

CONSTRUCTION SAFETY EXCELLENCE™



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NCSO™

**NATIONAL
CONSTRUCTION
SAFETY
OFFICER**

NCSO™

National Construction Safety Officer

INFORMATION PACKAGE

National Construction Safety Officer Certification

Who Are National Construction Safety Officers (NCSO™)?

A NCSO™ is an individual:

- ❑ With a minimum of three (3) years of practical safety/construction related experience (or equivalent) in the heavy construction industry
- ❑ Who has attained practical knowledge in safety and health skills combined with field experience as it pertains to the work in heavy construction.

NCSO™ are those responsible for assisting management (and other company personnel) in the administration, implementation and maintenance of a safety and health management system or program. They will identify and review various safety and health concerns specific to the worksite and communicate effectively with government, management and workers regarding safety and health at the worksite and within the company.

NCSO™ certification is an ideal training application for today's construction supervisors or foreman. NCSO™ certification provides a valuable resource to management in the administration and implementation of a company's safety and health program, construction project planning and implementation.

NCSO™ Requirements

The Canadian Federation of Construction Safety Associations (CFCSA) has set out and agreed that training in the elements listed below will meet the Requirements of NCSO™ (or equivalent):

- ❑ Health and Safety Program Design
- ❑ Accident Investigation
- ❑ Communication and Leadership
- ❑ Legislation and Responsibilities
- ❑ First Aid
- ❑ Site Safety and Housekeeping
- ❑ Hazard Assessment and Inspection
- ❑ Electrical Safety
- ❑ Occupational Hygiene
- ❑ PPE
- ❑ Confined Spaces
- ❑ WHMIS
- ❑ Auditing

Details for each of these elements are outlined on the CFCSA website.

In addition, each member of the CFCSA will:

- ❑ Recognize the right of all provinces to set their own NCSO™ program based on their prospective occupational Safety and Health rules and standards providing the above listed elements are resident within the program;
- ❑ Recognize and accept the pass/fail standard of other participating provinces; and
- ❑ Accept the NCSO™ certification of other participating provinces.

In Alberta, the Alberta Construction Safety Association (ACSA) has outlined a National NCSO™ standard. An individual with the required courses/training can apply for national standing from ACSA. A letter of experience from the employer, copies of training records (outlining course outlines, duration and exam or practicum) and a copy of your NCSO™ certificate are required.

The goal in Manitoba is to have its NCSO™ program meet the requirements of the CFCSA making equivalency an easy road to travel.

Manitoba's Heavy Construction NCSO™ Certification Requirements

Final Written Exam for NCSO™ Certification

Once the applicant has completed all course and practical submission requirements, the applicant will request to take the written exam. Written final exam request will be in the form of a written request to the WORKSAFELY MHCA.

Once the applicant has successfully passed the exam, certification as a NCSO™ will be granted. There is a 3 year expiry and renewal to maintain the certification.

The applicant will have 3 attempts to pass the national exam. If unsuccessful the applicant will have to wait 2 years and start the application process over.

NCSO Maintenance Maintaining Your Certification

- **Completion of a COR Audit to maintain your auditor status**
- **Submit certificates that show current certification of the courses that have an expiration. (i.e. First Aid/CPR, TDG, COR IA, etc.)**
- **Submit updated contact info with mailing addresses. An attempt will be made to contact but if there is no response the NCSO will be suspended.**

Failure to re-certify will result in the suspension of your NCSO™ certification in Manitoba.

Getting Started! (What Do I Need To DO?)

1. To get started in the Manitoba NCSO™ program, call the WORKSAFELY office at (204) 947-1379.
2. The WORKSAFELY Administrator will ask you to complete a Manitoba NCSO™ Registration Form and advise you of the next available course dates. A completed Registration Form can be emailed, faxed or mailed to the WORKSAFELY Office.
3. Complete all required courses, and submit all necessary documentation (i.e. training records (copy or certificates), toolbox talks, company COR™ audit and site inspections).
4. If you have completed training from other institutions and would like to be granted equivalency for specific training, please provide a copy of the training certificates, the course outline and evaluation requirement to the WORKSAFELY Office and an assessment will be undertaken.

Course Descriptions

The following outlines the course descriptions for NCSO™ Certification in Manitoba.

