



NB CONSTRUCTION SAFETY ASSOCIATION

NBCSA NEWSLETTER

# THE RIGHT TO KNOW

SUMMER/FALL 2020

## Merging Two Worlds!

With the necessity of being creative in providing information to our members, we are always trying to improve the way that we present our courses. This holds especially true now as we deal with the new age of social distancing and COVID-19!

On *Page 2* discover what courses we have added to our on-line learning as well as what we are currently working on to be provided shortly.



## For Immediate Release

The NBCSA Board of Directors has approved a motion at the most recent board meeting to start the process of eliminating the COR™ “In Process” status. When NBCSA originally began issuing Letters of Good Standing there was a learning curve associated for companies within the construction industry. Letters of “In Process” were issued to assist those companies that required time to develop and implement safety programs as a requirement within the COR™ program.

Due to having the program in place for the past 15 years along with the updated regulations that now require most companies to have a safety program in place, the need for the “In Process” status is no longer needed.

Starting on June 1st, 2020 NBCSA will no longer be issuing “In Process” status letters. Letters that have been issued prior to this date will be honored until they expire.

This will not impact any currently active COR™ companies.

Companies not currently active in the COR™ program will be required to meet the “Audit Pending” status in order to have a valid COR™.

These changes will be implemented into the affected COR™ courses immediately.

*Yours in safety;  
LeRoy Silliker  
General Manager/CEO*

## From The Training Department

While there is never a good time to have a pandemic, March, April, and May certainly can be classified as some of the worst months to be shut down for traditional classroom safety training. In this regard, Covid-19 has undoubtedly thrown some curveballs at NBCSA and the construction industry.

In response to the shutdown of our classroom locations and the restrictions placed on limited group sizes and physical distancing requirements, we have had to look at other delivery methods to ensure that training is still available for our industry members. To this end, we have added the following e-Learning courses: Principles of Loss Control and Lock-Out Awareness. Traffic Control Person, Principles of Loss Control Audit and Workplace Violence and Harassment are in development and will join our existing complement of e-Learning courses throughout the summer. Trenching is in the queue for the next up for development.

*Here is a summary of our e-Learning Course Offerings*

Existing E-Learning Courses	New Courses (Available now)	In Development
Safety Orientation	Principles of Loss Control	Trenching
2015 WHMIS	Lock-Out Awareness	Principles of Loss Control Audit
Fall Protection Refresher	Traffic Control Person	Workplace Violence and Harassment
Confined Space Refresher		
Manlift		

Many of our sister organizations across the country are exploring new avenues to provide training in this challenging time. Several associations are moving into the virtual training world, and we are also exploring this option. At present, we are exploring the various virtual platforms available to see which best suits our needs in terms of quality, accessibility, user-friendliness etc.

Before moving forward, NBCSA would greatly appreciate your thoughts on virtual safety training. We are looking for feedback on questions such as; would your company use virtual training as an alternative to traditional classroom training?

How comfortable would your employees be using this type of training platform? Do you have the resources available to employees to participate in virtual training, i.e., computers or tablets)? Do you have an area at your workplace that employees could participate in virtual training?

Any input regarding this new training avenue would be appreciated as we know that we must be innovative and creative to move forward and meet our members training needs in these challenging times.





# Changes To Classroom Procedures

To ensure that we are protecting our class participants and instructors' health and safety during the pandemic, we have had to establish new classroom protocols:

