



NLCSA
NEWFOUNDLAND & LABRADOR
CONSTRUCTION SAFETY ASSOCIATION

National Construction Safety Officer®(NCSO)® Program Guide



80 Glencoe Drive
Donovan's Industrial Park
Mount Pearl, NL A1N 4S9

PHONE: 709.739.7000
FAX: 709.739.7001
TOLL-FREE: 1.888.681.SAFE (7233)
EMAIL: INFO@NLCSA.COM

www.nlcsa.com



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>> INTRODUCTION

What is the NCSO® Designation?

The NCSO® designation is a health and safety program specifically for individuals working in the construction industry, and its primary goal is to expose the participant to the fundamentals of construction safety management and build upon personal field experience. This is a national designation that will assist individuals in becoming more marketable in today's workforce.

Persons who achieve the NCSO® designation will have demonstrated a combination of formal training and a minimum of three (3) years of field experience in the construction industry. 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 and can play a key leadership role in effective health and safety management.

What will I learn?

Individuals who have achieved the designation will develop the skills 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.



>> WHAT IS THE PROCESS?

Do you currently hold a valid NCSO® from another member of the [Canadian Federation of Construction Safety Associations](#) (CFCSA)?

No

Submit [application](#) and pay the application fee.

Submit documentation verifying a minimum of three (3) years construction field experience.

Complete compulsory training requirements (approximately 9 days of training) & a minimum of 3 elective courses that incorporates a minimum of 3 days of training.

Complete and submit the compulsory requirements to demonstrate skills and abilities.

Successfully complete the National and Provincial Exams

Yes

Submit [application](#) and pay the application fee.

Submit a valid NCSO® Certificate from a CFCSA Member

Successfully complete the Newfoundland & Labrador Provincial Exam

>> HOW DO I BEGIN?

Enrollment Requirements

Applicants must have a minimum of three (3) years of construction field experience (within the last 10 years) prior to acceptance into the NCSO® program. The [NCSO® application](#) is available on our website.

NCSO® Code of Ethics

Once successful, certificants are expected to sign a Code of Ethics. This Code of Ethics demonstrates the continued commitment of the NCSO® to act in a manner that maintains the honour and prestige of the safety profession and practices the highest standards of truthfulness, honesty and integrity. Any breach of the Code of Ethics may result in a formal review and subsequent suspension or termination of the NCSO® designation.

Experience Verification

Applicants can prove construction field experience in one of the following three (3) ways:

1. Submit a copy of your Journey person certificate (i.e. Certificate of Qualification); or
2. Submit a detailed résumé that outlines the following criteria:
 - Your job title(s)/position(s);
 - Start/end date of employment (length of combined construction related experience must be three (3) years or more; exclude HSE employment);
 - Details of the duties involved within your applicable position(s); and
3. Letter from your construction trade union verifying length of membership term and qualification in your trade, including numbers of hours logged during tenure.

Definition of Construction Field Experience

"a construction worker (labourer 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."





PROGRAM REQUIREMENTS

Training Requirements

Once you are accepted into the NCSO® Program, participants are required to complete the following compulsory and elective courses.

Compulsory Courses

Participants are required to provide proof of completion of the following required courses (if completed with the NLCSA, participants can notify the appropriate staff member for verification):

Certificate of Recognition®(COR®) Training (classroom or virtual)
 Construction Worker Safety (online)
 Site Specific Safety Plans (online)
 WHMIS 2015 (online)
 Standard First Aid (Classroom)

Elective Training Requirements

Provide proof of completion of a minimum of three (3) courses and three (3) days of training.

Confined Space Entry (Classroom - 2-Days)
 Fall Protection (Classroom - 2-Days)
 Traffic Control Person Level 1 (classroom or virtual 1-Day)
 Traffic Control Person Level 2 (classroom 1-Day)
 Powerline Hazards (classroom or virtual - 1/2- Day)
 Transportation of Dangerous Goods (classroom or online 1-Day)
 Environmental Awareness (online 1-Day)
 Effective Communications (online - 1-Day)
 Trenching & Excavation (classroom, virtual or online)

Practical Requirements

Participants are required to submit the following to demonstrate the practical application of their skills and abilities.

