

The University College of the North (UCN),  
in partnership with Manitoba Heavy Construction Association (MHCA) is pleased to offer the following

# National Construction Safety Officer Designation Certificate Program

**Train Remotely – Attend **VIRTUAL** Classes with a Live Instructor**

Registered students will take this training from their home or workspace. Students will not be attending at one of our UCN campuses or Centres. Handouts and meeting login information will be emailed to registered students by the instructor. Students must have a laptop, tablet or smart phone with reliable internet capable of connecting to remote training with use of microphone and video.

**Date:** November 2, 2021 - December 16, 2021– February 24, 2022  
Student orientation will be October 26, 2021 at 6pm.

**Course Cost:** \$2,000.00 (plus \$100.00 GST) payable at time of registration  
Instructors, course handouts and course links provided by Manitoba Heavy Construction Association - WORKSAFELY.  
Individual certificates and program Certificate will be issued by MHCA - WORKSAFELY.

## **National Construction Safety Officer (NCSO) Designation Certificate**

A NCSO™ is responsible for assisting management (and other company personnel) in the administration, implementation and maintenance of a safety and health management system or program. They will identify and review various safety and health concerns specific to the worksite and communicate effectively with government, management and workers regarding safety and health at the worksite and within the company.

**NCSO™ certification is an ideal training application for today's construction supervisors or foreman.**  
NCSO™ certification provides a valuable resource to management in the administration and implementation of a company's safety and health program, construction project planning and implementation.

**To **register** or for further information  
Contact Lindsay Cook at 204-734-4419 or [lcook@ucn.ca](mailto:lcook@ucn.ca)**

The fee must accompany the registration form in order for your seat to be held. Pay by cash, check, Purchase Order, ATI, TAN, MasterCard/Visa. Courses are subject to cancellation due to insufficient enrolment. Refund Policy: 100% refund will be issued if course is cancelled by UCN. If student wishes to withdraw, a refund will be issued providing the original receipt and voluntary withdrawal form are submitted to UCN 12 business days prior to first day of class.

**Deadline to register & make payment arrangements: October 15, 2021 by 3:00pm**

Further information and course offerings can be found at [ucn.ca/cis](http://ucn.ca/cis)



## National Construction Safety Officer Designation Certificate Program - MHCA

Scheduled Tuesday and Thursday evenings with a live remote instructor

Course Code & Section #	Course Name	Course Hours	Session Dates	Start Time	Delivery
EXT.0268 SR.21	COR Leadership in Safety Excellence	16	Nov. 2, 4, 9, 16 & 18 2021	6:00 PM	Zoom
EXT.1222 SR.21	COR Principles of Safety & Health Management	8	Nov. 23, 25 & 30 2021	6:00 PM	Zoom
EXT.1224 SR.21	COR Auditor Training	16	Dec. 2, 7, 9, 14, 16 2021	6:00 PM	Zoom
<i>Christmas Break Dec. 18, 2021 - Jan. 3, 2022</i>					
	First Aid with CPR	15	Student will be required take this course at their own expense		
EXT.0256 SR.31	Confined Space Entry Awareness *	4	Jan. 4 2022	6:00 PM	Zoom
EXT.1228 SR.31	Safety Administrator	4	Jan. 6 2022	6:00 PM	Zoom
EXT.1229 SR.31	Train the Trainer	8	Jan. 11, 13 & 18 2022	6:00 PM	Zoom
EXT.0066 SR.24	WHMIS	4	complete online	access code will be sent	
EXT.1225 SR.31	Prime Contractor	4	Jan. 20 2022	6:00 PM	Zoom
EXT.1223 SR.31	Excavation & Trenching	4	Jan. 25 2022	6:00 PM	Zoom
EXT.1230 SR.31	WCB Basics (through WCB)	8	Jan. 27, Feb. 1 & 3 2022	6:00 PM	Zoom
EXT.1226 SR.31	Road Builders Safety Training System RSTS	8	Feb. 8, 10 & 15 2022	6:00 PM	Zoom
EXT.1227 SR.31	Elective - Safe Work Procedures	4	Feb. 17 2022	6:00 PM	Zoom
EXT.0249 SR.31	Elective - Transportation of Dangerous Goods	4	Feb. 22, 2022	6:00 PM	Zoom
EXT.1221 SR.31	Exam Prep	3	Feb. 24, 2022	6:00 PM	Zoom
	<b>Total Hours MOHS program</b>	<b>110</b>			
6 months to complete an internal audit, 3 tool box talks, 3 site inspections, resume or letter of reference from Employer before writing the Final Exam. Students may have to travel to write the final exam or obtain First Aid. For all details of the Manitoba Heavy Construction WORKSAFELY - National Construction Safety Officer (NCSO), please see program application.					
<b>Class start date: November 2, 2021</b>			<b>Class end date: February 24, 2022</b>		
<b>Student Orientation: October 26 at 6:00pm</b>					
*Confined Space Entry Awareness Training recognized for purpose of completing the NCSO training requirements, however, individuals will be required to take the Confined Space Entry course (in-class) and submit their certificate as part of the 3-year NCSO renewal process.					



