

YOUR ALBERTA CONSTRUCTION
SAFETY ASSOCIATION'S

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NATIONAL
HEALTH & SAFETY
ADMINISTRATOR™
DESIGNATION



Alberta Construction
Safety Association



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SECTION 1: Registration

NATIONAL 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 that does not currently have a minimum of three years construction field experience.

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

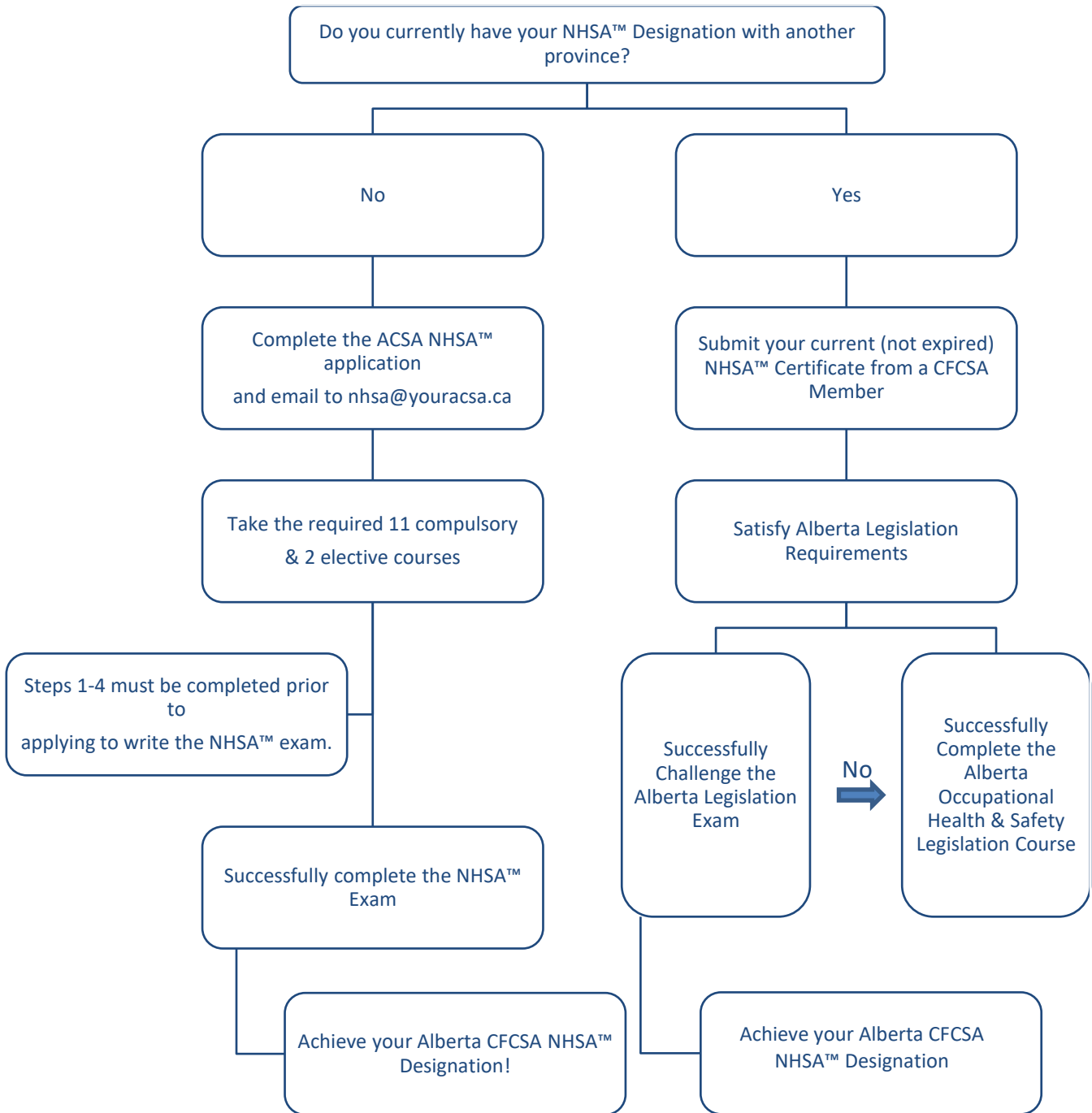
This program is recommended for personnel who wish to receive health & safety-focused training and to be recognized as an NHTSA™ in other provinces.

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 the job.

START



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

HOW TO ACHIEVE & MAINTAIN

Applying to the NHSA™ program requires that you follow a number of steps. The process is designed to allow you the opportunity to prove knowledge as a safety practitioner, providing you with an exceptional start to your career as a safety leader.

1. REGISTER FOR THE NHSA™ PROGRAM

Complete the application form included in this package. Once you have completed the form, please email it to ACSA.

2. MEET TRAINING REQUIREMENTS

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

3. SUCCESSFULLY PASS THE NHSA™ EXAM

The NHSA™ 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.

4. MAINTENANCE

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

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*
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
- Scaffolding Awareness
- Powered Mobile Equipment
- Respectful Workplaces

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

*Please visit the Minister of Labour's website for approved First Aid training.

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 Management System.

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.

Standard First Aid

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

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 in their health and safety journey. 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 is offered through instructor led or computer-based training and 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 NHSA™ programs. This course summarizes and pulls together material from the other compulsory courses and explores ways in which the NHSA™ could apply this learning as they navigate the path to a successful Health and Safety Management System. Prerequisites: 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.

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 (1 DAY)

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.

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.

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 and is designed for individuals who will facilitate flagger training for their organization.

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.

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.

