



**APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BRITISH COLUMBIA  
(ASTTBC)**

**CONSTRUCTION SAFETY CERTIFICATION BOARD  
(CSCB)**

**POLICY AND PROCEDURES**

**OCTOBER 31, 2013**

## PREFACE

This policy was approved by the ASTTBC Council on September 26, 2013 and is issued to the Construction Safety Certification Board (CSCB) to serve as the procedures and criteria for setting certification standards and processing applications for certification and registration. This revision of the CSCB policy supersedes all previous revisions approved by ASTTBC Council.

### Chronology of Policy Revisions

March 2003	Substantial revision Council Approved
January 2005	Revised 4.2.1; 4.4(c); 5.2.1; 5.4(c); 14.0
February 2006	Council approved
February 15, 2007	Revised 4.0; 5.0; 19.0; 20.0 added
September 29, 2011	Revised 2.3; 8.0 added
September 26, 2013	Substantial revision Council Approved
October 31, 2013	Minor revision 6.5 added

### DISCLAIMER

ASTTBC Directors, staff and the duly appointed members of the Construction Safety Certification Board (CSCB) are responsible for administering the policy and procedures.

Granting of ASTTBC certification to an individual or the accreditation of a training program infers that the individual or program has satisfied the requirements and minimum standards described in this policy.

ASTTBC does not accept liability for any errors or omissions that may arise as a result of the services or work performed by an individual certified by ASTTBC or any ASTTBC accredited training program or provider.

ASTTBC does not accept liability for the consequences of any actions taken by members and registrants.

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## **1.0 Purpose and Composition of the Construction Safety Certification Board (CSCB)**

### **1.1 Purpose**

Established by the ASTTBC Council, the purpose of the CSCB is to oversee the process for setting competency standards, assessing applicants and certifying individuals as a Provisional Construction Safety Officer (CSO (P)), Construction Safety Officer (CSO) or Registered Construction Safety Officer (RCSO).

### **1.2 Responsibilities**

1.2.1 Subject to the approval of the ASTTBC Council, the CSCB will establish and implement policies and procedures relating to:

- a) Certification requirements and standards
- b) Examinations for applicant certification
- c) Applicant assessment for certification
- d) Training program accreditation

1.2.2. The CSCB will review its policies and methods annually and as necessary recommend changes to ASTTBC Council.

1.2.3. The CSCB will appoint File Reviewers to assess whether applicants satisfy the requirements for certification.

The decision of the CSCB will be final, subject to the appeal provisions in section 13.0 of this policy.

The applicant will be informed by the Registrar in writing of decisions made by the CSCB regarding her or his application.

### **1.3 Composition**

The CSCB shall consist of a Chairperson, a Vice Chairperson and a minimum of three (3) individuals appointed annually by ASTTBC Council.

CSCB members will have qualifications and experience commensurate with their appointment.

ASTTBC Guidelines for the Term of Office of Board Members applies to the CSCB.

The Registrar of ASTTBC or his/her designate will act as Secretary to the CSCB.

### **1.4 Meetings and Quorum**

1.4.1 The CSCB will meet at such times and at such places as may be deemed necessary to fulfill the obligations of the CSCB.

1.4.2 CSCB decisions will require a simple majority. Three (3) CSCB members present will constitute a quorum.

1.4.3 File Reviewers, who are required to attend a meeting of the CSCB will do so in a non-voting capacity

1.4.4 Guests may attend the CSCB meetings only at the invitation of the Chair. Guests may only remain for those matters that they are required to address by the CSCB.

1.4.5 Attendance may be in person at the location of the meeting or by teleconference or other electronic communication.

1.4.6 The names of any Board members who excuse themselves from discussion or leave prior to adjournment of the meeting will be recorded in the minutes.

## **1.5 Expenses**

Properly authorized travel, subsistence and meeting expenses for members of the CSCB will be reimbursed by the ASTTBC in accordance with current ASTTBC practices.

## **2.0 Definition of Construction Safety**

The practice of Construction Safety is the providing of advice as to safe construction practices based on various, legislation, codes, regulations, standards and techniques that apply to the work site in order to best ensure the health, safety and wellbeing of all workers, the public, the adjacent properties, the utilities and the environment.

