



NCSO™ EXAM PREPARATION GUIDE



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Introduction

Welcome to the Saskatchewan Construction Association National Construction Safety Officer (NCSO™) study guide. This guide has been created to assist you with your preparation to write the national and provincial NCSO™ exams.

If you are reading this guide it means you are on your way to have completed all of the required mandatory and elective training programs and met the experience requirements needed to apply for the NCSO™ designation. You are ready to test your knowledge related to health and safety in the construction industry.

Let's have a look at how we can help you to prepare for your exams.

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Purpose of the Exam Preparation Guide: What is an Exam Preparation Guide?

This preparation guide is a tool that will help you organize the information you need to review to prepare for your exam. The guide assists with the following:

- Identification of resource materials
- Prioritizing the importance of each resource
- Review of each resource in an organized manner
- How to locate key information and ideas
- How to find and apply supporting evidence of key information i.e. examples or definitions
- Help you to understand how the exam is structured
- Explains what types of questions you will be asked
- What happens on exam day

This guide will only fulfill its intended purpose if you are committed to spending time and effort applying the recommendations it contains. It is designed to make “how” you study more effective. The guide will not contain enough information on health and safety to let you complete the exam successfully. That information can only be found in the resources materials.

NCSO™ Designation Overview

What is the NCSO™?

The objective of the National Construction Safety Officer (NCSO™) program is to provide verification of a nationally recognized level of competency in relation to construction safety. The NCSO™ program will provide practical training in various construction safety management skills and principles.

Persons who achieve the NCSO™ designation will have a combination of three years of practical construction experience; providing a valuable resource to management in the administration and implementation of a company's health and safety program.

Definition of construction field experience: a construction worker (labourer or skilled construction tradesperson) working directly and actively in a construction field (i.e. residential, commercial, industrial, road building, labourer or tradesperson who constructs pipelines, mobile equipment operations on a construction site); ***or***, an individual who is directly and actively responsible for the supervision or safety of the construction worker, whom also works directly and actively in the construction field on a full time basis. ***The National Construction Safety Officer (NCSO™) program is developed for the building construction industry. The SCSA will inform applicants if their experience does not meet the criteria.***

Experience letters submitted must verify a minimum of three years field experience in the construction industry. The three years' experience must be within the last ten years – NO EXCEPTIONS.

At least two out of the three required year of field level construction experience must have been in Canada. Up to one year of international experience may be accepted if it can be verified through a letter from the employer that includes a list of projects, the applicant's role on each project, and the amount of time spent on site. Include full contact information for the person writing the international experience letter.

The NCSO™ certification expires after three years. Maintenance is required to renew your designation.

Completion of the NCSO program is required within two (2) years of being accepted/enrolled into the program. This includes passing the national NCSO exam. A maximum of 6 months exam eligibility is permitted within the two (2) year period.

Purpose of Examination

The purpose of the NCSO™ examination is to confirm a person comprehends the key health and safety concepts and can apply your knowledge in both general and specific situations related to industry.

NCSO™ National Exam

The most recognizable change to the SCSA NCSO™ program is the introduction of a written exam, nationally recognized by participating Canadian Federation of Construction Safety Associations (CFCSA) members. The purpose of the national exam is to verify a nationally recognized level of competency in relation to various construction-related health and safety management skills and principles. The core concepts of risk assessment, hazard assessment, controls, training and documentation are critical to successful safety cultures and programs in the workplace. They do not differ from province to province or territory. A safety professional must be intimately familiar with this information and the application of the assessments.

NCSO™ Provincial Supplements

Due to the differences between jurisdictions each province or territory has a supplemented portion specific to their Occupational Health and Safety Act and Regulations. Shall a person want to attain their designation outside of their home province they will not be required to write the entire National exam again. They will only be required to write the provinces' supplemented portion of the exam to which they are moving to or working in.

Please note:

While you do not need to be a subject matter expert you should be familiar with the industry specific legislation. The more you familiarize yourself with how to locate regulatory specifics, the easier the exam will be.

Examination Structure

This section focuses on how the exams are structured including an overview of the exam topics and types of questions you will be asked. Exams are created with the objective of confirming transfer of knowledge between the resource and the student. The objective of the NCSO™ exams are to confirm your understanding of occupational health and safety in construction.

NCSO™ Exam Details

The national exam focuses on nine different topics and utilizes the multiple choice format. The highest possible score for the exam is 100%.

