

THE ALBERTA CONSTRUCTION
SAFETY ASSOCIATION'S

NATIONAL
CONSTRUCTION
SAFETY OFFICER
DESIGNATION



Alberta Construction
Safety Association





community
partnership
champions
excellence
safety spirit
leaders
friendly
links
resolute
knowledge
partnerships
champions
collaboration



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SECTION 1: REGISTRATION

NATIONAL CONSTRUCTION SAFETY OFFICER

INTRODUCTION

The primary objective of this program is to combine entry level safety training with the individual's personal field experience. An NCSO is a valuable resource for management in the administration and implementation of a company's health & safety program.

Certification indicates that the participant has practical knowledge in various construction-related health & safety management skills and principles.

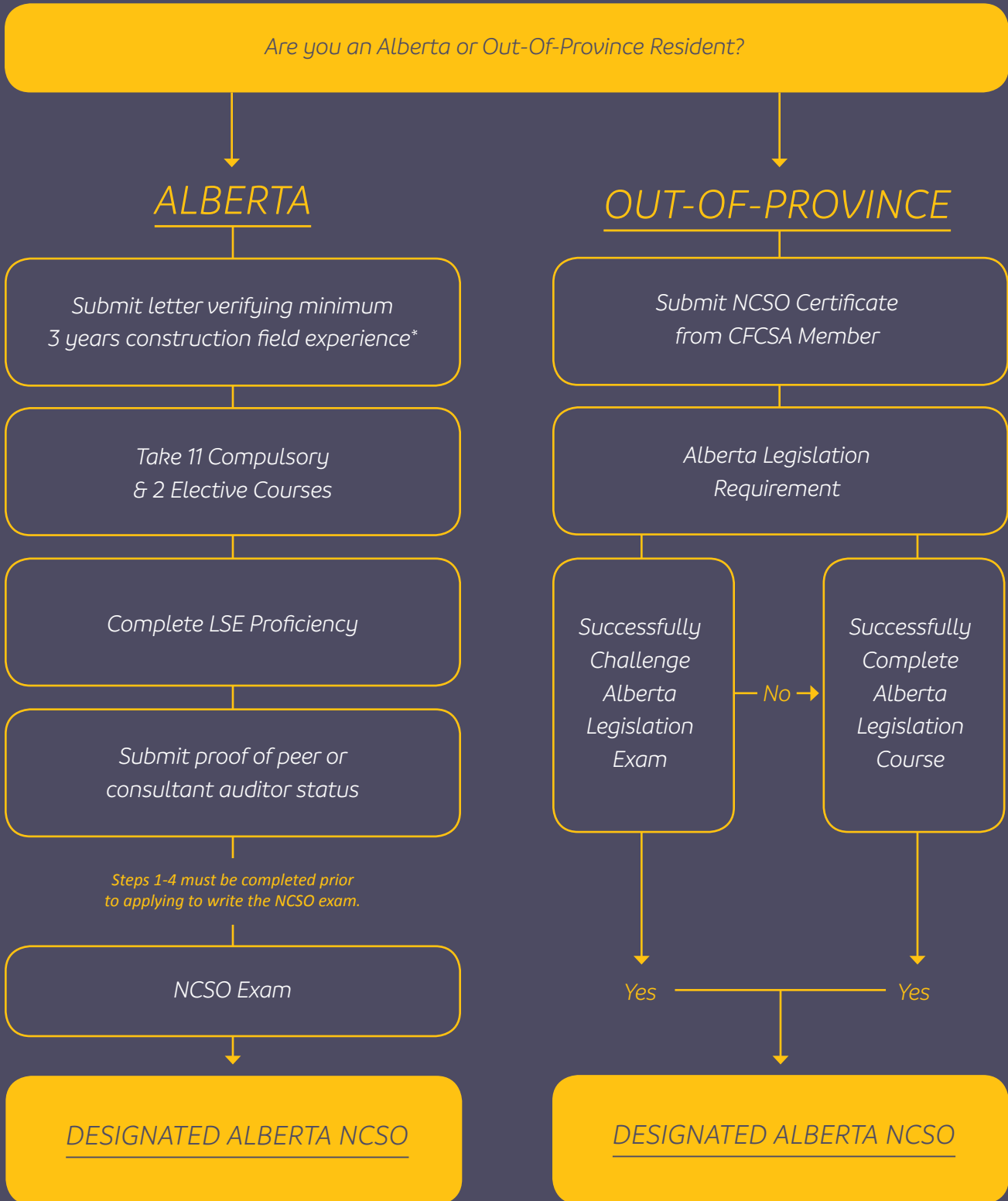
This program is recommended for health & safety practitioners who wish to receive construction-focused training and to be recognized as an NCSO in other provinces.