## **3.0 CERTIFICATION CATEGORIES AND DESCRIPTION OF PRACTICE**

There are three categories of certification;

1. Provisional Construction Safety Officer - CSO(P)
2. Construction Safety Officer - CSO
3. Registered Construction Safety Officer –RCSO
4. Retired

### **3.1 PROVISIONAL CONSTRUCTION SAFETY OFFICER (CSO(P))**

Provisional Construction Safety Officer (CSO(P)) is a person who understands and applies safe construction, installation or demolition techniques, as applicable, respecting the supply, installation or use of materials at a construction site and their relationship to the work site, neighboring property, public utilities, and the public, has met all education and experience requirements for this level of certification, works in accordance with accepted standards of practice, and adheres to the ASTTBC Act, Regulations and Code of Ethics.

The minimum certification requirements to qualify as a CSO(P) are:

- a) Canadian citizen or permanent resident
- b) Be of good moral character
- c) Be in good physical and mental health
- d) Has completed secondary school education or equivalent
- e) Has English language competency to read, write, understand and speak coherently on work-related topics.
- f) Meets the minimum competency requirements as specified in Appendix 1
- h) Has completed the ASTTBC application requirements.
- i) Agrees to abide by the ASTTBC Code of Ethics and mandatory continuing professional development policies.
- j) Has been endorsed by the Construction Safety Certification Board (CSCB) as having met the above stated conditions of certification.

### **3.2 CONSTRUCTION SAFETY OFFICER (CSO)**

Construction Safety Officer (CSO) is a person who understands and applies safe construction, installation or demolition techniques, as applicable, respecting the supply, installation or use of materials at a construction site and their relationship to the work site, neighboring property, public utilities, and the public, has met all education and experience requirements for certification as a Provisional CSO, works in accordance with accepted standards of practice, and adheres to the ASTT Act, Regulations and Code of Ethics.

The minimum certification requirements to qualify as a CSO are:

- a) To be an ASTTBC registrant in good standing with certification as a CSO(P)
- b) To have a minimum of 6,000 hours (three-years) of relevant construction experience on one or more construction jobsites or in a high-risk environment, as defined in Section 6.0.

A minimum of 2,000 hours (one year) of that experience is to be in construction safety as a CSO(P) as defined by Section 2.0

- c) To have complied with the ASTTBC Continuing Professional Development Policy as a CSO(P)

### **3.3 Registered Construction Safety Officer- RCSO**

Registered Construction Safety Officer - RCSO is a person who understands and applies safe construction, installation or demolition techniques, as applicable, respecting the supply, installation or use of materials at a construction site and their relationship to the work site, neighboring property, public utilities, and the public, has met all education and experience requirements for certification as a CSO, works in accordance with accepted standards of practice, and adheres to the ASTT Act, Regulations and Code of Ethics.

The minimum certification requirements to qualify as a RCSO are:

- a) To be an ASTTBC registrant in good standing with certification as a CSO; plus
- b) In addition to the three years (6,000 hours) experience required to be a CSO, the RCSO must have minimum two additional years (4,000 hours) of relevant construction safety experience on one or more construction jobsites or in a high risk safety environment.
- c) To have complied with the ASTTBC Continuing Professional Development Policy as a CSO.

### **3.4 Retired**

The ASTTBC retirement policy applies to all construction safety certification categories. Please refer to ASTTBC retirement policy for details.

## **4. Challenge Examinations and Equivalency**

### **4.1 Challenge Examinations**

At the discretion of the CSCB, applicants for certification may be required to successfully complete one or more examinations, approved by the CSCB and administered by ASTTBC to ensure the applicant meets the required competencies as set out in Appendix 1.

### **4.2 Substantially Equivalent Qualifications**

At the discretion of the CSCB, construction safety designations awarded by Provincial Construction Safety Associations, construction industry affiliated organizations, an Occupational Health and Safety (OH&S) diploma or work experience in a province or jurisdiction other than British Columbia may be assessed as being substantially equivalent to

some or all of the competencies and work experience requirements specified in the ASTTBC CSCB Policy.

## **5. Continuing Professional Development (CPD)**

### **5.1 Mandatory CPD**

Adherence to the ASTTBC Continuing Professional Development (CPD) Policy is considered mandatory for all CSO(P), CSO and RCSO Registrants.

### **5.2 Reclassification Audit**

Registrants applying for reclassification may be subject to an audit of their annual CPD.