PLEASE NOTE: There is more than one version of each exam. While the types of questions and topics are the same, the questions will differ on each version. This protects the integrity of the exams and allows for impartial testing for all candidates.

EXAMPLES:

SECTION 1 - Multiple Choice:

Multiple choice exams are the most common format of testing used today. This type of question is used to determine if you are able to identify the “right” or “best” answer out of a list of choices based on your knowledge of the subject. These types of questions are typically short and are meant to focus on a single idea or step in a broad range of topics. Even though two or more of the answer options will appear plausible there will be a clear “best” answer which does not require explanation. This multiple choice format may also include the simpler format of “true or false” questions.

Example of multiple choice questions:

A corporate health and safety policy should:

- a) **State the owner/management commitment;***
- b) Discuss the hazards;*
- c) Have corrective actions written and on file;*
- d) Discuss hiring practices.*

Overview of Topics

The topics covered on the **national** exam include:

- Health & Safety Programs
- Hazard Control
- Training and Orientations
- Inspections
- Investigations
- Audits / Auditing
- Emergency Preparedness / First Aid
- WHMIS
- Personal Protective Equipment

The topics being tested on the national exam are related to the creation, implementation, functionality, enforcement, audit and revision of safety management systems.

You should be prepared to answer questions on:

- The process and role of an NCSO™ and the COR system
- The processes regarding hazards risks, hazard controls, worksite inspections and incident investigations, as well as the documents that are associated with these processes.
- Regulatory requirements such as how to prepare for an emergency and WHMIS
- The responsibility for a safety management system as it pertains to the owner, management, supervisors and workers.
- Ensuring due diligence is executed in the areas of training, documentation and adopted standards.
- How the auditing processes and audits confirm the system is working
- Legal implications of non-compliance with a safety management system or Acts and Regulations.

This list is intended to assist you in studying for the exam. It is not expected to be a complete list of topics covered by the exam.

It is expected that an NCSO™ is well versed in the information contained in the COR™ courses including Leadership in Safety Excellence and Safety Management.

National Exam - General Resources

The best resources to use to prepare for the national exam are the materials from the ten SCSA specific required training courses as listed below. You would have received the course material when you attended the course(s).

SCSA Specific Core Training

- Safety Management (1 day)
- Safety Auditor Training (1 day) (with self-audit proficiency)
- Leadership for Safety Excellence (2 days) (with LSE proficiency)
- WHMIS 2015 Train the Trainer – 2020 Edition (1 day)
- Effective Claims Management Training** (1 day)
- Safety Administration (1 day) (Recommend 5 courses prior to attending Safety Administration): (Safety Management, Safety Auditor Training, Leadership for Safety Excellence, WHMIS 2015 Train the Trainer - 2020 Edition and Effective Claims Management Training)
- Confined Space and Respiratory Protection Awareness Training (1 day)
- Contractor Training (1 day)
- Basic Training Techniques (2 days)

- Safety Construction Orientation Training (SCOT®) (Online) (3 to 5 hours)

****This course replaces the SCSA Claims Management (2 day) course.**

It is recommended to focus initially on the contents of the Leadership for Safety Excellence (LSE), Safety Management and Safety Auditor Training programs as they contain the foundational curriculums. Once you feel comfortable with these resources you can refine your studies by reviewing the elective courses you took and WHMIS 2015 Train the Trainer – 2020 Edition.

Contained within these resources are referrals to other sources of health and safety information including Worksafe Saskatchewan, Government of Saskatchewan and the Canadian Center for Occupational Health and Safety (CCOHS). You can find helpful publications and samples of safety documentation on their websites:

- Worksafe Saskatchewan
<http://www.worksafesask.ca/>
- Canadian Center for Occupational Health and Safety (CCOHS)
www.ccohs.ca

It is vital to accept that a national exam, which must meet the standards of every province and territory, can require you to recognize certain terms or descriptions of fundamental safety processes and practices that differ from region to region. What we describe in Saskatchewan as a “direct” cause related to an accident / incident occurrence may be described as an “immediate” cause in another province. When reviewing your resource materials and external sources be vigilant for such differences.

Course Review

Out of the ten compulsory courses these five programs are considered to be the core courses for the NCSO™ designation:

- Leadership for Safety Excellence (LSE)
- Safety Management
- Safety Auditor Training / the COR National Audit Instrument
- Basic Training Techniques
- WHMIS 2015 Train the Trainer - 2020 Edition

These courses contain the essentials or “core concepts” on which the construction safety officer training is based. Each of these programs define the roles and responsibilities of safety personnel in industry and how they can achieve safety excellence.