## National Construction Safety Officer Designation Certificate Program

### Course Descriptions

The following outlines the course descriptions for NCSO™ Certification in Manitoba.

#### Mandatory Courses

- ⇒ **COR™ Principles of Safety and Health Management** is a 1-day course designed to assist a company to develop and implement a safety health and environment program.
- ⇒ **COR™ Leadership in Safety Excellence** is a 2-day course providing supervisors with core knowledge and practical information on their roles and responsibilities in the workplace as it relates to safety, health and environment planning, motivation, communication and promotion.
- ⇒ **COR™ Auditor Training** is a 2-day course provided to an auditor-in-training, or to those who will be evaluating a company's program. It instructs on steps required to conduct a performance review using the COR Standard audit tool of a company's program.
- ⇒ **WHMIS** is a ½ day course that reviews Workplace Hazardous Materials Information System (WHMIS). Those who are exposed to, or may be exposed to hazardous materials in the workplace, require training. Training will review material safety data sheets (MSDS), labeling and training requirements.
- ⇒ **Excavating and Trenching** is a ½ day course that discusses excavation and trenching hazards, including electrical, and reviews safe work practices and procedures designed to protect workers and equipment. Different soil conditions and alternatives for protection, regulatory requirements, emergency planning and required engineering approvals will be reviewed.
- ⇒ **Train-The-Trainer** is a 1-day course designed for new and experienced trainers who are responsible for developing, delivering and evaluating training courses and programs. The goal of this course is to provide participants with the skills and knowledge to deliver training courses for company employees.
- ⇒ **Standard First Aid/CPR** gives participants critical knowledge and the confidence to effectively manage an emergency, without panic or confusion. The focus of the course is to provide basic skills to reduce shock, contain injuries and in many cases save lives. *Student will be required take this course at their own expense.*
- ⇒ **WCB Basics** course provides a better understanding of how the WCB operates and your role in the workers compensation system in this free one-and-a-half-day workshop. Topics of discussion include rate setting, managing costs, reporting injuries, decision making, dispute resolution and a variety of other important issues for employers.
- ⇒ **Confined Space Entry** course allows entrants, attendants, and supervisors to understand and evaluate the hazards and procedures associated with confined spaces safely and confidently. It will outline the duties and responsibilities of team members, as well as go over emergency rescue procedures and plan development.
- ⇒ **Safety Administrator** is a ½ day course that will provide the basic fundamental knowledge required for administrating a company's safety program. This course is designed to help a safety manager or office person understand what makes a safety program functional, simplistic, and effective.

- ⇒ **Prime Contractor** is a ½ day course that educates students on the legal responsibilities when a person is designated as a "prime contractor", understand how the contract bid process works and the importance of having a systematic approach for contract management, identify trends, and have a framework in place to diligently manage a work site when designated the "prime contractor".
- ⇒ **Road Builders Safety Training System (RSTS)** is a 1-day course that provides an introduction for the new workers to the heavy construction workforce or a refresher for the more seasoned worker. RSTS is a training course related to developing a solid understand of different topics that all relate to Heavy Equipment Construction.

#### Elective Courses

- ⇒ **TDG** is a ½ day course required for all those who transport dangerous goods. Training includes the TDG Regulation, classification, safety marks, documentation, and packaging, reporting and using the schedules.
- ⇒ **Safe Work Procedures.** The intent of this course is to ensure that employers, supervisors, workers, and members of the safety and health committee are aware of their responsibilities in identifying and controlling hazards in the workplace, and have the tools to develop safe work procedures.

Understanding the importance of such an individual for a company is evident. Front-Line Supervisors who have safety and health responsibilities for workers would benefit from such certification.

The Manitoba NCSO™ program is open to any individual who has three (3) years of practical safety/construction related experience- a resume (or equivalent confirmed by letter of experience from employer). In addition, to be a qualified Manitoba NCSO™ the applicant is required to submit to attest their practical knowledge, completed copies:

1. Submit three current toolbox talks;
2. Submit a Construction Safety Audit on the National Standard Audit Document
3. Submit three current site inspections.
4. Attain minimum of 75% on exam