## ***Effective immediately:***

- Each student is required to bring a mask to class. NBCSA will not be providing masks for students. Any student that does not have a mask will not be permitted to take the course.
- Each participant will be given the Covid-19 questionnaire before being allowed entry into the classroom.
- The Instructor will assign a seat for each student.
- To minimize unnecessary contact, whenever possible, traffic flow will be limited to one way. For classrooms that have two doors, one will be designated as entry and the other for exit.
- Participants will be required to "mask up" when leaving and returning to their seats and anytime they enter the building.
- In most cases, group work for all courses is suspended.
- Participants will need to exit the classroom during breaks and lunch in the order that is determined by their assigned seat location.
- At certain locations, when weather permits, exercises such as donning fall protection harnesses may be done outside on lawns or in parking lots.
- Students and instructors will be required to wear a mask during any close contact exercise. Any NBCSA equipment that is used by students will be sanitized after use.
- Each Instructor will be supplied with a sanitization kit.
- At the end of the day, Students are to remove all personal objects, pens, manuals and garbage. NBCSA Instructor's will discard any leftover items.
- Classrooms will be sanitized at the end of the day.

## **NATIONAL CONSTRUCTION SAFETY OFFICER (NCSO)**

NBCSA congratulates the following individuals for achieving an industry certification as a National Construction Safety Officer (NCSO)

\* *Perry Fry*

\* *Basil Skinner*

\* *Samantha Weir*

## **CONSTRUCTION SAFETY COORDINATOR (CSC)**

NBCSA congratulates the following individuals for achieving an industry certification as a Construction Safety Coordinator. (CSC)

\* *No new certificates issued*

## **HEALTH AND SAFETY ADMINISTRATOR (HSA)**

NBCSA congratulates the following individuals for achieving an industry certification as a Health & Safety Administrator. (HSA)

\* *Patrick Crossman*

*For more information regarding either one of these designations please visit our website at [www.nbcsa.ca](http://www.nbcsa.ca) under Programs.*

## Course Expiry

The following courses have three year expiry as per NBCSA requirements:

- \*Fall Protection Generic
- \*Confined Space Awareness Generic
- \*Traffic Control Person
- \*Workplace Area Traffic Control Manual
- \*Manlift Awareness
- \*Trenching Awareness
- \*Lockout Awareness
- \*Rigging Awareness

## Under our COR™

Principles of Loss Control and Principles of Loss Control Audit should be taken within the last two years in order to apply for a Certificate of Recognition. All other courses regarding the Letter of Good Standing have No Expiry

## Reissue of Certificates

Please note that prices for the issuing of certificates in recognition of a course that we have deemed as meeting our standards or for the reissue of certificates that have been misplaced is \$5.00 plus HST each.

## Class Cancellation Policy

Two business days cancellation notice is required prior to course or you will be invoiced for the course as a no-show.



# Annual Traffic Safety Awareness Campaign Underway

The Department of Transportation and Infrastructure is once again partnering with the New Brunswick Road Builders and Heavy Construction Association, WorkSafeNB and New Brunswick Construction Safety Association on the annual safety campaign.

Each year, hundreds of people work at summer construction projects on provincial roads. For safety reasons, speed limits are lowered in constructions zones.

Everyone has a role to play when it comes to safety. By reducing your speed and paying attention to construction signage, motorists can assure they aren't putting someone's life at risk.





## Current COR™ Status

	MAY 2018	MAY 2019	JUNE 2020
IN PROCESS	9	6	7
AUDIT PENDING ( <i>new participants only</i> )	3	0	6
RECERTIFICATION (COR™)	18	24	22
COR™	310	312	305
EQUIVALENCY	22	25	20
GRACE	11	5	5

### Expiry Dates and Extensions during COVID -19 Pandemic:

Expiry dates on Letters of Good Standing are typically non-negotiable. Due to the current situation within the Province we have been issuing extensions. Requests for extensions on Letters will be granted as necessary. NBCSA is still processing audit submissions and conducting external audits at this time with added precautions.

For participants, NBCSA recommends you request your audit kit at least 2 months prior to the expiry date on your Letter. This allows ample time for completion, submittal and review.

As most are aware over the past year we have been issuing our own eAuditor program to our COR™ participants and overall this has been a favorable experience for everyone. Although with mostly positive comments there have been isolated issues with the program. First and foremost we ask that you follow the instructions specifically that are sent to you after an audit kit request. When or if there is an issue with installation we have identified potential solutions below.