Let’s look at each of the programs and where they are focused:

Leadership for Safety Excellence

This two-day course is designed to assist supervisors in building health and safety into their everyday planning. It encourages and promotes a safe work environment where people can work safely, and help make a lasting contribution to the reduction of incident in the industry. This course will provide a knowledge base required to satisfy the legislative duties and obligations.

Course Objectives:

To define the supervisor's role and explain the supervisor's responsibilities for safety on the worksite.

Course Content:

- *Supervisor's Role – Promoting and enforcing safety standards in the workplace; safety program elements; management, supervisory and worker responsibilities; regulatory requirements; and corporate culture.*
- *Inspections – Purpose and types of inspection; conducting an inspection; prioritizing deficiencies; reporting and follow-up; and presenting recommendations to management.*
- *Investigations – Reasons for and when to do an investigation; legislative obligations; presenting recommendations to management; preparing for and when to investigate; and conducting a successful investigation.*
- *Training – Reason for training; orientation and on-the-job training; planning and conducting a training session; and getting the most out of your safety training.*

Safety Management

The topics discussed in this one-day course provide the fundamental knowledge required for the development and implementation of an effective health & safety program. Participants can customize existing forms and layouts to complete their Company Safety Manual to suit their individual work places.

Course Objectives:

- *To teach owners, managers and supervisors the steps to take in developing a company specific health & safety program*
- *To provide information to participants about the benefits of having a company health & safety program.*
- *To assist employers in the health & safety implementation process.*

Course Content:

- *Explain the purpose of a health & safety program.*
- *Identify the elements required in an effective health & safety program.*
- *Review the applicable legislation (Occupational Health & Safety Act & Regulations)*

Safety Auditor Fundamentals

This one-day course is designed to provide training to those who will be evaluating a company health & safety program. Safety audits are a cost-effective method of measuring existing management systems. This program provides education necessary to effectively evaluate the health and safety system in a company.

Participants must have an understanding of health and safety management systems before enrolling in this program. All auditor candidates are required to have a working knowledge of field operations and possess strong communication and analytical skills.

Course Objectives:

- *To teach participants the necessary skills to conduct effective health and safety audits.*

Course Content:

The participant will discover what role the auditor has in the health and safety management system including:

- *Reasons for performing audits*
- *Legislative and due diligence requirements*
- *Examine how corporate culture affects the health and safety program*
- *How to carry out effective interviews, communicate the findings through a close-out meeting and the Auditor's Executive Summary Report*
- *The Saskatchewan Construction Safety Association (SCSA) Quality Assurance Review*

WHMIS 2015 Train the Trainer - 2020 Edition

This one-day course has been developed in partnership with the Safety Association of Saskatchewan Manufacturing (SASM) to support the needs of the Saskatchewan construction industry. Upon completion of the course and successful completion of the accompanying exam, learners will receive a certificate as an approved WHMIS 2015 Trainer allowing them to present both Generic and Site Specific WHMIS to employees within their organization.

Course Objectives:

- *Understand the WHMIS 2015 Legislated requirements*
- *Explain the elements of the SDS system*
- *Describe the purpose of, as well as when WHMIS 2015 Labels and SDSs are required*

- *Demonstrate an ability to assess the need for and prepare site specific WHMIS 2015 Training for workers*

Course Content:

- *Workers Right & Responsibilities*
- *WHMIS 2015 Provincial and Federal Legislation*
- *Employer's Duties*
- *Identifying Hazardous Products on a Construction Site*
- *Review Labels and Safety Data Sheets*
- *Site Specific Training for Workers and Techniques Used*

As stated earlier, it is highly recommended you complete as many elective courses as possible in order to be fully prepared for exam. The information and topic specific learning objectives will be taught in the curriculums directly. If you need assistance in sourcing this information or would like to enroll in a course, please contact SCSA.

Examination Preparation

Now that you have been accepted to write the NCSO™ exam what is going to happen? You need to know what to expect and how to prepare for participating.

The exam will be available in English only. The exam will be offered through remote proctoring hosted by Saskatchewan Polytechnic and in person at Saskatchewan Polytechnic Test Centres in Regina, Saskatoon, Moose Jaw and Prince Albert.

Individuals are expected to have the ability to self-study. Individuals are given a maximum of two hours to complete the closed-book exam.

