Hiring a Health and Safety Practitioner
A Guide for Employers and OH&S Practitioners

This guide is produced by the Canadian Society of Safety Engineering
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>About the CSSE</td>
<td>5</td>
</tr>
<tr>
<td>Purpose of the Guide</td>
<td>6</td>
</tr>
<tr>
<td>Glossary of Terms</td>
<td>7</td>
</tr>
<tr>
<td>Occupational Health and Safety Certifications and Designations</td>
<td>8</td>
</tr>
<tr>
<td>Accreditation</td>
<td>9</td>
</tr>
<tr>
<td>A Wide Range of Products</td>
<td>10</td>
</tr>
<tr>
<td>Established Safety Certifications and Designations</td>
<td>11</td>
</tr>
<tr>
<td>Canadian Safety Certifications</td>
<td>12</td>
</tr>
<tr>
<td>Canadian Safety Designations</td>
<td>20</td>
</tr>
<tr>
<td>International Safety Certifications</td>
<td>37</td>
</tr>
<tr>
<td>OH&amp;S Practitioner Levels</td>
<td>48</td>
</tr>
<tr>
<td>Entry-Level</td>
<td>49</td>
</tr>
<tr>
<td>Intermediate Level</td>
<td>50</td>
</tr>
<tr>
<td>Managerial Level</td>
<td>51</td>
</tr>
<tr>
<td>Director/Executive Level</td>
<td>52</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>53</td>
</tr>
<tr>
<td>Interview Guide</td>
<td>54</td>
</tr>
<tr>
<td>Acknowledgements &amp; References</td>
<td>66</td>
</tr>
</tbody>
</table>
INTRODUCTION

Have you ever wondered why some recruitment advertisements for an Occupational Health and Safety (OH&S) practitioner outline job requirements, skills or designations that don’t seem to match?

Have you ever read a recruitment advertisement where the job requirements, skills or designations did not appear to “line up” or left you with more questions than answers?

Have you ever thought about the myriad of OH&S certifications and designations and tried to determine what might be a suitable choice for you or your business?

Have you had an opportunity to review OH&S career guidance tools to assist in choosing your career path in OH&S?

If you have answered yes to one or all of these questions, you are not alone!

OH&S practitioners regularly encounter these situations as do many employers faced with trying to hire an OH&S practitioner. For these reasons, the Canadian Society of Safety Engineering (CSSE) believe it is important to provide information that will help to clarify, and give context and answers to these important questions!

In collaboration with a number of key partners, the CSSE has developed this guide “Hiring a Health and Safety Practitioner - A Guide for Employers and OH&S Practitioners”. Internationally, the Guide will also outline some of the more common safety certifications and designations required for OH&S practitioners intending to work in multinational companies.
ABOUT THE CSSE

The Canadian Society of Safety Engineering (CSSE) is the leading organization for health, safety and environmental professionals in Canada. We work with industry, governmental agencies, and other safety organizations to promote a greater awareness of health, safety, and environmental issues in workplaces and communities across the nation and around the world. Our vision is to shape the safety profession in Canada by working collaboratively with our members and partners.

We will:

• Define the safety profession
• Provide timely and relevant safety information
• Develop safety professionals
• Be recognized as an objective voice for excellence in safety in workplaces and communities

Our mission is to be the resource for professional development, knowledge and information exchange to our members, our profession and the Canadian public. CSSE was founded in 1949 by a small group of dedicated individuals drawn together in the common interest of accident prevention. It has grown from a provincially-based organization to become Canada’s largest national and most established professional organization for health and safety practitioners. Today, we have 5,000 members across Canada, the United States, and around the world, working together to enhance the occupational health and safety profession.
PURPOSE OF THE GUIDE

The Guide is intended to serve as a resource to employers when hiring a health and safety practitioner. It also provides guidance to future OH&S practitioners on the type of education, experience, and other qualifications being sought by employers. Information on both Canadian and international safety certifications and designations is provided, along with suggested competencies and qualifications for OH&S positions from entry to executive level. An interview guide is included to provide employers with suggested questions when interviewing candidates.
GLOSSARY OF TERMS

Health and Safety practitioners utilize specific terms to describe their activities. The glossary of notable terms provided in this document is designed to assist employers in understanding the ‘language of the industry’ and provide greater insight for all those reviewing this material.

Hazard
Any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work. (Canadian Centre for Occupational Health and Safety; OSH answers)

Practitioner
A person who regularly does an activity that requires skill or practice (Merriam-Webster online dictionary).

