and supervisor responsibilities
  - b. Project safety plan and health and safety policy
  - c. Preventative maintenance and incident reporting
  - d. OHS legislation and corrective action plans
3. Which one of the following documents provides workers with practical *dos* and *don'ts* for a particular task?
  - a. Policies
  - b. Safe work practices
  - c. Safe job procedures
  - d. Roles and responsibilities

Answer:  
1D,2A,3B



## Testing Taking Practices

To be in the best position possible, consider the following test taking practices throughout preparation and while writing the NCSO™/ NHTSA™ Exam.

- ❖ **Prioritize your time.** Answer items you know well to maximize your success. With the remaining time, return to items you may have been unsure of and reassess or confirm your answer.
- ❖ **Narrow it down.** Multiple choice answers will present four options (one is the correct answer and the remaining three will be plausible). It is helpful to narrow them down by eliminating the 1-2 options you know to be incorrect and reviewing the question again with the remaining options.
- ❖ **Read and re-read the question.** Often, we are eager to answer a question based on what we thought it was asking. But, re-read it, understand what it is truly asking and attempt to pull key words from it that may assist you in your response.
- ❖ **Keep it generic.** Many companies have internal jargon and terminology. You will not see this on the NCSO™/ NHTSA™ Exam. Using company specific terms for processes and documents may not be beneficial. Keep your short and longer answers as generic as possible and reflective of the intent of the action, process, observation, document. (e.g., using *hazard assessment* rather than terms such as PHA, PTA, FLRA, PJTA, etc.)
- ❖ **Still keep it generic.** Company processes may differ from that of processes covered in ACSA courses. Neither may be "incorrect" or "better". Rather, know that questions will reflect ACSA course content and Government of Alberta legislative requirements (i.e., the minimum standard).

Please note: all exam applications must be submitted no later than seven days prior to the scheduled exam date. Exam applications received after this date will not be processed.