### **5.3 Practice Review Board (PRB)**

The PRB shall be responsible for ensuring that registrants are compliant with the CPD policy. The PRB shall recommend corrective or other action as deemed appropriate by the PRB to ensure compliance to the CPD policy.

## **6. Relevant Construction Experience**

### **6.1 Accepted Types of Construction and Work**

The work of construction may include but not be limited to; buildings, earthworks, highways, bridges, structures, towers, tunnels, excavations, quarrying, mining or underwater. Relevant construction experience may be gained while engaged in activities related to; erection, alteration, repair, dismantling, demolition, structural or routine maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, concreting, the installation of any machinery or civil works, commissioning or decommissioning.

### **6.2 Job Titles or Functions Recognized as Construction Experience**

Directly engaged on or in close and ongoing proximity to the worksite, where a physical hazard is present, in one or more of the following roles;

- a. work in any of the construction or building trades, including welding, electrical and mechanical
- b. construction company manager, supervisor, or specialist that involves planning, organizing or executing construction projects that typically involve activities at or frequent visits to construction sites,
- c. designer or planner for construction projects with the requirement to regularly attend the work place and be exposed to the work place hazards,
- d. specialist for which the practice primarily involves construction.

### **6.3 Computing Work Experience.**

One year of relevant construction work experience is equal to 2,000 hours.

### **6.4 Time Limit**

Relevant construction experience must have been completed within five (5) years of the date when the application for initial certification or for reclassification was received by ASTTBC.

### **6.5 References Required**

- a. Applicants should provide names, addresses and contact information of four persons in a position to assess the technical abilities, judgment, work accuracy, character, and professionalism of the applicant.
- b. One of the four references should, when and where possible be the applicant's present supervisor.
- c. The references should have adequate knowledge of the applicant in order to provide credible information including confirmation of the dates of employment and the duties performed by the applicant.
- d. If an applicant is working independently or in an environment where references are not readily available, the CSCB may consider alternate sources as references. The applicant may provide the name and contact information for clients or others who can verify the work performed by the applicant.
- e. ASTTBC will contact references requesting them to complete a reference questionnaire or form.
- f. References forms and letters submitted to ASTTBC will be retained on the applicant's file.
- g. If a request to view the file is received, the reference forms and letters are not included in the documents provided to the applicant.
- h. The reference documents will be accessible by the CSCB, File Reviewer and ASTTBC Registrations staff.
- i. Three satisfactory references are required for the CSCB to grant certification to the applicant.

## **7. Certificates and Identification Cards**

### **7.1 Training Providers Issue Certificate of Course Completion**

ASTTBC accredited training providers will issue a Construction Safety Officer Training certificate upon successful completion of the training course or program.

### **7.2 ASTTBC Issues Certificate of Registration and Identification Card**

Upon approval of the CSCB, a certificate of registration and an identification card will be issued by ASTTBC.

The certificate and identification card will show the legal name of the registered member, the category of certification awarded and the ASTTBC registration number.

The identification card will contain the same information and a photograph of the registrant.

## **8. Applications in Abeyance**

Applicant files will be put into abeyance if the applicant has failed to meet application file completion requirements within a period of six months. The Registrar will notify affected

applicants of the status of their file and permit a request for file reactivation, provided that the applicant satisfies the Registrar that the outstanding application requirements will be fulfilled within a period of six months. Failure to notify the Registrar for an extension request, or to meet the six-month requirement, will result in the application file being put into permanent abeyance. Files put into permanent abeyance will require an applicant to re-submit a new application should they wish to apply at a future time.

## **9.0 Cancellation of Certification**

### **9.1 Practice Review Board (PRB)**

PRB may initiate the process to cancel the certification if the certification was made in error, under false pretenses or if the applicant becomes ineligible for certification.

### **9.2 Approval of Certification**

The CSCB must approve the certification of an applicant unless there is insufficient documentation to substantiate the certification requirements have been successfully achieved. In the event of a refusal the matter must be put in writing and referred to the Registrar.

## **10.0 Reclassification**

### **10.1 Mandatory Reclassification CSO(P)**

CSO(P) Registrants are required to apply for reclassification within five (5) years of being awarded CSO(P).

### **10.2 Reclassification Criteria**

A Registrant may apply for reclassification when they have achieved the competencies and work experience as described in this policy.

## **11.0 Recognition of other Construction Safety Practitioner Certification**

The CSCB may recommend award of certification to applicants holding training credentials issued by training providers other than those accredited by ASTTBC, if the applicant is able to prove the competencies set out in Appendix 1 and meet all other criteria specified in this policy.