- You can simply try to uninstall the eAuditor and reinstall the program if you have saved this to your computer for an extended period of time or if you
- Ensure that you are not being blocked from properly installing programs by a virus scanner or other security software.
- If the above two do not work, there may be an issue with the temporary file directory which is where the installation files for eAuditor gets placed. You can try to download just the "NBCSA eAuditor Installer.msi" file mentioned in the error message and install using this instead of the full installer.

Please be reminded that with each audit kit request we send both options of eAuditor and PDF version for your preference. You are only required to submit one version of your choice.

### Joint Health and Safety Committee Training

Under the New Brunswick Occupational Health and Safety Act, Joint Health and Safety Committees (JHSC) are required at workplaces (non-project sites) that have 20 or more regularly employed employees. In addition, projects that are classified as medium or large sites must also establish a JHSC. Medium project sites have 30 to 499 employees and are greater than 90 days in duration. Large project sites have more than 499 employees working at any time.

NBCSA is proud to be recognized by WorkSafeNB as an approved provider for both the three day JSHC and the new JHSC blended learning course.

Both courses have been included in our schedule and are offered in both official languages at various locations throughout the province.

The three day JHSC classroom course covers topics such as; legislation, hazard identification, inspections, investigations and the role of JHSC members

The Blended course is a combination of five eLearning courses, which are obtained through [www.WorkSafeNB.ca](http://www.WorkSafeNB.ca) and a one full day classroom course. Individuals must complete the five online courses before registering in the one day classroom course.



# COVID-19 START-UP PLAN

## Main Office

NBCSA's main office will remain closed to the general public except by appointment. Appointments will only be allowed if the physical distancing requirement (minimum 2 meters) can be met and both parties have completed a COVID-19 screening using the WorkSafeNB COVID-19 Health Assessment Screening tool. The physical distancing requirement will remain in effect for the entirety of the appointment.

Public health advice posters will be displayed throughout the building.

### Health Monitoring:

- After completion of original COVID-19 screening, employees will notify employer if there are any changes to their health condition. Actions as per the screening process will then be taken.
- Individuals who are experiencing symptoms of COVID-19, those who should be self-isolating, or those who refuse to answer screening questions will not be permitted to enter the office.

### Hand Washing:

- In addition to our regular hand washing facilities, hand sanitizer will be available.

### Physical Distancing:

- At all times physical distancing requirements will remain in effect (minimum 2 meters).

### Enhanced Cleaning and Disinfecting Protocol:

- Proper hand washing instructions will be posted in all washrooms.

## PLEASE DO NOT ENTER THE MAIN OFFICE WITHOUT ANSWERING THE FOLLOWING QUESTIONS

### Screening for COVID-19

## STAFF

DATE .....

EMPLOYEE .....

EMPLOYER.....

CONTACT # .....

1. Do you have **at least two** of the following symptoms:
  - Fever above 38°C
  - New onset muscle pain
  - Sore throat
  - Runny nose
  - Headache
  - New onset fatigue
  - New or worsening chronic cough
  - Diarrhea
  - Loss of taste
  - Loss of smell
2. Are you under the age of 18 and experiencing purple fingers or toes?

*If you answered **YES** to question 1 or 2, self-isolate immediately and call 811 or your family physician for further direction.*

3. Have you returned from travel outside of Atlantic Canada?

*If you answered **YES** to question 3, you must immediately self-isolate for 14 days unless you have a written exemption. If you have or develop symptoms, call 811 or your family physician.*

4. Have you had close contact within the last 14 days with a confirmed case of COVID-19?

*If you answered **YES** to question 4, you must immediately self-isolate for 14 days, if you have or develop symptoms, call 811 or your family physician.*

5. Have you had close contact within the last 14 days with a person being tested for COVID-19?

*If you answered **YES** to question 5, you may enter the building. However, you must self-monitor for symptoms. If symptoms develop, self-isolate and call 811.*



# COVID-19 START-UP PLAN

## Instructors/Classroom

### Health Monitoring:

- All participants and instructors will be required to complete a daily health screening upon entry to building using the WorkSafeNB COVID-19 Health Assessment Screening tool. A copy of the screening questionnaire has been included.
- Individuals who are experiencing symptoms of COVID-19, those who should be self-isolating, or those who refuse to answer screening questions will not be permitted to participate in training and will be required to reschedule.