TRANSPORTATION OF DANGEROUS GOODS TRAIN-THE-TRAINER (1 DAY)

This course is designed for individuals responsible for training workers who may be involved in transporting, handling, shipping, receiving, or supplying dangerous goods in the construction industry.

WORKING AROUND POWERED MOBILE EQUIPMENT (1 DAY)

This 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.

SECTION 3: Exam

NHSA™ 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-NHSA

IS THE PROVINCIAL EXAM OFFERED ONLINE?

The exam is currently offered online.

HOW CAN I APPLY FOR THE NHSA™ EXAM?

Exam applications can be downloaded from the website at youracsa.ca/NCSO-NHSA. Once you have selected the date of choice, this can then be emailed to nhsa@youracsa.ca

WHAT'S ON THE NHSA™ 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 is consistent of 120 multiple choice questions. A detailed exam blueprint is available for download from our website as a component of the **NCSO-NHSA™ Exam Application package**.

WHAT'S THE PASS MARK FOR THE NHSA™ 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 NHSA™ EXAM?

Yes, the initial exam fee is \$65.

Other provinces may have a different 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. Unsuccessful attempts in other provinces will not affect your Alberta designation.

A fee of 80\$ will apply to all exam re-writes.

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

You are only required 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 challenging the exam or completing the one-day course is \$100.

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

Your NHSA™ certificate will have the new NHSA™ 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-NHSA™ 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 NHSA™, 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.
- 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 NHSA™ designation expiration, you may submit the required proof of maintenance to the ACSA by emailing nhsa@youracsa.ca.

If your CFCSA-NHSA™ designation is not maintained, your NHSA will be recognized in Alberta, only.

To renew your CFCSA-NHSA™ 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 your certificate to nhsa@youracsa.ca

FREQUENTLY ASKED QUESTIONS

How do I submit Standard First Aid?

You can submit your certificate by emailing them to nhsa@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. mst to 4:30 p.m. mst. 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 must meet the current program requirements at the time of application submission for the NHSA™ 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 NHSA™ designation?

No, being a Certified Auditor is not a requirement of this program.

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

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

Is LSE proficiency required for NHSA™?

No, the LSE proficiency is not required to achieve the NHSA™ designation.

What is the difference between HSA and NHSA?

NHSA is recognized across Canada whereas HSA is recognized in Alberta only.

NHSA requires successful completion of the certification exam. If you attained your designation after April 3, 2023, there are maintenance requirements that must be submitted every 3 years to retain the CFCSA-NHSA™ designation.

What is the purpose of the new standard?

The added value to the new standard is derived from:

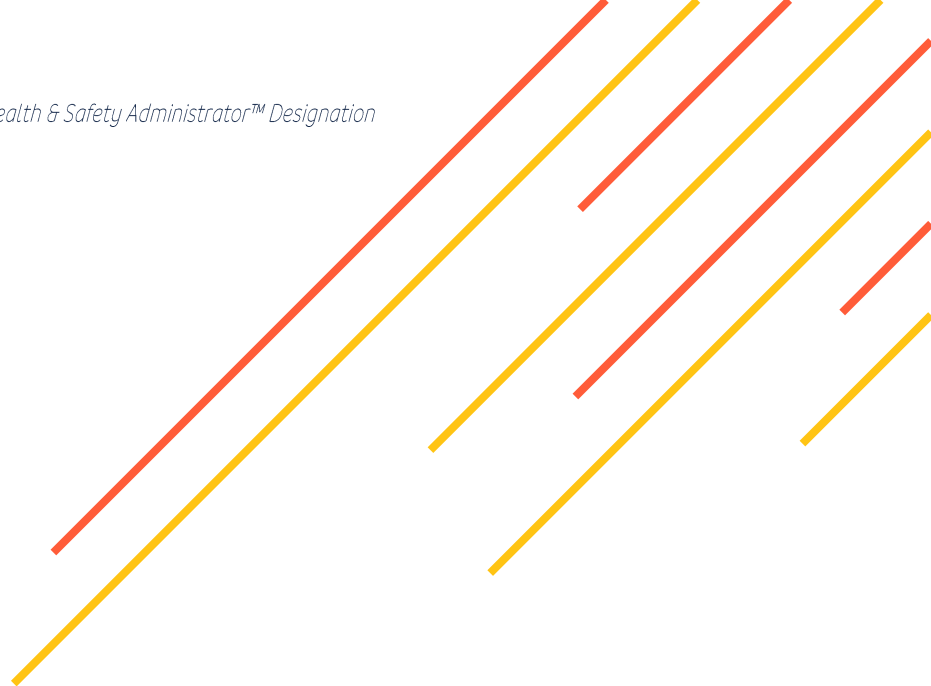
1. Strengthening the NHSA designation, making it more

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 NHTSA™ 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 NHTSA™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 2022 meeting in June.

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

Those who achieve their CFCSA- NHTSA™ status, will have it noted on their transcript and certificate with the updated NHTSA™ 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 NHTSA™ from B.C. who has written and passed the NHTSA™ 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 NHTSA™ Exam. In Alberta, you could decide to successfully complete ACSA's OHS Legislation Awareness course instead of challenging the Alberta Legislation exam.

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

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

If your CFCSA-NHTSA™ designation is not maintained, your NHTSA will be no longer be transferable across the different provinces and will only be recognized in Alberta.

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.

NATIONAL HEALTH & SAFETY ADMINISTRATOR™ (NHSA™)

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 NHSA™ 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 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

If you wish to receive email communications about any of the following topics, please tick the relevant box:

- Course Confirmations, Receipts, Program or Course Changes
 ACSA Events, System Message and Newsletters