An applicant requesting recognition of other credentials considered by the CSCB as not substantially equivalent to the ASTTBC standard will be advised of what is required to achieve ASTBC standards.

## **12.0 Terms Of Certification**

### **12.1 Continuity of Practice**

Certification is granted on the understanding that a CSO(P), CSO and RCSO continues to practice in the field and is able to competently perform works at the level of certification granted.

### **12.2 Annual Registration Fees**

Certification is renewed annually upon payment of annual registration fees.

Certification renewal may be withheld or denied if the CSO(P), CSO or RCSO has not complied with the requirements of the ASTTBC CPD policy.

### **13.0 Appeal Process**

The Process for an Appeal is:

- (a) Within 30 days of notification of classification an applicant may request a second review of the file by an alternate File Reviewer.
- (b) An applicant whose application for certification and registration has been refused by the CSCB may, within 30 days of receiving a notice of final refusal, request the Council to review the application by serving on the Registrar a written request for a review by the Council. The applicant must explain the reasons why his/her application for certification and registration should be approved.
- (c) Where an applicant or registrant has applied to Council for leave to appeal a decision of the CSCB and the Council may, in its sole discretion, decide either to deny leave to appeal or, alternatively, to grant leave to appeal in which latter case it shall hear such appeal at a time of its choosing. In either case, the applicant or registrant shall be advised forthwith by the Registrar of Council's decision concerning leave.
- (d) An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision appealed from and state the specific reasons for appeal and shall be served upon the Registrar not more than thirty (30) days after the date that the decision of the CSCB was communicated to the investigated person.
- (e) In a timely manner the Council, on receiving a written notice of an appeal from the Registrar, shall have served on the applicant or registrant a notice of its willingness or not to hearing of an appeal, (stating the date, time and place on and at which council will seek to hear the appeal).
- (f) Any member of Council who has participated in any way in the decisions of the CSCB, which gave rise to the decision being appealed, shall not participate in any deliberations or in any appeal before Council.
- (g) In a timely manner, Council on receiving a written notice of an appeal may do any or all of the following:
  - (1) decide if an appeal is warranted and grant or deny leave to appeal
  - (2) as it sees fit make any adjournment of the proceedings
  - (3) refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the Registrar
  - (4) receive further evidence in any manner it deems fits from and of the parties involved in the decision appeal
  - (5) quash, verify or confirm the decision of the CSCB or substitute or make a decision of its own
- (h) (An investigated person may appeal, on any questions of law, fact or both, from a decision or direction of the Council to the court at any time within thirty days from the date of the Council decision or direction.

#### **14.0 Reinstatement of Registration**

Previous registrants applying to reinstate must;

- (a) Complete a reinstatement application form.
- (b) Provide copies or electronic image of two pieces of legal identification such as Canadian Passport, Canadian Birth Certificate, Driver's License, Citizenship Card or other Canadian or Provincial Government official photo identification.
- (c) Successfully complete a Professional Practice and Ethics Exam.
- (d) Complete the Canadian Technology Human Resources Board (CTHRB) Professionalism in Practice Module.
- (e) Sign ASTTBC's Privacy Policy declaration.
- (f) Supply a resume that includes details of continuing education and additional work history acquired since original registration granted.
- (g) Provide two (2) technical references at the discretion of the CSCB.
- (h) Because archived files are eventually purged, an applicant may be required to supply additional information to ensure the application is complete and current before being considered for reinstatement.
- (i) There is no time limitation in which an application for reinstatement must be made.
- (j) Submit with the Application the current 'Reinstatement Fee'.
- (k) Pro-rated dues for the current year will be due and payable upon acceptance for reinstatement. There is no requirement to pay dues from the last year in which the applicant was registered.
- (l) The Registrar or Manager of Finance may waive or vary any or all of the foregoing requirement for fees.
- (m) All Applications for Reinstatement will be considered by the CSCB.

#### **15.0 Resignation**

A CSO(P), CSO or RCSO may cancel his or her registration at any time by submitting to the Registrar a written request to cancel registration. The Registrar will send a letter to the individual confirming that his or her registration has been cancelled and their name removed from the Register. The certificate and ID card of the cancelled registrant are no longer valid and should be returned to the Registrar. The CSCB will be notified of the resignations at the next regularly scheduled CSCB meeting.

