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# NCSO®/NHSA™ Program Updates / Q&A

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# Agenda

- Overview of the NCSO®/NHSA™ certification
- Important Dates
- What's new for 2025
  - Addition of NCSO®/NHSA™ Portal
  - Exam Format
  - NCSO ® Certification Requirements
  - NCSO® Maintenance Requirements
- Labour Management Network
- Q&A
- How to stay updated
- Closing Remarks

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# NCSO® Certification

**NCSO® (National Construction Safety Officer)**

NCSO® (National Construction Safety Officer) is a professional designation recognized by all provincial and territorial construction safety associations across Canada – members of the **Canadian Federation of Construction Safety Associations**.

Individuals certified under the NCSO® designation will have demonstrated 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.

NCSO® certification is designed to recognize the skills of those who regularly perform a safety function in the field or on the jobsite. Certification requires an applicant to possess a minimum of three years of construction field experience.* Those seeking an NCSO® designation are required to conduct a Certificate of Recognition (COR®) health and safety student audit of their company as part of their certification.

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## NHSA™ Certification

**NHSA™ (National Health and Safety Administrator)**

NHSA™ (National Health and Safety Administrator) certification is a professional designation recognized by all provincial and territorial construction safety associations across Canada – members of the **Canadian Federation of Construction Safety Associations**.

NHSA™ certification is designed to recognize the skills of those who undertake safety functions for their company at an administrative level, often administrators or human resources professionals who perform functions such as managing claims, promoting safety, ensuring the company follows health and safety regulations, maintaining safety records or compiling safety statistics.*

Individuals certified under the NHSA™ designation will have demonstrated 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.

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## Important Dates

Applications close

15 Dec. 2024

New NCSO® requirements take effect & new portal launched

3 Feb. 2025

15 Dec. 2024 – 31 Jan. 2025

Applications processed

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## What's new

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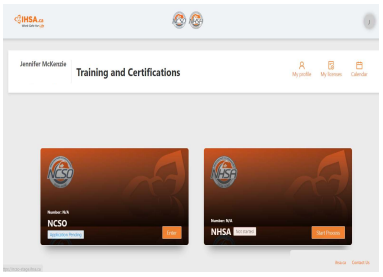
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# PORTAL

**One-Stop Shop:**

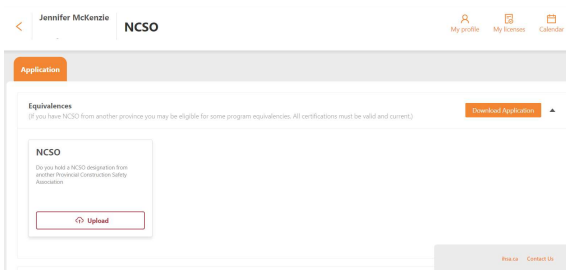
- Submit application and training records
- Make payment for application
- Receive communication application status
- Complete Exams (LMS)
- Receive and print certificate
- Receive reminder emails on upcoming expiration




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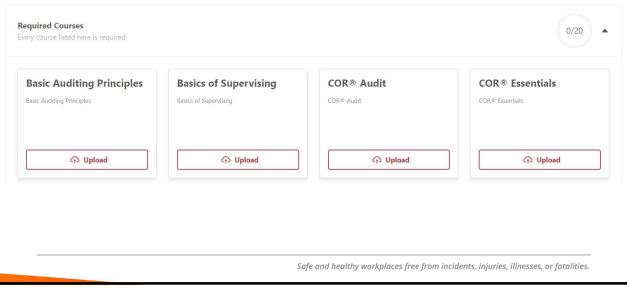
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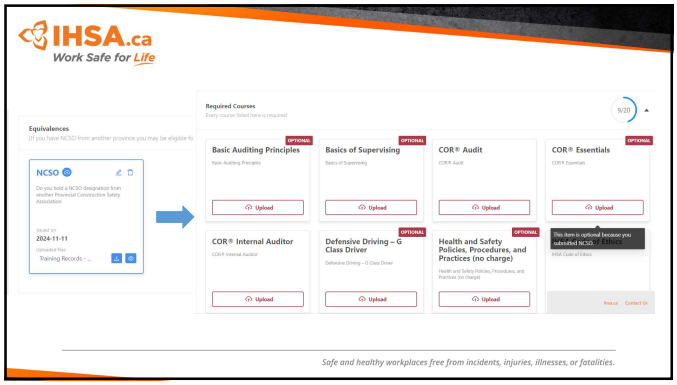
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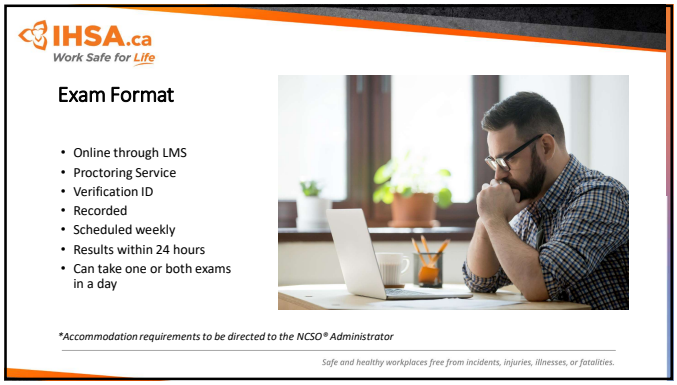