### Hand Washing:

- In addition to our regular hand washing facilities, hand sanitizer will be available

### Physical Distancing:

- Maximum class sizes have been reduced to allow for required physical distancing between students.
- Participants will be required to queue outside the Classroom prior to training, maintaining 6ft distancing. If not possible then mask must be worn.
- Participants will be signed in one at a time and must complete the daily health assessment at that time.

### Enhanced Cleaning and Disinfecting Protocol:

- NBCSA will ensure that the classroom we are renting will have an increased cleaning and sanitization schedule.

### In an additional effort to reduce potential transmission on frequently contacted surfaces:

- Training materials left behind (e.g. pens, handouts) will be discarded.
- Students are encouraged to bring their own beverage (e.g. water, coffee).
- Students are required to bring their own fall arrest harness and lanyard to Fall Protection courses. If this is not possible, the NBCSA will have a limited number available which will be cleaned after each use.
- Additional controls may be implemented based on the individual needs of the training course.

### Screening for COVID-19

## PLEASE DO NOT ENTER THE CLASSROOM WITHOUT ANSWERING THE FOLLOWING QUESTIONS

DATE.....

TRAINER .....

STUDENT.....

CONTACT # .....

1. Do you have **at least two** of the following symptoms:
  - Fever above 38°C
  - New onset fatigue
  - New onset muscle pain
  - New or worsening chronic cough
  - Sore throat
  - Diarrhea
  - Runny nose
  - Loss of taste
  - Headache
  - Loss of smell

2. Are you under the age of 18 and experiencing purple fingers or toes?

*If you answered **YES** to question 1 or 2, self-isolate immediately and call 811 or your family physician for further direction.*

3. Have you returned from travel outside of Atlantic Canada?

*If you answered **YES** to question 3, you must immediately self-isolate for 14 days unless you have a written exemption. If you have or develop symptoms, call 811 or your family physician.*

4. Have you had close contact within the last 14 days with a confirmed case of COVID-19?

*If you answered **YES** to question 4, you must immediately self-isolate for 14 days, if you have or develop symptoms, call 811 or your family physician.*

5. Have you had close contact within the last 14 days with a person being tested for COVID-19?

*If you answered **YES** to question 5, you may enter the building. However, you must self-monitor for symptoms. If symptoms develop, self-isolate and call 811.*

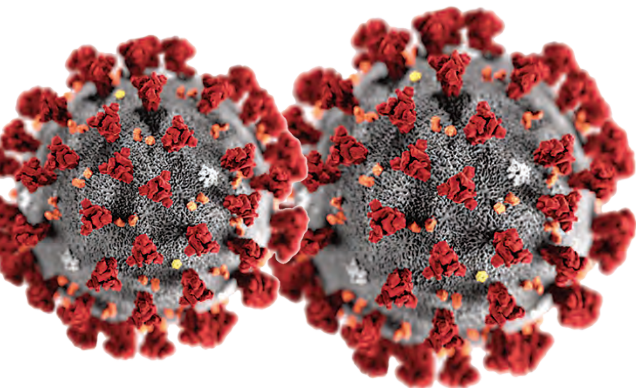




# COVID-19 START-UP PLAN

## Auditing

- All auditors, *before attending* an audit, will be required to complete a health screening using the WorkSafeNB COVID-19 Health Assessment Screening tool. A copy of the screening questionnaire must be submitted to the COR™ department at cor@nbcsa.ca.
- Individuals who are experiencing symptoms of COVID-19, those who should be self-isolating or those who refuse to answer screening questions will not be permitted to participate in the auditing process and will be required to reschedule.
- Auditors will also be required to follow the COVID-19 policy of the company that they are performing the audit on. If the company has no policy then the auditor should not proceed until they have one from the company.
- If auditors cannot meet the physical distancing requirement of 2 meters, they shall require appropriate PPE or the audit will need to be rescheduled.