ACQUIRED SKILLS

This program will enable participants to:

- assist management in the administration, implementation and maintenance of a Health & Safety Management System
- identify and review various health and safety concerns specific to the work site
- communicate effectively with government, management and workers regarding health and safety, on and off the job

START



*ACSA strongly recommends completing Step 1 first. Existing Alberta NCSO's can contact our Client Services Representatives to discuss their individual needs for meeting the new requirements.

HOW TO ACHIEVE & MAINTAIN

Applying to the NCSO program requires that you follow a number of steps, including proof of construction industry field experience. The process is designed to allow you the opportunity to prove your skills and knowledge as a safety practitioner, providing you with an exceptional start to your career as a safety leader.

1. REGISTER FOR THE NCSO PROGRAM

Complete the application form included in this package. Once you have completed the form, please fax or scan and e-mail it to ACSA. Alternatively, download the interactive form from our webpage (www.youracsa.ca) and fill it out using Adobe Reader. From Adobe Reader, you can automatically e-mail the completed form to ACSA.

2. SUBMIT PROOF OF 3 YEARS' EXPERIENCE IN THE CONSTRUCTION INDUSTRY

Submit proof of a minimum 3 years' field experience in the construction industry. 'Field experience' is defined as work directly and actively conducted in the construction field, working on a continual basis around heavy equipment and construction hazards.

The 'construction industry' is defined and established as working directly and actively in construction, or for a construction company on a full-time basis.

The measurement of actual construction field experience is determined from applicable references provided, and based on the percentage of time spent on a weekly average directly in the construction field versus the office.

3. MEET TRAINING & PROFICIENCY REQUIREMENTS

This step requires you complete the mandatory and elective courses, and achieve a level of proficiency following successful completion of the Leadership for Safety Excellence course. Refer to the LSE Proficiency section in this guide.

4. SUBMIT PROOF OF AUDITOR STATUS

You can prove your auditor status by completing the 3-day Auditor Training Program course and submitting your qualification audit to the ACSA.

5. SUCCESSFULLY PASS THE NCSO EXAM

The NCSO exams will be scheduled throughout the year by ACSA to meet demand. The pass mark for the exam is 75%. Exam dates are posted on the ACSA website.

6. MAINTENANCE

You must maintain your NCSO designation by engaging in professional development. Refer to the Maintenance Requirements section of this guide for details.

PROOF OF EXPERIENCE

In order to apply for the NCSO, applicants must have a minimum of 3 years' construction field experience. The participant's experience must be e-mailed to ncso@youracsa.ca using the application form available for download at www.youracsa.ca/ncso-hsa/.

DEFINITION OF CONSTRUCTION FIELD EXPERIENCE:

The 'construction field' is defined and established as working directly and actively in construction, or for a construction company on a full-time basis.

'Field experience' is defined as work directly and actively conducted in the construction field, working on a continual basis around heavy equipment and construction hazards.

The measurement of actual construction field experience is determined from applicable references provided, and furthermore based on the percentage of time spent on a weekly average directly in the construction field versus the office.

EXPERIENCE VERIFICATION:

There are three ways you can prove your field experience in the construction industry:

1. A copy of your journeyman construction tradesperson(s) certification and upgrade where applicable.

2. Letter(s) from your current or past employer(s) signed by management. Please note, this must include:

- Start date and end date of employment (length of combined construction related experience must be 3 years or more; exclude HSE employment)
- Your job title/position
- Your job description
- Percentage of time, based on a weekly average, in the construction field versus in the office
- Signed by management (current employer cannot sign off on work that was not done under their employment)
- Contact information for the individual who signed the letter

3. Letter from your construction trade union verifying length of membership term and qualifications in your trade, including number of hours logged during tenure; or

Your **personal resume** outlining the criteria below. Please note, this must include:

- Start date and end date of employment (length of combined construction related experience must be 3 years or more; exclude HSE employment)
- Your job title/position
- Your job description
- Percentage of time, based on a weekly average, in the construction field versus in the office
- References for each place of employment including contact information

Resources

Reference letter and work experience templates are available in a downloadable zip folder on our website at www.youracsa.ca/ncso-hsa.

