

# The National Construction Safety Officer (NCSO®) Designation

## Terms of Participation

### INTRODUCTION TO NCSO®

The National Construction Safety Officer (NCSO®) designation verifies that a person has met the national standard of training, practical application, years of experience, and written performance measurement as set out by the members of the Canadian Federation of Construction Safety Associations (CFCSA).



Persons who achieve the NCSO® designation can be a valuable resource to management in the administration and implementation of a company's health and safety program for the purpose of reducing incidents, injuries, or loss.

The Construction Safety Association of Manitoba (CSAM) offers the full list of courses and final written exam needed to earn your NCSO® designation, which are as follows:

### REQUIREMENTS

Each applicant is required to complete a four-part process to prove competency in construction safety.

#### 1. TRAINING

Each applicant must complete 10 compulsory safety training courses. All compulsory courses are available through CSAM's classroom training.

- Confined Space Entry and Entry Rescue
- First Aider I/CPR
- Hazard Identification and Risk Control
- Leadership for Safety Excellence
- Principles of Safety Management
- Prime Contractor Responsibilities
- Safety Administration
- Safety Auditor (*Prerequisite: Principles of Safety Management*)
- WCB 101
- Train the Trainer

Each applicant must complete two elective courses. To fulfill requirements, elective courses must be provided by CSAM or a recognized provider and take a minimum duration of four hours. Elective options from CSAM include:

- Flagperson
- Hearing Conservation and Sound Monitoring
- Legislation 101 (recommended)
- Lockout/Tagout
- Rigging Basics
- Safety Representative Awareness

- Transportation of Dangerous Goods
- Working at Heights Training - Manitoba (recommended)

Two online courses will equal one elective course.

Courses taken at any of the CSAM conferences or at a recognized training provider can be submitted for review and, if accepted, they will apply toward the elective requirements.

CSAM will grant equivalency for training taken with our affiliated associations through the CFCSA or Industry Based Safety Programs (IBSP) in Manitoba, but courses must meet the intent of the mandatory requirements.

## 2. CONSTRUCTION FIELD EXPERIENCE

The applicant must have a minimum of three years of construction field experience to receive the NCSO® designation. The definition of construction field experience includes:

- A construction worker (labourer or skilled construction tradesperson) working directly and actively in a construction field (i.e. residential, commercial, industrial, road building, pipeline construction, mobile equipment operations, etc.); *or*
- An individual who is directly and actively responsible for the supervision (i.e. site superintendent) or safety (i.e. site safety coordinator) of the construction worker, who also works directly and actively in the construction field on a full-time basis.
- Red Seal or journeyman Certificate will also be accepted as proof of experience (i.e: Certificate of Qualification in a construction related trade)

## 3. SUPPORTING DOCUMENTATION

To evaluate the applicant's ability to apply what they have learned in the classroom, each applicant must submit three pieces of supporting documentation:

- COR®/SECOR® internal audit (COR®/SECOR® mock audit)
- Inspection/hazard assessment
- Toolbox talk presentation
- Proof of three years' construction experience (see experience letter criteria)

## 4. SUCCESSFUL EXAMINATION

Applicants must complete a national exam including the provincial legislation requirement as part of the NCSO® qualification process. Applicants who have previously completed the national exam with a participating CFCSA member and would like to apply for their designation in Manitoba, must provide proof of completion prior to taking the provincial exam.

The exam fee is \$50 and must be paid prior to writing. A minimum exam score of 80 per cent is required. Once the exam is marked, applicants will receive a NCSO® certificate and letter of good standing.

## MAINTAINING YOUR NCSO® DESIGNATION

The NCSO® designation must be verified every three years. To maintain your NCSO® designation, you will be required to submit four pieces of documentation:

- Inspection/hazard assessment (signed and current within one year)
- Toolbox talk presentation (signed and current within one year)
- Registered auditor certificate (current) or COR®/SECOR® internal audit or mock audit (current within one year)
- First aid certificate (current)

If an NCSO® fails to submit the above documentation before the respective expiry dates, they will have to re-write the NCSO® national and provincial exam and re-submit all required documentation before the designation will be reinstated.

## TRAINING COSTS THROUGH CSAM

<b>Compulsory Courses</b>	<b>Member</b>	<b>Associate Member</b>
Confined Space Entry and Entry Rescue	260.00	320.00
First Aider/CPR I	85.00	120.00
Hazard Identification and Risk Control	60.00	85.00
Leadership for Safety Excellence	120.00	170.00
Principles of Safety Management	200.00	300.00
Prime Contractor Responsibilities	30.00	45.00
Safety Administration	30.00	45.00
Safety Auditor	120.00	170.00
WCB 101	30.00	45.00
Train the Trainer	60.00	85.00
<b>Elective Courses (two required)</b>	<b>Member</b>	<b>Associate Member</b>
Flagperson	60.00	85.00
Hearing Conservation and Sound Monitoring	30.00	45.00
Legislation 101	30.00	45.00
Lockout/Tagout	30.00	45.00
Rigging Basics	30.00	45.00
Safety Representative Awareness	30.00	45.00
Transportation of Dangerous Goods	30.00	45.00
Working at Heights Training - Manitoba	130.00	160.00
<b>Online Training (two courses = one elective course)</b>	<b>Member</b>	<b>Associate Member</b>
CSAM online course	25.00	25.00
CSAM online course	25.00	25.00
CSAM online course	25.00	25.00
CSAM online course	25.00	25.00