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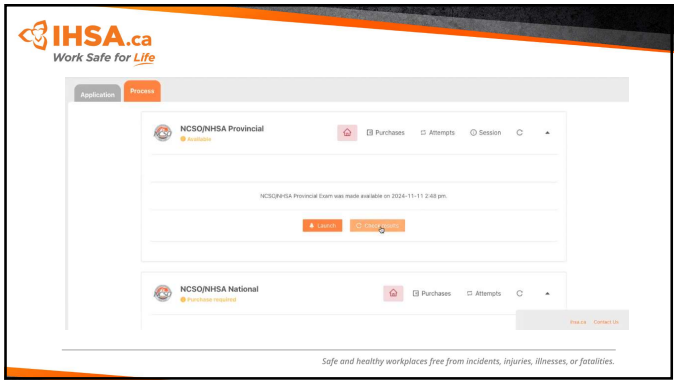
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Equivalences
NCSO
Required Courses
Basic Auditing Principles
Basics of Supervising
COR® Audit
COR® Essentials
COR® Internal Auditor
Defensive Driving – G Class Driver
Health and Safety Policies, Procedures, and Practices (no charge)
Upload
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Exam Format
• Online through LMS
• Proctoring Service
• Verification ID
• Recorded
• Scheduled weekly
• Results within 24 hours
• Can take one or both exams in a day
*Accommodation requirements to be directed to the NCSO® Administrator
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Application
Process
NCSO/NHSA Provincial
Purchases
Attempts
Session
NCSO/NHSA National
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## NCSO® Certification Requirements – Starting Feb 2025

In addition to the required training, NCSO® applicants must also submit the following;

- 2 Safety talks
- 1 Workplace Inspection
- 1 COR® Audit

CFCSA FCASC



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## Safety Talks

- Documentation must include;
  - Date within the last 12 months
  - Content covered/discussed
  - Signatures of those it was presented to
  - Must be completed by the Applicant and documented as such

*required for both NCSO® & NHSA™s





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## Workplace Inspection

- Documentation must include;
  - Date within the last 12 months
  - Include the project Name
  - Must be completed by the Applicant and documented as such
  - Deficiencies and actions taken noted

*required for both NCSO® & NHSA™s





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## COR® Audit

**Options:**

1) Internal audit completed by the applicant within the last 12 months
2) COR® Audit completed by the applicant within the last 12 months
   - 4 Elements (2, 4, 8, 10)
   - Completed through AuditSoft ($75 fee)

*required for only NCSO®s

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AuditSoft

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## NCSO® Renewal Requirements

**Training Programs:**

Training programs for renewals expiring between Jan 1, 2023 – Jan 1, 2026

- Incident Investigation and Reporting
- Health and Safety Policies, Practices and Procedures Webinar
- Preventative Maintenance Webinar

**After January 1, 2026, the above items will no longer we required as they would be captured in new applications.*

The following training must be valid upon renewal for a minimum of six months;

- Standard First Aid and CPR
- JHSC Certification
- Working at Heights

**Professional Development:**

- 8 Hours of Professional Development Training

**Additional Requirements:**

- Two Documented Safety Talks
- Workplace Inspection
- COR® Audit

**NHSA™ renewal requirements won't change (ex. No COR ® Audit and 18 hours of PD)*

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## Application Fees

**Application/Renewal Fee:** $209.00 + HST /3yrs
**AuditSoft Fee:** $75.00 + HST/ 3 years

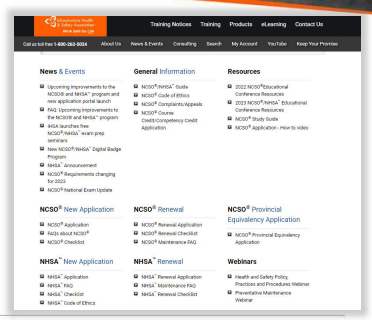
*AuditSoft fee only applies to NCSO®s who are not completing a COR® Internal Audit at their workplace and is payable directly to AuditSoft

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Staying up-to-date




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## Passionate about workplace health and safety?
## Join the Labour Management Network!

### What you'll do

By joining a Labour-Management committee, you'll contribute directly to the health and safety of Ontario workers by:

- **Engaging** in community outreach to raise awareness of hazards, controls, best practices, and more.
- **Participating** in the development, review, and revision of health and safety regulations, standards, and guidelines.
- **Advocating** for health and safety improvements within your region, trade, or sector by consulting on legislative reviews and CSA standards.
- **Sharing** technical and industry expertise with IHSA's product developers for the creation of manuals, advisories, and other resources.

### What you'll get

As a committee member, you'll not only be helping to protect workers, you'll reap benefits for yourself by:

- **Networking** with industry peers and like-minded individuals, as well as IHSA consultants, business owners, and public-sector officials who are passionate about the health, safety, and well-being of Ontario workers.
- **Connecting** with representatives from Ontario's health and safety system, including representatives from the MLITSD, WSIB, trades colleges, and more.
- **Learning** from subject-matter experts about best practices, equipment advances, and more—and staying up to date on emerging trends, regulatory proposals, and legislative changes.

***Scan here to show your interest***

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Thank you FOR ATTENDING
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