- Workplace Inspection or hazard assessment
- Toolbox talk or safety presentation
- COR® Audit and Action Plan

Locating a company to complete the practical requirements is the responsibility of the candidate. All practical requirements must be completed individually and must have been completed within 12 months of certification. An individualized action plan may be developed for candidates who submit practical submissions that do not meet the standards of the program.

Candidates will be required to submit updated practical requirements for any that were completed more than 12 months prior to challenging both the national and provincial knowledge examinations.



NCSO® GENERAL KNOWLEDGE EXAMS

Participants will be eligible to write both the National and Provincial exams after it has been verified that all other requirements have been successfully completed and/or have valid expiry dates. Upon completing all requirements the candidate will have twenty-four (24) months to successfully complete both general knowledge examinations. For full details visit the [NCSO/NHSA® Exam Guidelines and Information](#).

NCSO® National Exam

The national NCSO® exam is designed to test participants' knowledge of the fundamentals of health and safety; hazard recognition, evaluation and control, training, auditing, incident investigation, inspections, emergency preparedness, WHMIS and PPE. These concepts are critical to successful health and safety management systems in the workplace and to creating a positive culture relating to health and safety.

Candidates are only required to successfully complete the national exam once.

NCSO® Provincial Exam

There are 14 jurisdictions within Canada (ten provincial, three (3) territorial, one federal). Each jurisdiction is governed by its own occupational health and safety legislation, and while all are based on the Internal Responsibility System, there are differences across the jurisdictions. An NCSO® must be aware of the individual provincial or federal legislation that applies when developing, implementing and overseeing a health and safety program.

The Provincial exam will test the participants' knowledge of regulatory requirements specific to

Newfoundland and Labrador.

Once all compulsory, elective courses and practical components are successfully complete it is the responsibility of the NCSO® candidate to contact the NLCSA and make arrangements to complete the national and provincial knowledge examinations.

Both examinations will be scheduled to be written on the same day. The candidate will be required to write 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 each examination is 75 percent (75%).

If a candidate fails to meet the passing mark(s), they must wait 14 days before being 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 over again.



NCSO® MAINTENACE REQUIREMENTS

The NCSO® certificants must [apply](#) to have their designation verified every three years. To maintain NCSO® status, applicants must maintain training certificates as applicable and demonstrate the continued practical application of their skills and abilities.

Training Verification

NCSO® renewal applicants must submit proof of valid certification for the following courses:

Standard First Aid (2 Day)
OHS Committee Training Level 1 (WorkplaceNL)

and proof of valid certification for a minimum of three (3) courses and three (3) days of training from the following elective courses

Confined Space Entry (Classroom - 2-Days)
Fall Protection (Classroom - 2-Days)
Traffic Control Person Level 1 (classroom or virtual 1-Day)
Traffic Control Person Level 2 (classroom 1-Day)
Powerline Hazards (classroom or virtual - 1/2- Day)
Transportation of Dangerous Goods (classroom or online 1-Day)
Environmental Awareness 2017 (online 1-Day)
Effective Communications (Online - 1-Day)
Trenching & Excavation (classroom, virtual or online)

Practical Application Verification

Renewal applicants are required to submit the following documentation to demonstrate the practical application of their skills and abilities:

- Workplace Inspection or hazard assessment
- Toolbox talk or safety presentation
- COR® Audit and Action Plan

Locating a company to participate in the practical requirements is the responsibility of the NCSO® candidate. 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. An individualized action plan may be developed for candidates who submit practical submissions that do not meet the standards of the program.

COURSE DESCRIPTIONS

Complete [course details, costs, and schedule](#) can be found on our website.

Certificate of Recognition® (COR®)

The COR® Program helps construction companies/employees understand OHS legislation, and employer and worker rights and responsibilities. Understanding these rights and obligations can also help firms avoid liability and ensure due diligence. Through participation in the COR® program, construction industry employers and employees come to recognize that injury prevention must be an integral part of their business conduct and daily working routine.