SECTION 2: LEARNING

PROGRAM OUTLINE

COMPULSORY COURSES (11)

- Alberta Occupational Health & Safety Legislation Awareness
- Auditor Training Program
- Basic Instructional Techniques
- Communication and Ethics for the Safety Leader
- Construction Safety Administration
- Leadership for Safety Excellence (proficiency completion)
- Principles of Health & Safety Management
- Standard First Aid*
- WHMIS 2015 Train-the-Trainer
- Worksite Investigation Basics
- And one of the following four online courses:
 - Construction Safety Training System (CSTS-09)
 - Electrical Safety Training System (ESTS)
 - Pipeline Construction Safety Training (PCST)
 - Roadbuilders Safety Training System (RSTS)

*For online course registrations, please visit our website: (youracsa.ca), or call a Client Services Representative at **1.800.661.ACSA**.*

ELECTIVE COURSES (ANY 2)

- Alberta Temporary Traffic Control
- Alberta Temporary Traffic Control – Field Application
- Alcohol & Drugs: Worksite Guidelines
- Confined Space Entry / Monitor (OSSA accredited)
- Contractor Management
- Defensive Driving
- Effective Claims Management
- Fall Protection End-user (OSSA accredited)
- Fall Protection Planning
- Flagger Train-the-Trainer
- Ground Disturbance
- Hazard Management
- Scaffolding Awareness
- Silica Awareness
- TDG Train-the-Trainer
- Working Around Powered Mobile Equipment

***NOTE:** Please visit the Ministry of Labour website (www.work.alberta.ca) for approved First Aid training facilities. ACSA now offers St. John Ambulance First Aid training at the Edmonton, Rocky View (Calgary), and Fort McMurray locations.

COMPULSORY COURSE DESCRIPTIONS

ALBERTA OCCUPATIONAL HEALTH & SAFETY LEGISLATION AWARENESS (1 DAY)

This course is designed for owners, employers, managers, supervisors and workers who want to increase their knowledge about Alberta Occupational Health & Safety legislation and its application.

AUDITOR TRAINING PROGRAM (3 DAYS)

The Auditor Training Program is a course designed for individuals who will be evaluating the effectiveness of a company's health & safety program. Prerequisite: Principles of Health & Safety Management.

BASIC INSTRUCTIONAL TECHNIQUES (2 DAYS)

This course is designed to provide participants with information on various instructional techniques that will assist them in their roles as mentors, trainers and facilitators within their organizations. Note: Participants should plan to spend approximately 1 hour on the evening of Day 1 preparing a presentation for Day 2.

COMMUNICATION AND ETHICS FOR THE SAFETY LEADER (2 DAYS)

This two-day course is designed to provide participants with a foundation for effective communication and skills to navigate various situations they may encounter as safety leaders in the field. During this course, participants will gain practical knowledge through group discussions and several activities including: identifying perception errors, development and evaluation of safety messages, conflict resolution and making difficult decisions.

CONSTRUCTION SAFETY ADMINISTRATION (1 DAY) (ONLINE OPTION AVAILABLE)

This is the final compulsory ACSA course in the NCSO and HSA programs. It is a comprehensive summary of professional health and safety management skills. Prerequisite: Principles of Health & Safety Management, Auditor Training Program, Leadership for Safety Excellence, WHMIS Train-the-Trainer, Alberta OH&S Legislation Awareness, Worksite Investigation Basics, Basic Instructional Techniques, and Communication & Ethics for the Safety Leader.

CSTS-09, RSTS, PCST OR ESTS (1 DAY) (ONLINE COURSES)

This computer-based training, delivered individually, takes approximately 4-6 hours to complete. Students receive a generic orientation for the construction industry (CSTS-09), the road building industry (RSTS), the pipeline industry (PCST) or the electrical industry (ESTS).

LEADERSHIP FOR SAFETY EXCELLENCE (2 DAYS)

This course will assist managers and supervisors to integrate health and safety into their everyday planning and to create and promote safe and healthy work environments.

PRINCIPLES OF HEALTH & SAFETY MANAGEMENT (2 DAYS)

This course is designed to provide information & instruction on developing a simple, cost-effective health & safety manual.

