



NB CONSTRUCTION SAFETY ASSOCIATION

# NCSO® & NHSA™

## Reference Guide

Reference Guide for the  
National Construction  
Safety Officer (NCSO®) and  
the National Health and  
Safety Administration  
(NHSA™)





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## Introduction

**NCSO®** The National Construction Safety Officer (NCSO®) certificate is to recognize those who have practical construction knowledge and experience in a range of health and safety topics. With this certification, an NCSO® can be identified as having met a specific set of criteria with regard to health and safety in construction. This makes them stand out as a valuable health and safety resource in today's busy construction marketplace.

**NHSA™** The National Health and Safety Administrator (NHSA™) certificate provides formal, entry-level training to individuals who are active in the administration of their company's health and safety program but do not currently possess a minimum of three years of construction safety-related field experience in the last ten years.

The following NCSO®/NHSA™ Reference Guide provides prospective candidates with an outline of the requirements and an overview of the application process and required maintenance program. Please take the time to read the entire package before beginning the application process.

If you have any questions about the certificate, please contact a representative at NBCSA [info@nbcса.ca](mailto:info@nbcса.ca) or [lindy@nbcса.ca](mailto:lindy@nbcса.ca)

***DISCLAIMER:** The National Construction Safety Officer/National Health and Safety Administrator certificates are the property of the Canadian Federation of Construction Safety Associations (CFCSA) and its affiliates, of which NBCSA is one. The CFCSA reserves the right to reject any incomplete or unqualified applications. NBCSA also reserves the right to change or amend the procedures, courses, or requirements as it sees fit. In addition, NBCSA has the right to revoke NCSO®/NHSA™ status in the event that circumstances arise requiring the association to do so.*



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## Overview

**NCSO®** The objective of the National Construction Safety Officer (NCSO®) Certificate is to combine practical construction experience with a range of health and safety training. A certified NCSO® is a valuable resource for construction firms when implementing health and safety measures, recognizing, assessing, controlling, and evaluating hazards or working toward building a strong health and safety culture. They can oversee others and provide support and advice specific to the industry and work.

NBCSA offers the NCSO® Certificate to recognize those who have practical construction knowledge and experience in a range of health and safety topics. This certificate acknowledges that the individual has completed courses that are consistent in content with such certificates offered in other provinces and territories.

An NCSO® Certificate also signifies that someone with this certification is not only qualified, but they have promised to adhere to a code of ethics and to maintain a high level of professional conduct while on the job.

In order to qualify for the NCSO® Certificate, you must complete all requirements. At the time of application, all courses must be valid with respect to legislative requirements. All renewals must be completed in timely fashion and evidence of their validity must be provided.

Upon successful achievement of the NCSO® Certificate, you will be required to maintain all compulsory maintenance on any courses that have an expiry date. Also, you are expected to supplement your knowledge and skills by taking Professional Development courses. Failure to maintain these requirements will result in your NCSO® status becoming inactive.



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**NHSA™** The National Health and Safety Administrator (NHSA™) require the same training and submissions of records and information. Pursuit of NHSA™ status provides formal, entry-level training to individuals who are active in the administration of their company's health and safety program, but do not currently possess the minimum of three years' construction field experience that is required to achieve the NCSO® certification. The role of this certificate is to assist individuals who want to pursue the NCSO® certificate in the future.

For specific information, you can contact **NBCSA**.

All application forms and checklists can be found on the [nbcса.ca](http://nbcса.ca) website.

## Application process

In order to be eligible to apply for the NCSO® testing day participants must:

- Complete all required courses.
- Complete and document at least one safety talk/ toolbox talk or safety presentation.
- Complete and document a workplace inspection
- Provide a letter from employer verifying employment or submit a current resume. \*
- Complete the NCSO®/NHSA™ application and sign the Code of Ethics attached.
- Provide proof of certificate renewals or transcripts or equivalent course credit for relevant courses. (if applicable)

Applications are accepted by emailing [lindy@nbcса.ca](mailto:lindy@nbcса.ca)

\* NHSA™ applicants are not required to provide a résumé, a letter from the employer, a, or proof of practical experience.



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Be prepared to be re-certified every three years including professional development training (as outlined in the maintenance requirements section).

Once participants have completed all of the required items, they can apply for the NCSO®/NHSA™ Certificate with the application form. Participants must also submit all training records with the completed application along with documentation that proves they have completed three years of practical construction field experience\* within the past ten years. Then they will be able to write both the national and provincial exam.

## Application fees

Application Fees / Renewal Fees \$50.00 + HST - Testing Day Fee \$50.00 + HST

## Required courses

All participants must complete the following required NBCSA courses. Visit [nbcса.ca](http://nbcса.ca) for the most up-to-date course schedules and locations available.

