



Construction Safety Designations



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Professional Development Conference

Join us for our annual NCSO Professional Development Conference. More details available on our website: www.acsa-safety.org



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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 Program.

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

This program is recommended for Health & Safety practitioners who wish to receive construction-focused training and to be recognized as an NCSO in other provinces.

REQUIREMENTS

The participant must complete the 11 compulsory courses and 2 of the elective courses listed on the program outline. The participant must have a **minimum** of 3 years **field experience** in the **construction industry** to receive certification as an NCSO.

ACQUIRED SKILLS

This program will enable participants to:

- "Assist" management in the administration, implementation and maintenance of a Health and Safety management system.
- Identify and review various Health & Safety concerns specific to the worksite.
- Communicate effectively with government, management and workers regarding Health and Safety, on and off the job.

Health & Safety Administrator Program



INTRODUCTION

The primary objective of this program is to provide entry level safety training for an administrator of a Health and Safety program, **who does not have a minimum of three years construction field experience or who is working toward three years of experience**. If you have construction experience, please refer to NCSO.

Certification indicates that the participant has knowledge in various Health & Safety management skills and principles.

REQUIREMENTS

The participant must complete certification in the 11 compulsory courses and 2 of the elective courses listed on the program outline. No previous experience required.

ACQUIRED SKILLS

This program will enable participants to:

- "Assist" management in the administration, implementation and maintenance of a Health and Safety management system.
- Identify and review various Health & Safety concerns specific to the worksite.
- Communicate effectively with government, management and workers regarding Health and Safety, on and off the job.

Program Outline

For online course registrations, please visit our website: www.acsa-safety.org

Compulsory Courses (11)	Elective Courses (any 2)
<ul style="list-style-type: none"> • Principles of Health & Safety Management • Auditor Training Program (certified) • Leadership for Safety Excellence • WHMIS Train-the-Trainer • Construction Safety Administration • Basic Instructional Techniques • Prime Contractor • Confined Space Entry/Monitor • Alberta Legislation Awareness • Standard First Aid - Two (2) day training * • <i>And one of the following 4 courses:</i> <ul style="list-style-type: none"> • Construction Safety Training System (CSTS) • Roadbuilders Construction Safety Training System (RSTS) • Pipeline Construction Safety Training (PCST) • Electrical Safety Training System (ESTS) 	<ul style="list-style-type: none"> • Alberta Temporary Traffic Control • Alberta Temporary Traffic Control - Field Application • Alcohol, Drugs and Safety • Back Injury Prevention • CCA Mould Awareness • Construction Environmental Awareness • Effective Claims Management • Fall Protection Planning • Flag Train-the-Trainer • Light Duty Vehicle - Driver Improvement • Safe Trenching, Excavation & Ground Disturbance • Safety Culture - Roadmap to “Zero” • Scaffolding Awareness • TDG Train-the-Trainer • Loss Prevention and Control for Executives (1 day seminar)

NOTE:

* The Alberta Construction Safety Association does not provide First Aid training. Please visit the **Alberta Employment and Immigration** website (<http://employment.alberta.ca/>) for approved First Aid training facilities. **Provide a copy of your current Standard First Aid Certificate to the NCSO Co-ordinator to be put on your ACSA file.**

Compulsory Course Descriptions

Principles of Health & Safety Management (1 day)

- Members \$60
- Associate Members \$75
- Non-Members \$375

This course is designed to provide the knowledge to develop a simple, cost-effective Health and Safety Manual.

Auditor Training Program (3 days)

- Members \$100
- Associate Members \$125
- Non-Members \$425

This course is designed for those who will be evaluating the effectiveness of company Health and Safety Programs. Program audits are a very cost-effective method of measuring existing management systems. In this program, you will learn how quality audits reduce risk through a systems approach that maintains focus on accident reduction. Principles of Health and Safety must be completed prior to the Auditor Training Program.

Leadership for Safety Excellence (2 days)

- Members \$100
- Associate Members \$125
- Non-Members \$425

This course will enable supervisors to build health and safety into their everyday planning, create and promote a safe work environment, and help make a lasting contribution to the reduction of incidents in the industry.

WHMIS Train-the-Trainer (1 day)

- Members \$60
- Associate Members \$75
- Non-Members \$375

This course is designed for those who are responsible for establishing, maintaining and training workers as part of their company's WHMIS program.

Construction Safety Administration (1 day)

- Members \$60
- Associate Members \$75
- Non-Members \$375

This course is designed to provide the participant with comprehensive knowledge for effectively managing and monitoring a construction Health and Safety management system. Prior to registering for Construction Safety Administration, you must complete Principles of Health and Safety, Auditor Training Program, Leadership for Safety Excellence and one of the Train-the-Trainer courses.