### Screening for COVID-19

#### PLEASE DO NOT START AUDIT WITHOUT ANSWERING THE FOLLOWING QUESTIONS

DATE .....

AUDITOR .....

COMPANY .....

CONTACT # .....

1. Do you have **at least two** of the following symptoms:
  - Fever above 38°C
  - New onset muscle pain
  - Sore throat
  - Runny nose
  - Headache
  - New onset fatigue
  - New or worsening chronic cough
  - Diarrhea
  - Loss of taste
  - Loss of smell
2. Are you under the age of 18 and experiencing purple fingers or toes?  
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5. Have you had close contact within the last 14 days with a person being tested for COVID-19?  
*If you answered **YES** to question 5, you may enter the building. However, you must self-monitor for symptoms. If symptoms develop, self-isolate and call 811.*

*Auditor will also be required to follow the COVID-19 policy of the company that they are performing the audit on. If the company has no policy then the auditor should not proceed until they have one from the company.*



## Registration Processes

When registering individuals for classroom or on-line courses, please ensure that you submit the following information: Employees full name, home mailing address, home phone number or cell number and date of birth.

We require this information so as not to duplicate names in our system and to ensure that the person who is being registered is correct and that the credit for taking the course is not given to another individual.

During our Winter season, the possibility of snow storms is always an issue.

When you register a person for a classroom course by providing the individual's cell phone or home phone number we can contact the attendee directly to let them know that the course has been postponed/cancelled.

When it comes to storms we may cancel before your office is open and in this way we have already notified the individual.



## Storm Policy

Under normal circumstances we do not cancel courses under the assumption that there could be bad weather. In the case of impending poor weather conditions, we will call the individual who is scheduled to attend the course and make them aware of the cancellation.

If you are not contacted that means that the course is running and you are required to attend. If you feel that you are taking a risk by being on the streets please call our office and let them know that you are unable to attend due to poor road conditions.

## We're On Social Media!

*Just a reminder that you can check on us through our Social Media sites*

### Facebook

**@NewBrunswickConstructionSafetyAssociation**

### Twitter

**@NBconstsafty**

### LinkedIn

**@NewBrunswickConstructionSafetyAssociation**

## Our Web Site

For those members who are not aware, our website can provide a wide range of information for you including:

- Current Class Schedules
- COR™ Participants
- Membership Information
- Course Outlines
- Contact Information
- Step By Step Procedures for entering our COR™ Program
- E-Learning
- Access to your own employee training.

*Note that our listing of COR™ participants is updated instantly upon a new company being added to the program, so you can be confident that you are receiving the most up to date list. All this and more is available to you through our website. We encourage everyone to take a look! Look us up at [www.nbcsa.ca](http://www.nbcsa.ca)*

## EFFECTIVE TOOLS

Pictured here are some of the tools that NBCSA can provide to your organization in order to better assist you with implementing an effective safety program and culture in your organization.

NBCSA COR™ Certified

Window Logos..... \$2.00 each

Safety Manual Tabs..... \$8.00 set

Supervisors Log Book ..... \$15.00 each

Tool Box Talks

Carbonless Books..... \$7.95 each

Vehicle Inspection and

Record Carbonless Books..... \$7.95 each

Field Level Hazard

Assessment Checklist..... \$4.50 each



# NBCSA

NB CONSTRUCTION SAFETY ASSOCIATION

Check out our website at  
[www.nbcsa.ca](http://www.nbcsa.ca)  
 for more information and  
 resource materials regarding  
 COVID-19 preparedness.