#### **16.0 Storage of Files**

The Registrar will maintain the complete file of all Registrants who were struck, resigned or deceased.

Five years following being struck, resigned or deceased the Registrar will remove and destroy the file by shredding all information from the file except for the following:

- (a) Original application forms
- (b) Registrar's letters of acceptance
- (c) Registrar's letters with respect to cancellation of registration
- (d) Any other significant correspondence

The Registrar will then place these files into long-term storage.

#### **17.0 Freedom of Information and Protection of Privacy**

(a) Information provided by applicants is treated as confidential. Print or electronic documents are securely filed in accordance with BC Freedom of Information and Protection of Private Information (FOIPPI) Regulation. Access to the information provided is limited to ASTTBC registration staff, CSCB members and designated File Reviewers. In exceptional circumstances, the file may be disclosed, on a confidential basis, to external audit teams.

(b) An applicant, or registrant, may apply to the Registrar for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the ASTTBC Council.

(c) ASTTBC Council authorizes the release of files for review by the applicant or registrant during working hours. If the Registrar has cause to refuse, the matter shall be referred to Council.

### **18.0 Construction Safety Program Information Bulletins**

Information bulletins that have direct impact on the CSO Courses, should be reviewed by the CSCB prior to distribution. Advertising and promotional materials referencing ASTTBC approval of a training program must be in keeping with the ASTTBC policies and guidelines for such statements.

### **19.0 ASTTBC Board Member Confidentiality Policy Agreement**

Under privacy legislation information accessible to the CSCB may include restricted, confidential or highly sensitive content. Therefore, conditions of being a member of the CSCB are:

“All records, files, publications, minutes, documents, passwords, intellectual material and information created or used during the term on the CSCB, shall remain the property of ASTTBC. All computer software, forms, graphics or designs used or developed in conducting the affairs of ASTTBC shall

remain the property of ASTTBC.

The CSCB member hereby acknowledges all such records will be held in strict confidence. In the event of termination, all such records or property outlined above will be delivered to the CSCB Chairman, or designated representative.”

Discussions pertaining to CSCB activities and decisions are confidential and may never be disclosed to a third party other than to Officers and designated staff of ASTTBC, or if required under applicable legislation.

CSCB members are required to read and adhere to the Practice Review Board Policy on Bias.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **20.0 Recording the Names of Board Members During Meetings**

To ensure that an adequate number of members are present to maintain a quorum throughout a meeting, the names of Board members that leave prior to adjournment shall be recorded. Similarly, if a Board member joins or returns to the meeting the time shall be recorded in the Minutes.

Appendix 1: Subject Areas of Competency and Learning Outcome Statements

<b>Competency Categories</b>	<b>Learning Objectives (Knowledge, Skills or Abilities to be Demonstrated)</b>	<b>Applicable Legislation and Other References</b>
1. Building Codes and Bylaw Requirements	<ol style="list-style-type: none"> <li>1. Describe how building codes and bylaws apply to construction safety.</li> <li>2. Demonstrate ability to source applicable building codes and bylaws.</li> <li>3. Describe the relationship and differences between National (Federal) and Provincial Building Codes</li> </ol>	<ol style="list-style-type: none"> <li>1. National and Provincial Building Codes.</li> <li>2. Current Municipal Building Bylaws.</li> </ol>
2. Applicable Parts of the B.C. Fire Code for Construction and Demolition and Municipal Fire Bylaw	<ol style="list-style-type: none"> <li>1. Explain the basic requirements for fire prevention on a construction site, such as fire extinguishers, flammables and storage.</li> <li>2. Develop a construction site fire safety plan.</li> </ol>	1. BC Fire Code.
3. Traffic Control	<ol style="list-style-type: none"> <li>1. Describe regulatory requirements for traffic control.</li> <li>2. Describe traffic control arrangements for common construction activities.</li> <li>3. Explain the different levels of Traffic Control and when each is required.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation.</li> <li>2. B.C. Traffic Control Manual for Work on Roadways.</li> </ol>
4. Protection of the Public	<ol style="list-style-type: none"> <li>1. Describe an employer's legal obligations to ensure the safety of the public.</li> <li>2. Select appropriate control measures and methods.</li> </ol>	<ol style="list-style-type: none"> <li>1. Canadian Criminal Code</li> <li>2. Workers Compensation Act</li> </ol>
5. Site Safety Inspections	<ol style="list-style-type: none"> <li>1. Describe applicable regulatory requirements</li> <li>2. Describe basic site inspection methodology.</li> <li>3. Explain basic hazard identification and risk assessment processes.</li> <li>4. Describe the process for selecting effective controls.</li> </ol>	1. WorkSafeBC Occupational Health and Safety Regulation.
6. Accident and Incident Investigations	<ol style="list-style-type: none"> <li>1. Describe the applicable regulatory requirements.</li> <li>2. Describe basic elements of the incident investigation process.</li> <li>3. Explain and contrast unsafe acts and unsafe conditions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Workers Compensation Act of BC</li> <li>2. WorkSafeBC Occupational Health &amp; Safety Regulation</li> </ol>
7. Safety Responsibilities	<ol style="list-style-type: none"> <li>1. Describe the General Duty Obligations applicable to each of the following parties: <ul style="list-style-type: none"> <li>• Owners</li> <li>• Employers</li> <li>• Workers</li> <li>• Supervisors</li> <li>• Suppliers</li> <li>• Prime Contractors</li> </ul> </li> </ol>	1. Workers Compensation Act of BC
8. Communication Skills	<ol style="list-style-type: none"> <li>1. Apply conflict resolution skills in challenging situations.</li> <li>2. Demonstrate effective verbal and written communication skills.</li> <li>3. Demonstrate active listening skills</li> </ol>	