OHS Committee, WHS Representative and Designate Level 1

This is the mandatory training required under the OHS Act for all workplaces. The course describes the purpose of the Occupational Health and Safety Act and Regulations; the duties, purpose, and activities of OH&S Committees/WH&S Representatives/Designates; the purpose of hazard recognition, evaluation, and control; and the purpose of workplace inspections and incident investigation.

WHMIS 2015

The Workplace Hazardous Materials Information System (WHMIS) is a common set of rules for classifying and labeling hazardous products as well as a standard format for safety data sheets (SDS).

This half-day course will cover the key elements of the WHMIS 2015 systems of classification and

labeling of chemicals. Specifically, this course will provide participants with guidance on the process of chemical classification and hazard communication through the use of labels and Safety Data Sheets. Responsibilities and hazard pictograms are also reviewed.

Fall Protection (2-Day)

This WorkplaceNL approved 2-day program offers a combination of theory, practical exercises and demonstrations to examine the various methods of fall protection including fall arrest systems, inspections, maintenance and usage. Students will receive hands-on exposure to selected fall protection systems. The practical exercises will provide students with the opportunity to practice and demonstrate their skills and knowledge in this area.

Site Specific Safety Plans

This training program provides guidance for companies when developing Site-Specific Safety Plans. These plans must be submitted to the Department of Transportation and Infrastructure after the awarding of a tender, and at least 10 working days prior to commencement of work. The required elements of a Site-Specific Safety Plan are discussed in detail and there are various templates and resources available for download.

>> COURSE DESCRIPTIONS

Transportation of Dangerous Goods

This course will enable participants to identify dangerous goods by using labels and placards and to understand their responsibilities when transporting dangerous goods.

Environmental Awareness

This training session is designed to enhance workers' knowledge and awareness concerning the environment with an overview on regulatory requirements and best practices. It communicates the environmental expectations of contractors, subcontractors, and their workers for planning and carrying out work on various worksites in Newfoundland and Labrador. Topics include: general protection measures, work in sensitive and protected areas, wildlife protection, emergency response and contingency plans, and environmental permits and approvals.

Supervisor Health and Safety

This training program will help provide supervisors with the information that they need to fulfill their legislated responsibilities. Topics of discussion include: health and safety legislation; occupational health and safety programs; hazard recognition, evaluation and control; occupational health and hygiene; workplace inspections; emergency preparedness and response; incident investigations; disability management; OHS program evaluation; PRIME.

Powerline Hazards

This course is required for any operator of powered mobile or similar equipment. This course gives an increased awareness of the potential dangers associated with power lines. It examines the responsibilities of workers and employers under the OH&S Act and Regulations as they apply to power lines and electrical systems. This course also explains the proper procedures for working near power lines, including emergency situations.

Trenching and Excavation

This course is recommended for all employees who work in or near trenches and excavation equipment. The course gives participants a greater awareness of the potential dangers associated with trenching and excavating. Participants receive instruction in safe work practices, job procedures, personal protective equipment, environmental concerns, correct sloping, protective devices, emergency response plans, soil problems and stability, and legal requirements under the OHS Act and Regulations.

Traffic Control Person Level 1

This WorkplaceNL developed training program is required for anyone who is responsible for monitoring construction zones and ensuring that:

- Traffic is moving safely through temporary situations that limit or change traffic flow.
- Traffic is stopped or slowed as needed.
- Pedestrians and workers move safely and efficiently around construction zones.
- Workers are warned of any potential dangers.

>> COURSE DESCRIPTIONS

Traffic Control Person Level 2

This WorkplaceNL developed training program is required for anyone who may be responsible to perform supervisory duties and will make decisions on the following:

- Developing traffic control plans
- Setting up and tearing down the site
- Selecting the traffic control diagram (sign layout diagram)
- Consulting stakeholders, municipalities, government or other regulatory bodies
- Developing the emergency plan

Construction Worker Safety

This training program provides an effective means for workers to learn important safety concepts. Workers receive instruction on their basic rights and responsibilities under the OH&S Act and Regulations and learn about their role in the development and implementation of the company's safety program. In addition, there are a number of modules that focus on hazards, controls, and legislative requirements pertaining to common work activities performed on a construction site.