Mandatory Courses

- ⇒ **COR™ Principles of Safety and Health Management** is a 1-day course designed to assist a company to develop and implement a safety health and environment program.
- ⇒ **COR™ Leadership in Safety Excellence** is a 2-day course providing supervisors with core knowledge and practical information on their roles and responsibilities in the workplace as it relates to safety, health and environment planning, motivation, communication and promotion.
- ⇒ **COR™ Auditor Training** is a 2-day course provided to an auditor-in-training, or to those who will be evaluating a company's program. It instructs on steps required to conduct a performance review using the COR Standard audit tool of a company's program.
- ⇒ **WHMIS** is a ½ day course that reviews Workplace Hazardous Materials Information System (WHMIS). Those who are exposed to, or may be exposed to hazardous materials in the workplace, require training. Training will review material safety data sheets (MSDS), labeling and training requirements.
- ⇒ **Excavation and Trenching** is a ½ day course that discusses excavation and trenching hazards, including electrical, and reviews safe work practices and procedures designed to protect workers and equipment. Different soil conditions and alternatives for protection, regulatory requirements, emergency planning and required engineering approvals will be reviewed.
- ⇒ **Train-The-Trainer** is a 1-day course designed for new and experienced trainers who are responsible for developing, delivering and evaluating training courses and programs. The goal of this course is to provide participants with the skills and knowledge to deliver training courses for company employees.
- ⇒ **Standard First Aid/CPR** is a 1-day course that gives participants critical knowledge and the confidence to effectively manage an emergency, without panic or confusion. The focus of the course is to provide basic skills to reduce shock, contain injuries and in many cases save lives (Cost TBD – by provider).

Please call the WORKSAFELY Office for all other mandatory course prices

Elective Courses

- ⇒ **Flagperson Training** is a ½ day course providing instruction on employer and employee responsibilities, equipment, clothing, traffic control practices and procedures.
- ⇒ **TDG** is a ½ day course required for all those who transport dangerous goods. Training includes the TDG Regulation, classification, safety marks, documentation, and packaging, reporting and using the schedules.
- ⇒ **WS&H Committees** is a ½ day course provides awareness and understanding of the requirements for WS&H committees in Manitoba workplaces. Topics include the WS&H Act and responsibilities, committee functions and composition, workplace representatives, entitlement of committee members, and communication.
- ⇒ **Safe Work Procedures is 1 day course.** The intent of this course is to ensure that employers, supervisors, workers, and members of the safety and health committee are aware of their responsibilities in identifying and controlling hazards in the workplace, and have the tools to develop safe work procedures.

Please call WORKSAFELY Office for all other Elective course prices

How Do I Apply for Equivalency?

Equivalency requests for NCSO™ certification from another province or provincial safety association must include:

- A cover letter in writing outlining your request for NCSO™ Equivalency
- A copy of your training record from that province (all training certification must be current)
- A copy of the NCSO™ or NCSC™ certificate

Please send information to:

Manitoba Heavy Construction Association **WORKSAFELY**
Unit 3- 1680 Ellice Avenue Winnipeg, MB R3G 0Z2
PH: (204) 947-1379 FAX: (204) 943-2279

Participant Checklist

This checklist will assist you in arranging and tracking your courses required for NCSO™ certification in Manitoba.

Mandatory Courses

Date of Course

COR™ Auditor Training	_____
First Aider 1/CPR (standard or higher)	_____
COR™ Principles of Safety and Health Management	_____
COR™ Leadership in Safety Excellence	_____
Confined Space Entry	_____
Safety Administration	_____
Train – The – Trainer	_____
WHMIS	_____
Prime Contractor	_____
Ground Disturbance/Excavation and Trenching	_____
WCB Basics	_____
Road Builders Safety Training System (RSTS)	_____

Elective Course (minimum 2)

Date of Course

Flag Person Training	_____
Transportation of Dangerous Goods (TDG)	_____
Basic Hoisting and Rigging	_____
Back Injury Prevention	_____
Safe Work Procedures	_____
Fall Protection Awareness	_____
WS&H Committees	_____
Disability and Claims Management	_____

National Construction Safety Officer (NCSO™)

Application

Name: _____
 Date: _____
 Company: _____
 Address: _____
 Postal Code: _____
 Phone: _____
 Fax: _____
 Email: _____

To qualify for the NCSO™ certification, you must:

1. Have a minimum of three years of practical safety/construction related experience – a resume or letter(s) from employer is acceptable
2. Submit a Construction Safety Audit on the National Standard Audit Document
3. Submit three current copies of tool box talks or presentation
4. Submit three current copies of site inspections
5. Attain minimum of 75% on exam

You must also have the following courses (fill in the certificate number, date and provide a copy of certificate)

Mandatory Courses

Date of Course

COR™ Auditor Training	_____
First Aider 1/CPR (standard or higher)	_____
COR™ Principles of Safety and Health Management	_____
COR™ Leadership in Safety Excellence	_____
Confined Space Entry	_____
Safety Administration	_____
Train – The – Trainer	_____
WHMIS	_____
Prime Contractor	_____
Ground Disturbance/Excavation and Trenching	_____
WCB Basics	_____
Road Builders Safety Training System (RSTS)	_____

Elective Course (minimum 2)

Date of Course

Flag Person Training	_____
Transportation of Dangerous Goods (TDG)	_____
Basic Hoisting and Rigging	_____
Back Injury Prevention	_____
Safe Work Procedures	_____
Fall Protection Awareness	_____
WS&H Committees	_____
Disability and Claims Management	_____
Other	_____

Please send completed application to:

Manitoba Heavy Construction **WORKSAFELY** - NCSO™
 Unit 3 -1680 Ellice Avenue
 Winnipeg, MB R3G 0Z2
 PH: (204) 947-1379 FAX: (204) 943-2279