STANDARD FIRST AID (2 DAYS)

Please visit the Ministry of Labour website www.work.alberta.ca for approved first aid training. ACSA offers St. John Ambulance First Aid training at our Edmonton, Rocky View (Calgary), and Fort McMurray locations.

WHMIS 2015 TRAIN-THE-TRAINER (1 DAY)

This course is designed for individuals who are responsible for providing WHMIS training and/or establishing and maintaining their company's WHMIS program.

WORKSITE INVESTIGATION BASICS (1 DAY)

This course includes theoretical and practical components. It is designed to provide the participant with the knowledge & skills to be able to analyze a basic worksite incident, determine incident causes, and complete an investigation report.

ELECTIVE COURSE DESCRIPTIONS

ALBERTA TEMPORARY TRAFFIC CONTROL (2 DAYS)

This course was designed by Alberta traffic control technicians in partnership with the American Traffic Safety Services Association (ATSSA), and is delivered by traffic control experts selected by industry representatives in conjunction with the ACSA. The target audience is individuals who are involved in developing and implementing traffic control strategies and/or assisting in setting up and monitoring traffic control devices.

ALBERTA TEMPORARY TRAFFIC CONTROL – FIELD APPLICATION (1 DAY)

This course was developed collaboratively by the Alberta Construction Safety Association, Alberta Roadbuilders and Heavy Construction Association, Alberta Transportation, the Cities of Edmonton and Calgary, and the Consulting Engineers of Alberta. This course provides participants with information regarding how to safely plan, erect and dismantle temporary traffic control systems in the Alberta roadbuilding industry.

ALCOHOL & DRUGS: WORKSITE GUIDELINES

This course is designed to assist employers, small and large, in dealing with the realities of present day substance abuse in the workplace. Course material is structured around the Construction Owners Association of Alberta's "Canadian Model for Providing a Safe Workplace" Alcohol and Drug Guidelines and Work Rule.

CONFINED SPACE ENTRY/MONITOR (OSSA ACCREDITED) (1 DAY)

This course is designed for workers who are required to enter and/or monitor entry into restricted/confined spaces. This is not a Confined Space Rescue course.

CONTRACTOR MANAGEMENT (1 DAY)

This course is designed for owners, managers, administration, & safety personnel who are directly involved in the contractor management process. It includes a basic contractor management process for small- to medium-size companies that manage contractors or who work as contractors.

DEFENSIVE DRIVING (ONLINE COURSE)

This 6 hour online Defensive Driving program is approved by the Alberta Government for reduction of 3 demerits points from an Alberta operator's license. A minimum mark of 80% must be obtained on the final exam to qualify for the demerit point reduction.

EFFECTIVE CLAIMS MANAGEMENT (2 DAYS)

This course is designed to assist companies in the development of their post-injury management systems so that injured workers can return to work in a safe, beneficial and timely manner.

FALL PROTECTION END-USER (OSSA ACCREDITED) (1 DAY)

This course is designed for workers in the construction industry (industrial, commercial or residential) who work at heights. Participants will be provided with information regarding their legislated responsibility to know and understand what equipment is available to them and to know how to use various types of fall protection systems to prevent serious injury.

FALL PROTECTION PLANNING (1 DAY)

This course is designed to provide participants with information regarding legislated responsibilities and requirements and the various fall protection systems available in industry.

FLAGGER TRAIN-THE-TRAINER (1 DAY)

This course is designed for individuals who are involved in day-to-day operations where workers and the general public are exposed to traffic hazards created by vehicles and/or equipment.

GROUND DISTURBANCE (ONLINE)

This course is designed for individuals who plan, supervise or perform trenching, excavation or ground disturbance activities.

HAZARD MANAGEMENT (1 DAY)

This course has been designed to help participants understand and apply theories of hazard management.

SCAFFOLDING AWARENESS (1 DAY)

This course is designed to provide participants with information relating to scaffolding systems that are presently being used in the construction industry.

SILICA AWARENESS (1 DAY)

This course is designed to increase awareness of the hazards, risks, and controls related to respirable crystalline silica in the construction industry.

TDG TRAIN-THE-TRAINER (1 DAY)

This course is designed for individuals responsible for training workers who may be involved in transporting, handling, shipping, receiving or supplying dangerous goods.