Safety Orientation (classroom or eLearning)

WHMIS (classroom or eLearning)

WHMIS Train the Trainer (classroom or virtual classroom) or Train the Trainer (classroom)

Principles of Loss Control (classroom)

Principles of Loss Control Audit (classroom)

Leadership for Safety Excellence (classroom)



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Hazard Identification & Control (classroom)

Construction Safety Administration (classroom or virtual classroom)

\*Standard / Intermediate Workplace First Aid (approved WorkSafeNB provider)

*\*This course and any other courses that contain an expiry date must be renewed as required. Up-to-date certificates will need to be supplied every three years for the maintenance portion of the certificate. Failure to do so will result in your NCSO®/NHSA™ status becoming inactive. In the case of Standard First Aid/CPR, a certificate from an organization approved by the WSNB must be produced. NBCSA will accept certificates, records of training, training transcripts or equivalent. NBCSA can provide re-prints of certificates upon request.*

Detailed descriptions of each course and their prices are available on the [nbcса.ca](http://nbcса.ca) website.

## **NCSO® Practical requirements**

### **Workplace inspection requirement**

Those who are applying for the NCSO® designation are required to submit a workplace inspection as part of their application process. This inspection must be conducted at their own workplace to demonstrate practical competency in identifying hazards, ensuring compliance, and promoting a safe working environment

### **Safety talks requirement**

Applicants must submit a completed safety talk/ toolbox talk or safety presentation, demonstrating the applicant's ability to communicate specific hazard information in an established format.



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### Practical construction experience for NCSO®

NCSO® applicants must be able to provide a résumé and signed verification letter that they have obtained a minimum of three years of practical construction field experience within the past ten years. This can be done through a signed verification letter from a direct supervisor, manager, trade union representative, current employer, or owner. Applicants will also be asked to make a declaration on their application to this effect. Three (3) years or 6,000 hours construction field experience within the previous ten (10) years with at least two of those years completed within Canada.

Construction field experience is defined as:

*A construction worker (labourer or skilled construction tradesperson) working directly and actively in the construction field (i.e. residential, commercial, industrial, road building, pipeline construction, mobile equipment operations, etc., or similar title); or, an individual who is directly and actively engaged in safety (i.e. Site Safety Coordinator, or similar title) or responsible for the supervision (i.e.: Site Superintendent) of the construction worker, who also works directly and actively in the construction field on a full-time basis. – Canadian Federation of Construction Safety Associations (CFCSA) Memorandum of Understanding regarding NCSO® recognition*

### Requirements for résumé

- Include current and past employers
- Start date and end date of employment, – the length of combined employment must total a minimum of three full-time years in the construction field.
- Job title/position
- Job description - Refer to the above definition of construction field experience and ensure that your job description outlines this information



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- Clarification of percentage of time you spend in the field - Do you work 100 per cent of your duties in the field? OR as a supervisor, do you spend 50 per cent of your time in the field and 50 per cent at the office? If your time is split between field and office, you can only use your field percentage towards your three years' experience time. Example: 50 per cent field over one year = six months towards total field experience

*At least two out of the three required years of field-level construction experience must have been in Canada. Up to one year of international experience may be accepted if it can be verified through a letter from the employer that includes a list of projects, the applicant's role on each project, and the amount of time spent on site.*

#### **Requirements for letter from Employer or construction trade union**

The letter must be on the organization's letterhead, signed by management and include the same required information as the résumé requirements.

## **Provincial Equivalency**

Applicants with an NCSO® certificate in good standing from another jurisdiction will need to complete the application and provide a copy of the existing NCSO® certificate. In addition, the applicant will have to pass the Provincial exam. Your NBCSA NCSO® certificate will be issued with the same expiry date as your other valid NCSO® certificate.

The Provincial exam has been written by NBCSA and all questions will be based on information taught in all required courses under the NCSO®/NHSA™ certificate. *If you have completed the national exam, after January 1, 2017 in another province you must submit proof of successful completion in order to not write it again.* (NOTE: If you have successfully written the national exam outside New Brunswick after January 1, 2017, you need only to successfully write and pass the New Brunswick portion to receive the New Brunswick NCSO®.)



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## Provincial and National exam

All initial participants will be expected to complete both of these exams as part of the NCSO®/NHSA™ process. NBCSA offers exams through a proctored classroom testing day.

**Designation Provincial Exam:** An **NCSO®/ NHSA™** must be aware of the individual provincial legislation that applies when developing, implementing and overseeing a health and safety program. The 10 question Provincial exam will test the participant's knowledge of regulatory requirements specific to New Brunswick using the NB OH&S Act and Regulation documents. Each question will ask for a specific answer and the exact section where this answer is found. A copy of the NB Act and Regulations book will be provided, and the participant will have one (1) hour to complete the exam.