Exam Options

- 1) Remote Proctoring – administered via a personal computer
- 2) Test Centre Computer – offered at the Saskatchewan Polytechnic Test Centre
- 3) Paper Exam – offered at Saskatchewan Polytechnic Test Centres

Remote Proctoring - LockDown Browser System Requirements

Operating Systems

Windows: 10, 8, 7

Mac: MacOS 10.14 to 10.12, OS X 10.11, OSX 10.10

iOS: 10.0+ (iPad only). Must have a compatible LMS integration. [Details](#).

Chromebook: (K-12 only). [Details](#).

Functioning webcam (internal or external) and microphone

Adobe Flash Player (bundled with the LockDown Browser installation)

Broadband internet connection

Memory

Windows: 75 MB permanent space on the hard drive

Mac: 120 MB permanent space on the hard drive

Browser Requirements

LockDown Browser is a client application that is installed to a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. Students do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that's already installed.

LockDown Browser is a locked browser for taking quizzes in Brightspace. It prevents you from printing, copying, going to other URL, or accessing other applications during an exam. You will not be able to take the exam with a standard web browser. During the exam you cannot exit LockDown Browser until the exam is submitted.

As previously stated, your computer must meet specific system requirements, have internet connection, have a webcam and microphone. You will be required to install LockDown Browser and complete a “sample quiz” to test the install and identify technical issues prior to exam day. The student is encouraged to repeat the “sample quiz” as many times as necessary until the student is comfortable with the process.

The webcam and program will be used to:

- See the students face and background of the room
- Take a photo of the students face
- Take a photo of the students government photo identification
- Student will be periodically asked during the exam to use the camera to scan the span of the room.
- Record the entire exam session

The program will lock the student out of the exam if:

- student face/eyes do not remain in front of the camera
- student is talking to someone or someone else is detected in the room
- student exits the program
- student tries to open another browser

Problems with LockDown Browser

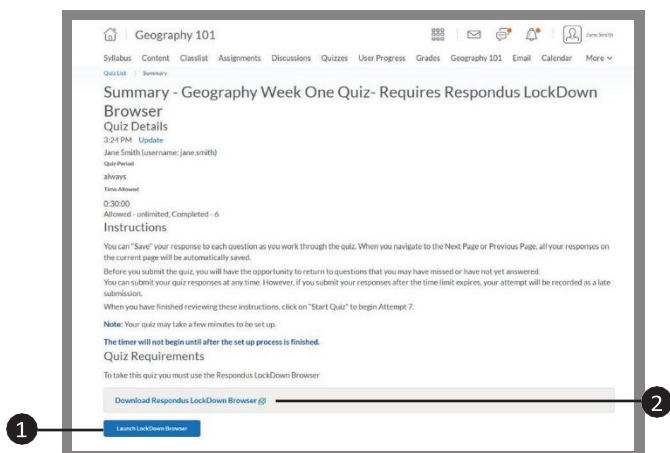
If you have problems downloading, installing, completing the “sample quiz” or taking the exam with LockDown Browser, contact:

Testing Services, Regina Campus
306-775-7522
Regina.Testing@saskpolytech.ca

Installing LockDown Browser

Upon being deemed eligible to write the NCSO Exam, SaskPoly will provide a link to install the LockDown Browser. There are 5 easy steps:

1. Log into Brightspace with a regular browser, select the course and navigate to the quiz.
2. From this screen, either install LockDown Browser or launch it to take the exam.



1. If the computer already has LockDown Browser installed, simply click the “Launch LockDown Browser” button.
2. If the computer does not have LockDown Browser installed, this link will enable you to install LockDown Browser to the computer. LockDown Browser installed, this link will enable you to install LockDown Browser to the computer.
3. If prompted to close a blocked program (e.g. screen capture, instant messaging), choose Yes.
4. You are required to use a webcam to record yourself during a test, a Startup Sequence will guide you through a webcam check and other items required by the instructor.
5. Once a test has been started with LockDown Browser, you cannot exit the test until the Submit button is clicked.

Registration for Remote Proctored Exam

To register for a computer remote proctored exam, contact SCSA Program Services to confirm your eligibility. If you are eligible, you will be provided with a registration link for Saskatchewan Polytechnic Testing Services and information required to book the exam. SaskPoly will contact you by email to confirm they have received your request. You will receive a subsequent phone call from SaskPoly to set up exam payment.

The cost of the exam is \$125.00. Exams must be booked 1 week in advance. SaskPoly will send you instructions on how to install the LockDown Browser and instructions on writing the exam.

