



National Construction Safety Officer (NCSO™) Program Information Guide

What Are the Objectives of the NCSO™ Program?

Designed to develop and/or enhance health and safety training and auditing skills, the NCSO™ program will assist individuals in becoming more marketable in the construction industry.

Individuals who complete the program should be able to:

- Assist management to implement, maintain, and monitor a company's health and 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 regarding all aspects of health and safety; and,
- Work closely with all parties in the workplace to ensure workers have the information, skills, and tools required to do their job safely.

Why Participate in the NCSO™ Program?

In achieving the NCSO™ designation, individuals can provide valuable support to employers in the implementation and maintenance of a company's comprehensive health and safety program. Successful participants can play a key leadership role in effective health and safety management, and will have achieved the skills necessary to pursue a lifelong career in the construction safety industry. Additionally, the NCSO™ designation is acknowledged throughout various sister organizations within the [Canadian Federation of Construction Safety Associations \(CFCSA\)](#)—granting participants the ability to easily transfer the designation throughout various provinces and territories in Canada by completing a provincial or territorial supplementary exam.

What is Required to Enroll in the Program and Receive the NCSO™ Designation?

There are two steps involved in achieving the NCSO™ designation, and each step is explained in more detail following the summary of steps below:

Summary of steps to receive the NCSO™ designation:

Step 1: Application Process. The applicant must have a minimum of three (3) years of construction field experience within the last ten (10) years prior to acceptance into the NCSO™ program. Therefore, applicants are required to submit a detailed résumé and reference letters from employer(s) to verify their experience. Additionally, the applicant is required to submit a completed NCSO™ application form and payment of the NCSO™ application/examination fee of \$125.00 + HST.

Step 2: Completion of Program Requirements. Upon acceptance into the program, NCSO™ candidates will be required to complete a combination of compulsory and elective training requirements. In addition, candidates will be required to submit proof of application of their skills and abilities by submitting practical requirements and challenging both the national and provincial NCSO™ knowledge examinations.

After an individual has completed all requirements and has successfully passed both knowledge examinations, they will be awarded the NCSO™ designation. The NCSO™ designation must be renewed every three (3) years. To continue NCSO™ status, applicants must maintain training certificates as applicable (i.e. Standard First Aid, Fall Protection, OHS Committee Training 2015, and any elective training that has since expired) and updated practical requirements (i.e. Jobsite Inspection, Toolbox Talk Presentation, Accident/Incident Investigation, Hazard Assessment, and COR™ Internal Audit and Action Plan).

Step One: The Application Process

The applicant must have a minimum of three (3) years of construction field experience within the last ten (10) years prior to acceptance into the NCSO™ program. Construction field experience is defined as...

a construction worker (laborer 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, an individual who is directly and actively engaged in safety (i.e. Site Safety Coordinator) 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.

To verify their construction experience, applicants are required to submit the following: a detailed résumé specifically outlining their construction field experience and the duties involved within their applicable position(s), a copy of their Journeyman certificate (i.e. Certificate of Qualification) in a construction related trade and/or a signed reference letter from their current and/or previous employers, a completed NCSO™ application form, and payment of the NCSO™ application/examination fee of \$125.00 + HST.

All applications are to be submitted to the Member Services Coordinator at (709) 739-7000 or toll free at 1-888-681-SAFE (7233) or by email at info@nlcsa.com. Applicants will be notified within 2-4 weeks regarding application status.

Step Two: Completion of Program Requirements

Upon acceptance into the program, NCSO™ candidates will receive a letter advising them of their outstanding requirements. The program's requirements consist of a combination of compulsory and elective training, practical requirements, and the successful completion of both national and provincial knowledge examinations. A complete overview of the program's requirements is outlined below:

Compulsory Course Requirements

Provide proof of completion of the following required courses:

- Certificate of Recognition (COR™) (5 days)
- OHS Committee Training 2015 (2 days) *
- Fall Protection (2 days)
- Standard First Aid (2 days)
- WHMIS 2015 (&1988) (½ day/also available online)
- Instructional Techniques (2 days)
- Incident Investigation (1 day)
- Early and Safe Return to Work (½ day)
- Construction Worker Safety (1 day/also available online)
- NCSO™ Administration (1 day) **

* Please note that OHS Committee Training 2015 certification will be awarded to any candidate who completes the 5-day Certificate of Recognition (COR™) training after June 30, 2015.

** Please note that NCSO™ Administration is the last course completed for the NCSO™ program and that all other compulsory and elective training and practical requirements must be met prior to registering for this course.

Elective Course Requirements

Provide proof of completion of a minimum of **three (3)** required courses:

- Confined Space (2 days)
- Transportation of Dangerous Goods (1 day)
- Environmental Awareness 2017 (1 day/also available online)
- Safety for Supervisors (2 days)
- Trenching & Excavation (½ day)
- Powerline Hazard (½ day)
- Traffic Control Person (6 hours)

Practical Requirements

Applicants are required to submit the following to demonstrate the practical application of their skills and abilities:

- Jobsite Inspection
- Toolbox Presentation
- Accident/Incident Investigation
- Hazard Assessment
- COR™ Internal Audit and Action Plan

All practical requirements must be completed independently and individually (i.e. not as part of a team or committee) and must have been completed within 12 months of submission. In addition, the NCSO™ candidate will be required to submit updated/current practical requirements for any one or more of the practical requirements that were completed more than twelve (12) months prior to the time that the candidate challenges the NCSO™ Knowledge Examinations. An individualized action plan will be developed for candidates who submit two (2) or more practical submissions that are rejected and/or do not meet the standards of the program.

NCSO™ Examinations

Applicants are required to successfully complete **both** of the following examinations:

- NCSO™ National Knowledge Exam
- NCSO™ Provincial Knowledge Exam

The candidate will be eligible to challenge both examinations after it has been verified that all other requirements have been successfully completed and/or have valid expiry dates. In addition, upon completing all outstanding requirements the candidate will have twenty-four (24) months to successfully complete both knowledge examinations.

Upon notification that all requirements have been successfully met, it is the responsibility of the NCSO™ candidate to contact the NLCSA and make arrangements to challenge both the national and provincial knowledge examinations. A schedule for the NCSO™ national and provincial knowledge exams is available under the NLCSA's training schedule on their website. Please note that the NLCSA requires a minimum of two (2) weeks notice prior to registering for either one of the examinations. Electronic devices and textbooks are not permitted in the examination room. Additionally, when the candidate arrives to challenge the exam(s), they will be required to show a valid Government issued photo identification card (ID) to verify their identify.

Both examinations will be scheduled to be written on the same day. The candidate will be required to challenge the national knowledge exam first and will have two (2) hours to complete the exam. Following the completion of the national knowledge exam, the candidate will be granted one (1) hour to challenge the provincial knowledge exam. The successful passing mark for both examinations is 75 percent (75%).

If the candidate fails to meet the passing marks for the exam(s), they will be required to wait for a period of ninety (90) days before they will be permitted to challenge the exam(s) again. 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.

A listing of frequently asked questions about the NCSO™ program and their corresponding answers is available on our website.

For more information visit www.nlcsa.com or call 709-739-7000 or toll free at 1-888-681-SAFE (7233).