SECTION 3: VERIFYING

LSE PROFICIENCY

SUBMISSION REQUIREMENTS

Submit a copy of the following:

1. minutes of a tool box/safety meeting that you conducted
2. a completed site inspection (including corrective action) which you conducted or where you were part of the inspection team
3. an incident or a close call investigation report you were involved in (if you haven't been, you may submit a report for a simulated investigation)
4. a completed hazard assessment (including corrective action) which you conducted or where you were part of the hazard assessment team



Note:

It is acceptable to use a black marker to black out the names of individuals or locations on an investigation report to protect the identity of an injured party or the confidential location of an on-going project.

All four components listed above must be submitted for review at the same time by e-mailing ncso@youracsa.ca.

The LSE proficiency will be recorded after the documentation is reviewed and approved by the ACSA.

All documentation submitted must:

- have been completed by you
- include your name and signature
- be in individual format (employees from the same company may not conduct an investigation as a group and then submit that same investigation for all four participants)

For further details, download the LSE Proficiency Package from our webpage, www.youracsa.ca.

CERTIFIED AUDITOR

Individuals are required to complete the three-day Auditor Training Program. This course is designed for individuals who will evaluate the effectiveness of a company's health & safety program. Upon successful completion of the classroom course you are required to submit a qualification audit (individually conducted) within three months of your training. If the qualification audit is approved by the ACSA COR Department, an ACSA Peer Auditor will be recorded on your student transcript.

For an auditor to maintain their status, they must conduct an internal audit, Action Plan, maintenance audit or external audit, in not one but both interim years leading up to their recertification. If an auditor fails to meet this criteria they will be required to re-sit the ATP course.

NCSO EXAM

HOW OFTEN ARE YOU RUNNING THE EXAM?

Exams will be scheduled based on demand. A schedule of exam writing dates are published on our website at youracsa.ca/n cso.

IS THE PROVINCIAL EXAM OFFERED ONLINE OR DO I HAVE TO WRITE IN PERSON?

The exam is currently offered in-person only. However, we are exploring the option of an online version of the exam, and will communicate more about this in time.

WHAT'S ON THE NCSO EXAM?

The exam covers hazard assessments and controls, training and orientations, inspection, investigations, auditing, health and safety programs, documentation, WHMIS, adopted standards, first aid and emergency preparedness, and the Canadian Criminal Code.

The exam will include various question formats. A more detailed exam blueprint is available for download from our website as a component of the NCSO Exam Application package.

WHAT'S THE PASS MARK FOR THE NCSO EXAM & HOW LONG WILL IT TAKE TO COMPLETE?

The pass mark will be an overall score of 75%. You will have up to 2 hours to complete the exam.

IS THERE A COST FOR WRITING THE NCSO EXAM?

Not in Alberta. The exam is free when written for the first time. Other provinces may have a fee. Check with the respective provincial construction association for further details.

WHAT ARE MY OPTIONS IF I DO NOT PASS THE EXAM?

If unsuccessful on your first attempt at the exam, you will be required to wait a 3 month deferral period. Any subsequent rewrites will require a 6 month and then a 12 month deferral. An administrative fee of \$60 will apply to exam re-writes. Unsuccessful attempts in other provinces will not affect your Alberta designation.

WILL I HAVE TO WRITE THE NCSO EXAM IN EVERY PROVINCE?

You only have to successfully complete the national exam once. However, each province will have their own supplemental legislation exam. In Alberta, the exam in the revised Legislation Awareness (LEG) course (released September, 2016) counts as the provincial exam. NCSOs certified outside Alberta have the option to challenge the Legislation Awareness (LEG) exam.

IS THERE A FEE FOR WRITING ACSA'S PROVINCIAL LEGISLATION EXAM?

Yes. The cost for completing the one-day Legislation Awareness course is \$85 (for members) or to skip the course and challenge the exam, the fee will be \$60.

HOW WILL AN EMPLOYER BE ABLE TO TELL IF I MEET THE NEW STANDARD?

Your NCSO certificate will have the new NCSO logo with the CFCSA seal to show you meet the new national standard. Your Student Portal will indicate on your transcript when you achieve the new standard requirements.

An Active list of NCSO's meeting the new standard will be published on July 1st, 2020. This time period allows for existing NCSOs to meet the new requirements. ACSA will actively promote the new Active standard through its extensive network.