Appendix 1: Subject Areas of Competency and Learning Outcome Statements

<b>Competency Categories</b>	<b>Learning Objectives (Knowledge, Skills or Abilities to be Demonstrated)</b>	<b>Applicable Legislation and Other References</b>
	3. Explain examples of and the importance of non-verbal communication.	
9. Instructional Skills	1. Define goals and learning objectives. 2. Describe common learning styles. 3. Describe basic instructional techniques. 4. Identify equipment or materials as training aids. 5. Demonstrate giving an effective crew talk.	
10. Organizing and Managing Safety Meetings	1. Describe the applicable regulatory requirements. 2. Explain the duties & functions of an OHS committee. 3. Conduct crew safety talks. 4. Describe process for effectively managing an OHS committee meeting.	1. Workers Compensation Act of BC
11. Occupational Health and Safety Programs	1. Describe the applicable regulatory requirements. 2. Describe mandatory elements of an OH&S program. 3. Describe key components of an OH&S program.	1. WorkSafeBC Occupational Health and Safety Regulation.
12. Occupational Health and Safety Regulations and the Workers Compensation Act	1. Identify the Parts of the OHSR commonly applicable to Construction. 2. Outline the structure of the OHSR (general/hazards/industries) 3. Explain the role of Prevention Policy and Guidelines 4. Compare and contrast prescriptive and performance-based regulations.	1. WorkSafeBC Occupational Health and Safety Regulation. 2. Workers Compensation Act of BC
13. Health and Safety Committees	1. Explain the duties & functions of an OHS committee. 2. Describe the role of the employer & worker co-chairs. 3. Explain the importance of worker participation in an OHS committee.	1. Workers Compensation Act of BC
14. WorkSafeBC: Compensation services	1. Describe the history of WCB compensation insurance. 2. Demonstrate the process of evaluating and filing an injury claim. 3. Describe common cost elements associated with the occurrence of a workplace injury. 4. Explain importance of an effective Return to Work Program.	1. Workers Compensation Act of BC.
15. Controlled Product Exposures and Exposure Control Planning	1. Describe the various requirements of chemical control systems. 2. Explain the general requirements of an Exposure Control Plan. 3. Describe health hazards associated with exposures to: asbestos, lead, silica and wood dust. 4. Describe the negative health effects of exposure to noise, vibration, and temperature extremes.	1. WorkSafeBC Occupational Health and Safety Regulation. 2. Health Canada - Workplace Hazardous Materials Information System. 3. Transport Canada - Transportation of Dangerous Goods by Ground.
16. WCB Variances	1. Describe the purpose of the Variance process.	1. Workers Compensation Act of BC.