**NCSO®/ NHSA™ National Exam:** The national **NCSO®/ NHSA™** exam is designed to test participants' knowledge of the fundamentals of health and safety program, hazard control, training, auditing, incident investigation, inspections, emergency preparedness, WHMIS and PPE. These concepts are critical to successful health and safety management systems in the workplace and to creating a positive culture relating to health and safety. This information is learned during the compulsory courses obtained. This exam consists of 120 multiple choice questions; The candidate will be required to write the national knowledge exam first on testing day and will have two (2) hours to do so.



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**Candidates are only required to successfully complete the national exam once.**

The successful passing mark for each examination is 75 percent (75%).

If a candidate fails to meet the passing mark(s), they must wait 90 days before being permitted to challenge the exam(s) again (Unless otherwise determined with NBCSA representative). The candidate will also be required to pay a re-writing fee of \$50.00 + HST for one or both examinations. Candidates can challenge the national and provincial knowledge exam three (3) times. If they are not successful after three (3) attempts, they must start the application process all over again.

## **NCSO®/NHSA™ exam registration**

Now that your application is approved, and you have been accepted to write the NCSO®/NHSA™ exam what is going to happen?

To register for your exams, you must register with NBCSA registration department by emailing [registration@nbcса.ca](mailto:registration@nbcса.ca) or calling 1-506-627-1477.

After registration, you will receive confirmation of testing location and time.

## **After the Exam**

The completed exams are submitted and marked by NBCSA, and a representative will be in contact with you regarding your results. If successful, the certificate and documentation will be sent to your address on file unless otherwise requested. If unsuccessful, the process to re-write will be discussed at that time. The fee to re-write each examination is \$50.00 + HST. Please review this guide in its entirety for further details on NCSO®/NHSA™ certification, application and training requirements, maintenance of designation standards, and the Code of Ethics.



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## Re-certification or renewal process

Every three years, an NCSO®/NHSA™ will be required to complete a renewal process on or before the anniversary date on the original NCSO®/NHSA™ certificate. Applicants who do not recertify before their expiry date, will not be granted additional time and the expiry date will stay the same. Your recertification will stay the same month/day.

All applicants must be able to demonstrate:

- Proof of renewal of any courses that have expired
- Completion of a renewal application
- Appropriate proof of completion of experience requirements as applicable. (as outlined below)

Once the appropriate documentation has been completed, it can be submitted to the NCSO® administrator through the NCSO®/NHSA™ renewal application. Courses with an expiry date must be valid at time of application.

NCSO®s will be required to submit the following documentation every three years to maintain the designation:

- Proof of current training including Standard/Intermediate First Aid.
- A minimum of one safety talk/toolbox talk or safety presentation.
- A completed workplace inspection
- Eight hours of professional development

NHSA™s will be required to submit the following items:

- Proof of current training including Standard/Intermediate First Aid.
- Eight hours of professional development



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## Professional Development

As part of the NCSO® & NHSA™ designation maintenance component, applicants are required to complete a total of eight (8) professional development hours within three years of receiving the NCSO® / NHSA™ designation (or last renewal). Professional development can include additional training or experience such as:

- Conferences, such as NBCSA Professional Development Day, WorkSafeNB Health and Safety Conference, Safety Organization-hosted events and meetings, etc.
- Occupational health & safety courses or seminars (in person or online).
- Occupational health & safety workshops.

## Course credit/competency

If you have some health and safety training from a recognized training agency, educational institution, or a member of the Canadian Federation of Construction Safety Associations it could be considered for equivalent training. There is no guarantee that training from other jurisdictions or training bodies will be accepted. Proof of completion of these courses must be provided at the time of application. All applications for course credit equivalency will be subject to approval from NBCSA.

Submit the following documents to request course credit:

- A course transcript or training records as was provided to you verifying expiry date.
- Verification that the course was taken from a recognized institution, including but not limited to a college, university, trade school, or safety association.



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## NCSO®/NHSA™ Review Process

As part of the application process, all initial NCSO®/NHSA™ applications will be reviewed by the NCSO® Administrator. The administrator will review and approve or reject applications based on the documents received. Those who submit incomplete applications will be notified via email requesting any missing documents. Please allow appropriate time for this process.

*Privacy and confidentiality NBCSA collects, stores, and uses information provided by applicants in accordance with NBCSA's Privacy Policy. This information is collected solely for the NCSO®/NHSA™ Certificate and will not be shared with any outside organizations other than the CFCSA who administers and oversees the NCSO®/NHSA™ certification. The information will be stored in accordance with relevant laws and guidelines. All applications, certificates, records of training or equivalents, and supporting documentation are strictly confidential and kept on file with NBCSA for a minimum of three years. This documentation will not be released to anyone except as outlined above or as legally required. NBCSA will not disclose any information obtained through the application process without the expressed written permission of the applicant. Disclaimer: All applications must be completed in full. Any incomplete application will be returned. The names of successful NCSO®/NHSA™ applicants may be posted on the NBCSA website. If you any questions about this, please contact the NCSO® Administrator.*