Basic Instructional Techniques (2 days)

- Members \$100
- Associate Members \$125
- Non-Members \$425

This course has been designed to provide participants with information about various instructional techniques to assist them in their individual roles as instructors/presenters for the company/organization.

Prime Contractor (1 day)

- Members \$60
- Associate Members \$75
- Non-Members \$375

This course is designed for those who may assume, or be designated the Prime Contractor of a work site and provides a framework on how to effectively manage health and safety on a project.

Confined Space Entry/Monitor (1 day)

- Members \$75
- Associate Members \$125
- Non-Members \$375

This is a course for personnel who are required to enter and/or monitor worker entry into confined spaces.

Alberta Legislation Awareness Program (1 day)

- Members \$150
- Associate Members \$200
- Non-Members \$375

This awareness course is designed for Owners, Managers, Supervisors and Workers to complete a review of the Alberta Occupational Health & Safety Act, Regulations and Code - interpretation document. It consists of hands-on exercises, and industry-based scenarios, to assist participants in locating applicable legislation requirements.

CSTS, RSTS, PCST, or ESTS (1 day)

- Call for pricing.

Computer-based training, delivered individually, approx 4-6 hours to complete, a generic orientation for the construction industry (CSTS), the road building industry (RSTS), the pipeline industry (PCST), or the electrical industry (ESTS).

Elective Course Descriptions

Flag Train-the-Trainer (1 day)

- Members \$60 • Associate Members \$75 • Non-Members \$375

This course is designed for those involved in the day-to-day company operations where workers and the general public are exposed to hazards created by vehicles and/or equipment. Safety precautions must be in place for the protection of those who come into contact with the construction zone.

Back Injury Prevention Program (1 day)

- Members \$60 • Associate Members \$75 • Non-Members \$375

This course has been designed for employers, managers and supervisors who are considering implementation of a Back Injury Program for their organization.

TDG Train-the-Trainer (1 day)

- Members \$60 • Associate Members \$75 • Non-Members \$375

This course is for those individuals involved in, or responsible for handling, shipping, receiving, and transporting dangerous goods.

Alcohol, Drugs and Safety (1 day)

- Members \$60 • Associate Members \$75 • Non-Members \$375

This awareness course is designed for employers, managers and supervisors who are considering the implementation of a substance abuse prevention program in their organization. It also provides the supervisor information on how to recognize and deal with substance abuse situations on the work site.

Safety Culture - A Roadmap to “Zero” (1 day)

- Members \$60 • Associate Members \$75 • Non-Members \$375

This course, focused at owners, managers, supervisors and workers, is intended to help organizations to examine their health and safety cultures, and to reduce incidents and their related costs. It is broken down into 4 modules introduced by video and accompanying workbook.

Safe Trenching, Excavation and Ground Disturbance (1 day)

- Members \$60 • Associate Members \$75 • Non-Members \$75

This course is designed for those individuals who are planning, supervising, or doing ground disturbance work. Safety of the workforce is the primary goal.

Fall Protection Planning (1 day)

- Members \$60 • Associate Members \$75 • Non-Members \$375

This course is designed to provide participants (managers, supervisors and workers) with the information on legislated minimum requirements, develop fall protection plans and to advise on the different fall protection systems that are available to help in preventing incidents involving falls from elevated work stations.

Alberta Temporary Traffic Control (2 days)

- Members \$300 • Associate Members \$300 • Non-Members \$400

Alberta traffic control technicians, in partnership with the American Traffic Safety Services Association

(ATSSA), have designed this course. The course provides information on how to develop and implement traffic accommodation plans for construction zones.

Alberta Temporary Traffic Control - Field Application (1 day)

- Members \$60
- Associate Members \$75
- Non-Members \$375

The ACSA and Alberta Roadbuilders and Heavy Construction Association, in partnership with Alberta Transportation, the Cities of Edmonton/Calgary, and Consulting Engineers of Alberta have designed this course. The course provides participants with information on how to erect temporary traffic control devices according to temporary traffic control plans.

Effective Claims Management (2 days)

- Members \$100
- Associate Members \$125
- Non-Members \$425

This course is designed for those who are involved in WCB Claims and Modified Work Programs within the organization/company.

Construction Environmental Awareness (1 day)

- Members \$60
- Associate Members \$75
- Non-Members \$375

This course has been structured to enhance company owners', managers', supervisors', and workers' knowledge and awareness concerning the environment in the workplace, together with an overview of regulatory requirements, global issues, and industry standards which affect construction activities across Canada.