Appendix 1: Subject Areas of Competency and Learning Outcome Statements

Competency Categories	Learning Objectives (Knowledge, Skills or Abilities to be Demonstrated)	Applicable Legislation and Other References
	2. Explain the process for application for a Variance. 3. Describe how WorkSafeBC reviews the variance process. 4. Explain the effective period for a Variance Order.	
17. Occupational First Aid	1. Describe the applicable regulatory requirements. 2. Explain how to conduct a first-aid assessment. 3. Describe the duties of a first aid attendant. 4. Describe the hazard-rating list.	1. WorkSafeBC Occupational Health and Safety Regulation. 2. Occupational First Aid Policy and Practice Guidelines.
18. New and Young Worker Orientation and Training	1. Define new & young workers. 2. Describe the 13 points a new and young worker must participate in prior to beginning work in a new workplace. 3. Describe when additional orientation and training is required.	1. WorkSafeBC Occupational Health and Safety Regulation.
19. Site Safety Orientations	1. Describe basic elements of a contractor site safety orientation program.	1. WorkSafeBC Occupational Health and Safety Regulation.
20. Demolition	1. Explain the applicable regulatory requirements. 2. Identify common hazards associated with demolition work. 3. Identify controls for common demolition hazards.	1. WorkSafeBC Occupational Health and Safety Regulation.
21. Formwork Concrete Construction	1. Identify standard concrete construction systems. 2. Describe work platform and fall protection systems for formwork. 3. Identify setup of safe access. 4. Identify common causes of formwork failure.	1. WorkSafeBC Occupational Health and Safety Regulation.
22. Wood Frame Construction	1. Identify common hazards in wood frame construction. 2. Describe common fall protection systems used in wood frame construction.	1. WorkSafeBC Occupational Health and Safety Regulation.
23. Cranes and Rigging	1. Describe common regulatory requirements. 2. Identify the required crane operator Certification 3. Identify the general certification requirements for cranes and associated lifting devices. 3. Demonstrate the ability to inspect rigging for damage. 4. Select appropriate types of rigging for common lifts.	1. WorkSafeBC Occupational Health and Safety Regulation.
24. Suspended Slabs, Fly Tables, Slab Stripping, And Re-Shoring	1. Describe the applicable regulatory requirements. 2. Explain the stages of setup and needed controls. 3. Identify the required types of inspections needed. 4. Explain role of a professional engineer as it relates to these requirements.	1. WorkSafeBC Occupational Health and Safety Regulation.
25. Excavations and shoring	1. Describe the applicable regulatory requirements. 2. Explain common shoring, sloping, excavation and trenching best practises.	1. WorkSafeBC Occupational Health and Safety Regulation. 2. BC One Call Guidelines

Appendix 1: Subject Areas of Competency and Learning Outcome Statements

<b>Competency Categories</b>	<b>Learning Objectives (Knowledge, Skills or Abilities to be Demonstrated)</b>	<b>Applicable Legislation and Other References</b>
	<ol style="list-style-type: none"> <li>3. Explain a pre-safety inspection.</li> <li>4. Explain pre excavation requirements.</li> <li>5. Describe the role of a professional engineer as it relates to excavations.</li> </ol>	
26. Safety Program Audits	<ol style="list-style-type: none"> <li>1. Describe the purpose of an OHS program audit and the rationale for conducting them.</li> <li>2. Describe common audit processes.</li> <li>3. Explain the requirement of a COR audit</li> </ol>	Certificate of Recognition Program Audit Requirements
27. Electrical Safety	<ol style="list-style-type: none"> <li>1. Describe the applicable regulatory requirements.</li> <li>2. Explain the limits of approach applicable to working in proximity to high voltage electrical conductors.</li> <li>3. Explain the application of an assured grounding program and ground fault circuit interrupters.</li> <li>4. Explain the purpose of the Assurance in Writing (30M33)</li> <li>4. Explain procedures should an electrical contact occur.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation.</li> <li>2. Canadian Electrical Code.</li> <li>3. BC Amendments to Canadian Electrical Code.</li> <li>4. National and Provincial Building Codes.</li> <li>5. Municipal Building Bylaws.</li> <li>6. BC Safety Authority requirements</li> </ol>
28. Guard rails, catch platforms, cocooning, floor openings, crane platforms and nets	<ol style="list-style-type: none"> <li>1. Explain the process and hierarchy of controls for selecting a fall protection system.</li> <li>2. Describe regulatory requirements applicable to TEMPORARY guardrails.</li> <li>3. Describe acceptable practices for protecting workers from fall hazards created by floor openings.</li> <li>4. Describe regulatory requirements applicable to thrust-out crane landing platforms.</li> <li>5. Describe regulatory requirements applicable to safety nets.</li> <li>6. Describe regulatory requirements applicable to catch platforms and debris nets.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation.</li> </ol>
29. Hazardous materials overview	<ol style="list-style-type: none"> <li>1. Describe purpose and general content of the Workplace Hazardous Materials Identification System (WHMIS).</li> <li>2. Describe the major components of WHMIS.</li> <li>3. Describe a controlled product.</li> <li>4. Explain how to manage hazardous materials that are not included under the WHMIS System.</li> <li>5. Describe what constitutes hazardous waste and management of these materials.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation.</li> <li>2. Transport Canada - Transportation of Dangerous Goods by Ground.</li> <li>3. BC Environmental Management Act.</li> <li>4. Health Canada - Workplace Hazardous Materials Information System.</li> </ol>