SECTION 4: ADMINISTRATION

MAINTENANCE REQUIREMENTS & EQUIVALENCIES

As an NCSO you must maintain your designation every three years, the requirements are:

- Maintain your Standard First Aid certification: Please visit the Ministry of Labour website (<http://work.alberta.ca>) for approved First Aid training facilities. ACSA now offers St. John Ambulance first aid training at the Edmonton, Rocky View (Calgary), and Fort McMurray locations.
- Maintain your ACSA Certified Auditor status
- Take at least one course every three-year cycle from ACSA or another Canadian Federation of Construction Safety Association (CFCSA) member. Alternatively, you can attend the ACSA Conference or another HSE related conference event.

When you are nearing your NCSO designation expiration, you may submit the required proof to the ACSA by e-mailing ncso@youracsa.ca.

If you do not maintain your status you will become inactive. You can regain your certification by meeting the requirements of the current standard. This may mean renewing a first aid course, and any of the additional requirements outlined here.

ACSA COURSE EQUIVALENCY APPLICATION PACKAGE

If you have health and safety certifications from a recognized training agency, another provincial safety association, or from another provincial construction safety association, your training may qualify for equivalency status. Certification must be dated no more than 5 years ago.

HOW DO I APPLY FOR COURSE EQUIVALENCY?

Complete the equivalency application form and submit with copy of certificate to ncso@youracsa.ca

FREQUENTLY ASKED QUESTIONS

HOW DO I SUBMIT STANDARD FIRST AID AND LSE PROFICIENCY?

You can submit your documents by e-mailing them to nco@youracsa.ca.

HOW DO I KNOW IF I AM AN EMPLOYEE OF AN ACSA MEMBER OR AN ASSOCIATE MEMBER COMPANY?

Please contact an ACSA Client Services Representative to verify the level of membership your company enjoys.

WHAT IF I AM UNEMPLOYED?

You can come in as an ACSA student and pay Associate Membership rates.

HOW MANY COURSES NEED TO BE COMPLETED & DO I HAVE TO REGISTER FOR THEM ALL AT ONCE?

There are 11 compulsory courses and 2 elective courses for a total of 13. Our courses are offered on an individual basis. Please note: payment is required at the time of enrollment.

HOW LONG ARE THE COURSES?

Courses range in duration from 1 day up to 3 days. Courses start at 8:00 a.m. and end at 4:30 p.m. each day.

DOES THE ACSA OFFER STANDARD FIRST AID?

Yes. ACSA provides St. John Ambulance First Aid training at its Edmonton, Rocky View (Calgary), and Fort McMurray facilities. Please visit the Ministry of Labour website (www.work.alberta.ca) for approved First Aid training facilities in your local area.

HOW LONG DO I HAVE TO COMPLETE THE PROGRAM?

There is no time frame for completion; however, all course certification must be current at the time of application submission for NCSO exam.

IS THERE A PARTICULAR ORDER IN WHICH THE COURSES MUST BE TAKEN?

You may complete the courses in any order, unless prerequisites are required. For example, Principles of Health & Safety Management must be completed prior to the Auditor Training Program. Construction Safety Administration must be completed at the end of your program.

WHAT IF I HAVE COMPLETED A COURSE WITH ANOTHER ORGANIZATION?

You will have to complete the equivalency application process. Visit our website for more information.

HOW LONG DOES IT TAKE TO COMPLETE THE ENTIRE PROGRAM?

It depends on your time resources and course availability.

WHERE ARE YOUR TRAINING FACILITIES?

We have offices in Edmonton, Rocky View (Calgary) and Fort McMurray. We also provide training in Red Deer, Grande Prairie, Lloydminster, Medicine Hat and Lethbridge.

DO I NEED TO BE A CERTIFIED AUDITOR TO OBTAIN MY NCSO DESIGNATION?

Yes, you must have your qualifying audit completed within the allotted time period and maintained your status.

DO ALL OF THE COURSES HAVE TO BE CURRENT (NOT EXPIRED)?

Yes, all courses must be current to sit the NCSO exam. If any of your courses are expired, they will have to be retaken.

IS LSE PROFICIENCY REQUIRED FOR NCSO?

Yes, the LSE proficiency is required to achieve the NCSO designation.

IS THERE A TIME FRAME FOR COMPLETING THE LSE PROFICIENCY LEVEL?

Yes, it must be complete before applying to take the NCSO exam.

