

## **National Health & Safety Administrator (NHSA™)**

The objective of the NHSA™ 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 NHSA™ designation meets the national standard requirements and verifies that a person has met the training, and written performance measurements set out by the Canadian Federation of Construction Safety Associations (CFCSA). The NHSA™ 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.

This designation expires every three years and is required to be maintained by showing proof of continuous training, updating compulsory applications as noted below.

## National Health & Safety Administrator (NHSA™)

### Who am I?

If you are an individual who is interested in protecting the health and safety of individuals who work in the construction industry, being a **National Health & Safety Administrator** is the position for you.

### What do I do?

- Assist management in the administration, implementation, and maintenance of a company's safety system.
- Review and identify various health and safety issues specific to the work site and company operations.
- Communicate effectively with Government, Occupational Health and Safety Officers, management, and workers on the job.
- Assist with the facilitation of Early and Safe Return to Work Programs and development of Return-to-Work Plans.
- Promote Health & Safety by setting a good example.

### How do I advance?

To become a **National Health & Safety Administrator (NHSA™)**, you must complete the required compulsory courses, submit a completed application, and obtain 75% or better on the National and Provincial Exams.

In order to submit an application to be eligible for the NHSA™ testing day, participants must:

- Complete all required courses. (9 compulsory and 3 electives of your choice listed on application)
- Provide proof of certificate renewals or transcripts or equivalent course credit for relevant courses. (if applicable)
- Include signed Code of Ethics

### Testing Requirements

There are 4 testing days a year within New Brunswick at various locations throughout the province. Once your application has been submitted and approved you will be required to pay the application fee of \$50.00 plus HST and once paid you will be eligible for registering into the testing day of your choice

## National and Provincial exam

All participants will be expected to complete both of these exams as part of the NCSO® process.

Successful exams are required of 75% or better on the National / Provincial Exam. More information will be provided once registered.

**National Health & Safety Administrator (NHSA™)** are in demand. By having the right tools and the willingness to expand your education, where you go and what you do is limitless. All industries require dedicated people to ensure the health and safety of their workforce.

## Resources

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

**NBCSA**  
PO Box 731  
Miramichi, NB  
E1V 3V4

Phone: (506)-627-1477  
Toll Free: 1-877-382-7233  
Fax: (506)-624-9581  
Email: [lindy@nbcса.ca](mailto:lindy@nbcса.ca)

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

Date of Birth: \_\_\_\_\_ Address: \_\_\_\_\_

Compulsory Courses	Completed	Documentation/ Verification submitted to NBCSA
Principles of Loss Control		
Principles of Loss Control Audit		
Leadership for Safety Excellence		
WHMIS Train the Trainer or Train the Trainer		
Hazard Identification and Control		
WHMIS		
Safety Orientation		
Workplace First Aid		
Construction Safety Administration		
Electives (three required)	Completed	Documentation/ Verification submitted to NBCSA
Fall Protection Basics for Workers		
Confined Space Entry Awareness		
Trenching Awareness		
Incident Investigation		
Transportation of Dangerous goods		
Lockout Awareness		
Traffic Control Person		
Traffic Control Agent - WATCM		
Manlift Awareness		
Forklift Operator		
Rigging Awareness		
Harassment Awareness		
Leading For Cultural Change		
Harassment Awareness		
Working Safety Around Heavy Equipment		
Truss Safety Awareness		

Compulsory Application	Completed	Documentation/ Verification submitted to NBCSA
National NHSA™ Code of Ethics		

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

# Code of Ethics

## National Health and Safety Administrator

The NHSA™ 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 NHSA™ *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 NHSA™ designation.

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Signature

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Date