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<b>Competency Categories</b>	<b>Learning Objectives (Knowledge, Skills or Abilities to be Demonstrated)</b>	<b>Applicable Legislation and Other References</b>
30. Fall Protection	<ol style="list-style-type: none"> <li>1. Describe when the use of fall protection is required</li> <li>2. Compare and contrast fall arrest vs. fall restraint.</li> <li>3. Describe a fall protection plan, including the required components, when it is required and who develops it.</li> <li>4. Describe the potential hazards associated with working at heights and the use of fall protection.</li> <li>5. Explain the common types of fall protection systems.</li> <li>6. Describe inspection procedures for fall protection equipment.</li> <li>7. Describe the different types of anchors, anchorage connectors and their requirements.</li> <li>8. Describe the “procedures acceptable to the Board” (e.g. WorkSafeBC), when “standard” fall protection systems may not be suitable for use.</li> <li>9. Explain the method for determining fall distances and clearance requirements and how that may affect the FP system chosen and / or fall protection equipment used.</li> <li>10. Describe rescue procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation.</li> <li>2. CSA and ANSI standards that apply to fall protection systems and equipment.</li> <li>3. Applicable OHS Guidelines</li> </ol>
31. Developing Written Safe Work Procedures	<ol style="list-style-type: none"> <li>1. Explain difference between work procedures &amp; work practices.</li> <li>2. Identify work activities &amp; processes where the OHS Regulation requires written work procedures.</li> <li>3. Describe the basic principles to adhere to when developing proper written work procedures.</li> <li>4. Demonstrate how to write a basic work procedure.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation.</li> </ol>
32. Protection of Utilities	<ol style="list-style-type: none"> <li>1. Describe the factors to consider when determining whether to develop a safe work procedure.</li> <li>2. Describe the applicable regulatory requirements</li> <li>3. Describe common work practices for safely locating utilities.</li> <li>4. Describe emergency procedures to use where a gas line or electrical conductor/vault is struck or contacted.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation.</li> <li>2. Telephone and Gas Utility Procedures.</li> <li>3. Municipal Utility Procedures.</li> <li>4. BC One Call Guidelines.</li> </ol>
33. Confined Spaces	<ol style="list-style-type: none"> <li>1. Identify the four characteristics common to all confined spaces.</li> <li>2. Explain the common hazards associated with confined spaces.</li> <li>3. Describe the key regulatory requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation.</li> </ol>
34. De-energization & Lockout	<ol style="list-style-type: none"> <li>1. Explain when de-energization and lockout is required.</li> <li>2. Describe common work processes in construction that would require workers to lockout.</li> <li>3. Describe the elements of a basic lockout procedure.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation</li> </ol>

Appendix 1: Subject Areas of Competency and Learning Outcome Statements

<b>Competency Categories</b>	<b>Learning Objectives (Knowledge, Skills or Abilities to be Demonstrated)</b>	<b>Applicable Legislation and Other References</b>
35. Hazard Identification & Risk Assessment	<ol style="list-style-type: none"> <li>1. Define the terms hazard and risk.</li> <li>2. Describe the hazard identification process.</li> <li>3. Describe qualitative risk assessments.</li> </ol>	<ol style="list-style-type: none"> <li>1. WorkSafeBC Occupational Health and Safety Regulation</li> </ol>

## **Appendix 2: Accredited Training Providers**

The following education and training providers are ASTTBC accredited

1. BC Institute of Technology
2. Care Institute of Safety and Health
3. ER Plus Risk Management Group Inc.