CCA Mould Awareness (1 day)

- Members \$60
- Associate Members \$75
- Non-Members \$375

This course has been structured to enhance owners', managers', supervisors', engineers', consultants', contractors', suppliers', and workers' knowledge on how to effectively manage mould related issues throughout the Canadian construction industry.

Scaffolding Awareness (1 day)

- Members \$60
- Associate Members \$75
- Non-Members \$375

This course is designed to provide the participant with comprehensive knowledge about scaffolding systems that are presently being used in the construction industry. This course has been developed for the industry as an awareness course so that those who work in construction are familiar with the system.

Light-Duty Vehicle Driving Program (1 day)

- Members \$125
- Associate Members \$150
- Non-Members \$375

This course is intended for individuals who drive to and from work or who are required to operate company-owned vehicles within the scope of their employment. Owners, managers, supervisors and workers will benefit from participation in this program.

Loss Prevention and Control for Executives (1 day)

- All membership levels \$695

This seminar is designed to assist executive managers to enhance their knowledge base about the responsibilities they and their companies bear in relation to the environment and to the health and safety of workers.

Frequently Asked Questions

How do I know if I am an employee of an ACSA member or an associate member company?

Please call the ACSA to verify the level of membership your company enjoys.

What if I am unemployed?

You would come in as 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 course is 1 to 3 days in length, and run from 8:00 a.m. to 4:30 p.m.

Do I have to pre-register?

Yes, you must call our Registrations department or register online. Payment is required upon registration for each course.

Do I have to register for all the courses at once?

No, our courses are offered on an individual basis.

Does the ACSA offer Standard First Aid?

No, this is the only required course that we don't offer. Please visit **Alberta Employment and Immigration** website for approved First Aid Training facilities (<http://employment.alberta.ca/>).

How long do I have to complete the program?

There is no time frame for completion; however, all course certification must be current at the time of application submission for NCSO/HSA status.

Is there a particular order in which the courses must be taken?

Yes. Principles of Health and Safety must be completed prior to the Auditor Training Program. Before registering for Construction Safety Administration, you must complete Principles of Health and Safety, Auditor Training Program, Leadership for Safety Excellence and one of the Train-the-Trainer courses.

When do I send in the NCSO or HSA Application form?

Once you have completed all of the requirements for each of the required courses, you may apply for the applicable designation.

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?

Depending on your schedule and course availability, anywhere from 2 to 6 months.

Where are your training Facilities?

We have offices in Edmonton, Rocky View (Balzac) and Fort McMurray. We also provide training in Red Deer, Grande Prairie, Lloydminster, Medicine Hat and Lethbridge.

HSA

Does the HSA expire?

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

What needs to be attached to the application?

A copy of your Standard First Aid certificate and CSTS, RSTS, PCST, or ESTS certificate.

NCSO

What are the ways the ACSA will accept my experience verification for NCSO?

- A letter from your current employer and/or past employer(s) signed by management on company letterhead.
- Your personal resume or letter written by you outlining your experience; this letter **MUST** be signed by a Commissioner of Oaths or a Notary Public.
- A letter from your construction trade Union verifying the length of time you were/are a member and qualification of trade.
- A copy of your Journeyman construction tradesperson certificate.

What needs to be attached to the application?

A copy of your Standard First Aid, CSTS, RSTS, PCST, or ESTS certificate as well as your experience letter.

Is there a time frame for completing the LSE proficiency level?

Yes. Before submitting your application for NCSO designation.

Does NAIT or the U of A recognize the NCSO designation?

The U of A credits the NCSO designation toward seminar hours for the OH&S certificate program. Please contact them for more information.

Does the NCSO expire?

No, once you obtain your certificate, it does not expire. However, it is recommended for professional development that you stay current with industry changes.

ACSA Course Equivalency Application Package

If you have Health and Safety certification from a recognized training agency, another provincial safety association, or from another provincial construction safety association, your training **may** qualify for equivalency status. Certification must be dated no more than 5 years ago.

How do I apply?

Please visit www.acsa-safety.org under Programs>Course Equivalencies for specific Gap Analysis form for the respective course you are seeking for equivalency.

Complete and submit **all** information as outlined on the Equivalency Application Form to the ACSA Edmonton office.

- Payment of \$100 per Equivalency Request
Course Content Comparison Chart/Gap Analysis (one for each equivalency requested)
- Course Materials
- Copy of the Course Certificate and/or Wallet Card

NOTE: Courses taken from a member of the Canadian Federation of Construction Safety Associations (CFCSA) or from an Alberta Certifying Partner may qualify for exceptions.

