

## NCSO™ / NHSA™ Exam Rewrite Application

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

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

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

### 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.

There is a \$80 administration fee for the rewrite of the exam.

### Method of Payment

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

Please indicate your preferred date:

Online Proctored

March 26, 2025

April 15, 2025

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.

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

## NCSO™/ NHTA™ EXAM OVERVIEW

### 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 CFCSA 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™/ NHTA™**

September 2022

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