



## **Health & Safety Administrator (HSA)**

The objective of the HSA program is to provide formal training for the administrator of a health and safety program, who does not possess a minimum of 3 years construction field experience. The HSA can provide valuable assistance to employers and their Construction Safety Officer(s) in the administration and implementation of the company's health and safety program. This designation indicates to employers that the participant has attained theoretical knowledge in various health and safety management applications and principles.

**NOTE: The Health and Safety Administrator is a Provincial Designation.**

### **To Apply:**

Complete all compulsory and elective course requirements

Complete the attached application form

Include application fee of \$42.50 plus HST

Include signed Code of Ethics

**\*\*Application must be received and approved one month prior to the exam date.**

### **Eligibility**

Once your application is received and reviewed- NBCSA will notify you of your eligibility to write the provincial general knowledge exam.

### **Designation**

Upon successful completion of the HSA general knowledge exam (passing grade of 75% or better) Your Health and Safety Administrator certificate will be mailed to you at your home address.

### **Resources**

Contact the New Brunswick Construction Safety Association (NBCSA) regarding this program at:

#### **NBCSA**

PO Box 731

Miramichi, NB

EIV 3V4

Phone: (506)-627-1477

Toll Free: 1-877-382-7233

Fax: (506)-624-9581

Email: [rsilliker@nbcsa.ca](mailto:rsilliker@nbcsa.ca)



Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Compulsory Courses</b>	<b>Completed</b>	<b>Documentation/ Verification submitted to NBCSA</b>
Principles of Loss Control		
Principles of Loss Control Audit		
Leadership for Safety Excellence		
Train the Trainer Or WHMIS Supervisor		
Hazard Identification and Control		
WHMIS		
Safety Orientation		
Workplace First Aid		
Construction Safety Administration (Last course taken)		
<b>Electives (three required)</b>	<b>Completed</b>	<b>Documentation/ Verification submitted to NBCSA</b>
Fall Protection Basics for Workers		
Confined Space Entry Awareness		
Trenching Awareness		
Accident/ Incident Investigation		
Transportation of Dangerous goods		
Lockout Awareness		
Traffic Control Person		
Workplace Area Traffic Control Manual (WATCHM)		
Manlift Awareness		
Forklift Operator		
Rigging Awareness		
Leading For Cultural Change		
<b>Compulsory Application</b>	<b>Completed</b>	<b>Documentation/ Verification submitted to NBCSA</b>
Code of Ethics (Reviewed in CSA course)		

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# Code of Ethics

## Health and Safety Administrator

The HSA shall:

1. Practice sound judgment.
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.

I, \_\_\_\_\_ have read, understand, and will comply with the HSA *Code of Ethics* as written above. I realize that any breach of the *Code of Ethics* may result in a formal review and subsequent suspension or termination of my HSA designation.

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Signature

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Date