Any questions or concerns, please contact cso@acsa-safety.org

Gold Seal www.goldsealcertification.com



The CCA Gold Seal Certification Program is a national certification program for construction Project Managers, Superintendents, Safety Coordinators, Estimators and Owners' Project Managers. Certification is based on the candidate's education, experience and their ability to satisfy the rigorous standards of the Program. This may mean the successful completion of a Gold Seal exam. The Gold Seal Certificate was developed by the industry for the industry and is a voluntary certification program for the individual. The Certificate signifies that the individual has attained a nationally recognized level of experience and competence as a Project Manager, Superintendent, Safety Coordinator, Estimator or Owners' Project Managers.

For the individual - the Gold Seal Certificate is a declaration of skill and competence that is recognized by the construction industry across the country. The Certificate will enhance mobility and professional development of construction managers.

For the contractor - employing Gold Seal Certified managers is a statement regarding the professionalism and commitment of the firm to construction management excellence. A Gold Seal Certificate assists employers in recruiting capable construction managers.

Gold Seal Construction Safety Coordinator (CSC)

Gold Seal Certified Construction Safety Coordinators work on the job site and are responsible for assisting management (and other company personnel) in the administration, development, implementation and monitoring of the safety, health and environment (HSE) program. Safety coordinators identify and review a variety of safety, health and environment issues specific to the jobsite and keep management current on the status of any issue(s) that may impact on the work being performed. The ACSA provides a prep course for the Gold Seal, please contact the ACSA for more information.



Certification Application Form



Once certification has been achieved in *all courses*, please complete and submit this application form.

Have you read the paragraph above?: Yes No

I am applying for: HSA NCSO Date: _____ MM/DD/YY

Name: _____

Date of Birth: _____ MM/DD/YY

Mailing address for Certificate: _____

_____ City: _____

Province: _____ Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____

Compulsory Courses (11)

Certification Date

Principles of Health and Safety Management <input type="checkbox"/>	_____ MM/DD/YY
Auditor Certification <input type="checkbox"/>	_____ MM/DD/YY
Leadership for Safety Excellence <input type="checkbox"/>	_____ MM/DD/YY
<i>LSE Proficiency</i> <input type="checkbox"/>	_____ MM/DD/YY
Alberta Legislation Awareness <input type="checkbox"/>	_____ MM/DD/YY
Basic Instructional Techniques <input type="checkbox"/>	_____ MM/DD/YY
Confined Space Entry/Monitor <input type="checkbox"/>	_____ MM/DD/YY
WHMIS Train-the-Trainer <input type="checkbox"/>	_____ MM/DD/YY
Prime Contractor <input type="checkbox"/>	_____ MM/DD/YY
CSTS, RSTS, PCST, or ESTS <input type="checkbox"/>	_____ MM/DD/YY
Construction Safety Administration <input type="checkbox"/>	_____ MM/DD/YY
Standard First Aid (provide copy of certificate) <input type="checkbox"/>	_____ MM/DD/YY

Elective Courses (2)

_____ Course Name <input type="checkbox"/>	_____ MM/DD/YY
_____ Course Name <input type="checkbox"/>	_____ MM/DD/YY
Experience letter included <input type="checkbox"/>	

Applications can be submitted to the NCSO/HSA Coordinator in the Edmonton office:
by fax to 780-455-1120 or 1-877-441-0440
or by e-mail to cso@acsa-safety.org



LSE Proficiency

Submission Requirements

Submit a copy of the following (**Please do not send originals as the documents will be shredded upon review**):

- Minutes of a Tool Box/Safety Meeting that you conducted
- A completed Site Inspection (including corrective action) which you conducted or were part of the inspection team.
- An Incident or a Close Call Investigation report you were involved in. If you haven't been, you may submit a report simulated investigation scenario arising from a high-ranking hazard commonly found on your site.
- A completed Hazard Assessment (including corrective action) which you conducted or were part of the hazard assessment team.

(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 on-going project.)

Note: All four components, listed above, must be submitted at the same time for review.

The Certificate of Proficiency will be issued after the documentation is reviewed. All documentation submitted must:

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

Please include a cover letter stating the name of the person who completed the documents for LSE Proficiency approval, and a contact e-mail address or phone number.

Submit the documents attention LSE Proficiency Review to:

Alberta Construction Safety Association
#101, 225 Parsons Road S.W.
Edmonton, AB T6X 0W6

or

by fax to 780-455-1120 or 1-877-441-0440

or

by e-mail to cso@acsa-safety.org

If you have any questions, please contact the NCSO Co-ordinator.