Registration for Paper Exam or Computer Exam written at Saskatchewan Polytechnic Test Centres

To book an appointment for an exam written on paper or computer at the Test Centres, contact the SCSA office, Program Services Department. Once your eligibility is confirmed, you will be provided with a registration link for Saskatchewan Polytechnic Testing Services and information required to book the exam. Exam registrants can pay over the phone or pay at the test centre with credit card prior to the exam. The cost of the exam is \$125.00. Once your date and time are confirmed, you will be sent the student proctor guidelines.

Cancellations

If you have pre-paid for your exam and are not eligible, you will receive a refund within 2 weeks from Saskatchewan Polytechnic less a \$5 administration charge.

No-shows at exams will be charged the cost of the exam. No refund will be issued.

If you need to change your exam time or cancel, contact SaskPoly at the email address provided. Notice of 48 hours is required.

Exam Day at Saskatchewan Polytechnic Test Centres

On the day of the exam, please arrive at the designated location, a minimum of 15 minutes prior to the scheduled exam start time. You must provide one (1) piece of government issued photo identification.

Individuals must abide by the “Exam Guidelines” as outlined by Saskatchewan Polytechnic and the NCSO™ Code of Ethics during the exam. Failure to do so will result in the individual immediately being removed from the exam and further penalty to be determined by the SCSA Vice President or Manager of Operations.

When you receive your exam booklet you will need to put your name on the exam. All answers are to be written **neatly and legibly** on the exam booklet.

You will have two hours to complete this closed-book exam and must score a minimum of 75% in order to pass.

After the Exam

A letter will be issued within 4-6 weeks of the exam date indicating a successful or unsuccessful result. Under no circumstances will the individual be able to receive their score in % nor will they receive the exam back.

NCSO™ Certification

The NCSO™ certificate will be valid for a three year period. Individuals shall receive a wall certificate and wallet card. Evidence of completion will be evident through the introduction of a nationally recognized NCSO™ logo and certificate with three year expiry. These will be key indicators to employers of those who have achieved NCSO™ certification, meeting the new national standard, established on September 1, 2017.

Maintenance of NCSO™ Certification

Holders of the NCSO™ certificate are solely responsible to maintain any/all compulsory courses and elective courses which expire as well as maintaining a valid SCSA Internal Auditor status. **Certified NCSO™'s must contact the SCSA office prior to their NCSO™ Certification expiring** to provide proof of maintenance requirements and be issued a new certificate.

In order to maintain your NCSO certification you must:

- 1. Recertify in the Compulsory Courses which have a course expiry date.**
- 2. Maintain a minimum of two (2) NCSO Electives. Any two (2) from the possible seven (7) options.** Provide third party certificate copies to programs@scsaonline.ca
- 3. A minimum of one (1) personal maintenance audit is required during the three (3) year validity of the SCSA Safety Auditor Fundamentals certification timeframe.** Contact the SCSA for the current/proper audit tool. The audit must be conducted on a Saskatchewan company. Audit must be reviewed and approved by the SCSA.
- 4. Contact the SCSA to request your NCSO certificate renewal prior to the expiry date.** NOTE – Maximum 90 day grace period past NCSO expiry date. NCSO certificate renewal (three year expiry) will only be issued if the above requirements are met.

Failure to Maintain NCSO™ Certification

Holders of the NCSO™ certificate (three year expiry) are solely responsible to submit all maintenance requirements in sufficient time prior to expiry. Failure to meet the maintenance requirements before expiry will result in the individual re-applying to the NCSO program with an updated experience letter(s). All NCSO training requirements must be met before being eligible to write the national NCSO exam.

Unsuccessful Exam Attempts

Upon failure of the NCSO™ exam a waiting period of 14 days will be enforced before the individual may re-write the exam. Each attempt will cost \$125.00. A maximum of two re-writes will be allowed. Failure to achieve NCSO™ certification following a second re-write will result in the individual having to submit a new SCSA NCSO™ Application Form and experience letter(s) for consideration. Acceptance would be dependent on the individual meeting the national standard experience criteria. Upon acceptance the individual will be required to repeat all current Compulsory Courses (10) and Elective Courses (2) before being eligible to write the NCSO™ exam to achieve the new three year NCSO™ certification.

Please refer to the SCSA website for further details on the current NCSO™ designation requirements.

Please Note: Program requirements and fees subject to change without notice.