IS AN EXPERIENCE LETTER REQUIRED FOR NCSO?

The experience letter is required, and we highly recommend references with contact details be submitted with your application.

DOES NAIT OR THE UNIVERSITY OF ALBERTA RECOGNIZE THE NCSO DESIGNATION?

The U of A credits the NCSO designation toward seminar hours for the OH&S certificate program. Please contact them for more information.

DOES THE NCSO EXPIRE?

Not if you obtained your designation prior to June 30, 2017. However, it is recommended for professional development that you stay current with industry changes and adopt the new 'Active' status.

If you attained your designation after July 1, 2017, there are maintenance requirements that must be submitted every 3 years to retain the Active status.

WHAT IS THE PURPOSE OF THE NEW STANDARD?

The added value to the new standard is derived from:

1. Strengthening the NCSO designation, making it more respected and enabling transferability & mobility between provinces.
2. Showing commitment to continual improvement and professional development. Continual improvement is the foundation of health and safety management.
3. Lifelong learning benefits an individual by staying current with changing standards & evolving technology, and benefits the employer by having a more knowledgeable person responsible for health & safety related matters.

ARE ALL THE PROVINCES ALIGNED IN THIS INITIATIVE?

The Canadian Federation of Construction Safety Associations (CFCSA) allows the heads of each provincial construction safety association, and their associates, to meet and discuss their shared interest in promoting awareness of construction health & safety, improve information sharing, and collaborate to produce workplace training resources.

The CFCSA meets annually (at a minimum) and have long had an interest in strengthening the NCSO designation, and in making it truly national.

The CFCSA members took a collaborative approach to this new standard with the intent of supporting mobility for NCSOs across Canada, and sharing in raising the standards to better the program's recognition and acceptance.

CFCSA members signed the new agreement at the 2017 meeting in June, which was hosted by ACSA in Calgary.

HOW WILL OUR EMPLOYERS KNOW WHAT THE NEW STANDARD IS AND WHY WE SHOULD MEET THESE REQUIREMENTS?

Those who achieve their Active NCSO status, will have it noted on their transcript and certificate with the updated NCSO logo as evidence of completion to show prospective employers. However, please note that an Active list will not be posted publicly for three years (July 1st, 2020), in order to allow time for existing NCSOs to meet the new requirements and be included if they wish. Your ACSA,

and other provincial construction safety associations, will together communicate the importance of the new standard, through various channels.

HOW WILL PROVINCIAL OR TERRITORIAL OHS LEGISLATION EXAMS BE MANAGED?

Each province and territory will have separate exams that will test a person's knowledge of local OHS legislation. These exams will be written by anyone from outside a jurisdiction who wants to work in another jurisdiction.

For example, if you are an NCSO from B.C. who has written and passed the NCSO National Exam in B.C., but want to work in Alberta and Saskatchewan you would have to write both the Alberta and Saskatchewan OHS Legislation exams. You would not have to re-write the NSCO Exam. In Alberta, you could decide to successfully complete ACSA's OHS Legislation Awareness course instead of writing the NCSO exam.

ENHANCEMENTS TO THE NCSO

On July 1st 2017, changes were introduced to the NCSO designation, creating a new standard, introducing an exam component, and impacting certain course and maintenance requirements. This new standard aims to strengthen the NCSO designation, making it more credible while allowing ease of transferability among other provinces.

By pursuing this new standard, and achieving an 'Active' NCSO status, you are showing commitment to continual improvement and professional development, which after all, is the foundation of health and safety management.

Those who achieve their Active NCSO status, will have it noted on their transcript and certificate with the updated NCSO logo as evidence of completion. You will use this to demonstrate your HSE commitment to current and prospective employers. However, the Active list will not be posted publicly for three years (starting July 1st, 2020), allowing time for existing NCSOs to meet the new requirements, and be included on the Active list if they wish. Visit www.youracsa.ca/ncso-hsa for further information and answers to frequently asked questions.

APPLICATION FORM

NATIONAL CONSTRUCTION
SAFETY OFFICER

APPLICANT INFORMATION	
First Name	
Last Name	
Student Number or D.O.B. (mm/dd/yyyy)	
Company Name	
Personal Address	
City	
Province	
Postal Code	
E-mail	
Phone	

**Please ensure your submission includes proof of a minimum of 3 years' experience working in the construction industry.*

Signature

Date



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