Confined Space Entry

This WorkplaceNL approved training program will provide participants with the knowledge and skills necessary to interpret the requirements of legislation in order to safely enter and work in confined spaces. Through a combination of theory, exercises and demonstrations, participants will be able to recognize various hazards and controls associated with working in a confined space.



Standard First Aid

This training provides essential skills to handle emergencies, including CPR, wound care, choking, and injury management. Through a mix of theory and hands-on practice, participants learn to assess and respond to a workplace health crisis effectively making it valuable for workplace safety, community preparedness, and personal confidence in emergencies.

NCSO®/NHSA™ Program Requirements

Application Process	NCSO® Candidate	NHSA™ Candidate	NCSO® / NHSA™ Renewal	NCSO® / NHSA™ Equivalency
Application Form & Applicable Fees	✓	✓	✓	✓
Detailed resume & reference letters verifying experience ¹ <i>and/or</i> Red Seal or Journeyman Certificate (i.e. Cert. of Qualification) in a construction-related trade. ¹	✓			

NLCSA Compulsory Courses (Approx 9 Days Training)	NCSO® Candidate	NHSA™ Candidate	NCSO® / NHSA™ Renewal	NCSO® / NHSA™ Equivalency
COR® Training (classroom or virtual)	✓	✓		
Construction Worker Safety (online)	✓	✓		
Site Specific Safety Plans (online)	✓	✓		
WHMIS 2015 / GHS (online)	✓	✓		
Standard First Aid (classroom)	✓	✓	✓	✓
OHSC L1 (OHS Committee Level 1 - classroom or virtual)			✓	✓

NLCSA Elective Courses (Minimum of 3 Courses AND 3 Days of Training)	NCSO® Candidate	NHSA™ Candidate	NCSO® / NHSA™ Renewal	NCSO® / NHSA™ Equivalency
Confined Space (Classroom – 2 Days) ²	Minimum of 3 Courses <u>and</u> 3 Days of Training. Training to be in date at the time of NCSO® certification	Minimum of 3 Courses <u>and</u> 3 Days of Training. Training to be in date at the time of NHSA™ certification	Minimum of 3 Courses <u>and</u> 3 Days of Training. Training to be in date at the time of certification renewal	It is recommended to take WorkplaceNL courses to aid with the provincial exam
Fall Protection (Classroom – 2 Days) ²				
Traffic Control Person Level 1 (Classroom – 1 Day) ²				
Traffic Control Person Level 2 (Classroom - 1 Day) ²				
Powerline Hazard (Classroom or Virtual - ½ Day) ²				
TDG (Classroom or Online - 1 Day)				
Environmental Awareness (Online - 1 Day)				
Effective Communications (Online – 1 Day)				
Trenching & Excavation (Classroom or Virtual ½ Day)				

CFCSA Compulsory Practical Requirements	NCSO® Candidate	NHSA™ Candidate	NCSO® / NHSA™ Renewal	NCSO® / NHSA™ Equivalency
Workplace Inspection or Hazard Assessment	✓	✓	✓	
Toolbox Talk or Safety Presentation	✓	✓	✓	
COR® Audit & Action Plan	✓		NCSO® Only	

Compulsory NCSO®/NHSA™ Examination	NCSO® Candidate	NHSA™ Candidate	NCSO® / NHSA™ Renewal	NCSO® / NHSA™ Equivalency
CFCSA National Knowledge Exam	✓	✓		
NLCSA Provincial Knowledge Exam	✓	✓		✓

1. Proof of 3 years of construction field experience

2. WorkplaceNL Certified Courses Only with WorkplaceNL Certification Training Registry certificates only. In date at the time of certification.



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