Risk
The chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss. (Canadian Centre for Occupational Health and Safety; OSH answers)

Risk Assessment
The process of identifying hazards, analyzing or evaluating the risk associated with that hazard, and determining the most appropriate ways to eliminate or control the hazard. (Canadian Centre for Occupational Health and Safety; OSH answers)

Risk Management
Coordinated activities to determine, direct and control an organization’s response to the sum of potential hazards previously identified and to determine appropriate ways to eliminate or control those hazards. (CSSE Applied Risk Communication Course)

Root Cause Analysis
Root cause analysis is a collective term that describes a wide range of approaches, tools, and techniques used to uncover causes of problems such as workplace incidents. (American Society for Quality)

Occupational Safety
Protection from danger and hazards arising out of, linked with or occurring in the course of employment. (Canadian Centre for Occupational Health and Safety web-site definition section)

Safety Certification
Qualifications offered by safety practitioner organizations that specify minimum formal education qualifications and practical experience, along with a mandatory certification maintenance program. These qualifications almost always include a formal competency assessment and are independently accredited, or the organization that offers the certification has adopted and adheres to very similar requirements. (Canadian Society of Safety Engineering)

Safety Designation
Qualifications offered by a provincial or national industry or safety association that can be earned by the completion of a series of short duration courses. In most cases, these qualifications do not require applicants to possess any formal academic qualifications, do not include a mandatory certification maintenance point scheme, and are not independently accredited. (Canadian Society of Safety Engineering)
In Canada and other countries, the terms “certification” and “designation” are often used interchangeably when referring to an individual’s qualifications in occupational health and safety. There are numerous certifications and designations currently available for OH&S practitioners to earn. In general, qualifications of this type serve to confirm that, based upon an assessment process, the individual has demonstrated they have met an established standard for the knowledge, skills, and abilities for which they have been evaluated. These qualifications are available for health and safety “general practitioners”, as well as those who specialize in a particular industry (e.g., construction) or a specific area of practice (e.g., occupational hygiene or ergonomics).
ACCREDITATION

This section is intended to provide both employers and safety practitioners with information that they may wish to consider when comparing and evaluating the various certifications and designations included in this guide.

Accreditation is a process by which an organization and/or the qualifications it offers are independently evaluated against established standards set by the accreditation organization. The National Commission for Certifying Agencies (NCCA) and the Council of Engineering and Scientific Specialty Boards (CESB) are two such organizations that accredit OH&S personal certification products; both are located in the United States.

Accreditation organizations either develop their own standards for accreditation or adopt recognized accreditation standards such as those developed by the International Organization for Standardization (ISO). For example, a variety of organizations offering OH&S certifications have met the requirements of the accreditation standard ISO/IEC 17024:2012 Conformity assessment - general requirements for bodies operating certification of persons.

It is important to emphasize that accreditation organizations do not typically evaluate or approve the actual subject matter content associated with the particular certification product. Rather, they ensure that the accredited organization meets certain requirements - the required framework, policies, and procedures are in place and that their certification products include certain mandatory requirements, such as a formal competency assessment and certification maintenance program.

Although not every organization has undertaken the accreditation process for the OH&S personal certification products they offer, this should not be construed as an indication that they are inferior to those that have. Organizations that have not sought accreditation often elect to adopt very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, such as ISO/IEC 17024:2012, and in doing so ensure that a high standard of excellence is maintained.

Every safety certification listed in the Canadian and international certification tables in this Guide has either been independently accredited, or the organization that offers the certification has adopted and adheres to very similar requirements.
A WIDE RANGE OF PRODUCTS ARE AVAILABLE

It is important to recognize that there are significant differences in the various personal safety certification products that are available. These products differ in a variety of areas including, but not limited to, the following:

- Prerequisite academic qualifications
- Minimum amount of required work experience in health and safety
- Mandatory continuing professional development (CPD) programs
- Formal competency assessment mechanisms
- Code of conduct and ethical practice policy

In Canada, a number of these qualifications are offered either by or in association with various provincial and national industry associations and industry-supported health and safety associations. As an example, for many years a variety of well-established foundational and advanced-level construction industry safety practitioner qualifications have been offered across the country by construction industry safety associations and other organizations. The training programs associated with these qualifications are typically several weeks in duration, and equip the practitioner with knowledge and practical skills that can be readily applied on the job site.

Although valuable, these programs generally do not meet the same standards required by organizations that offer accredited safety certifications. Examples include the lack of established post-secondary level academic prerequisites, a mandatory certification maintenance program, or an independently administered competency assessment that is required to earn the qualification. Due to these substantive differences, and for the purposes of this Guide only, two different phrases will be used to appropriately differentiate between these two broad categories of qualifications. The phrase “safety designations” will be used to describe health and safety qualifications that have either not been independently accredited by a recognized accreditation body, or the governing organization that offers the qualification has not adopted and implemented similar requirements. The phrase “safety certifications” will be used to describe health and safety qualifications that are either independently accredited by a recognized accreditation body, or whose governing organizations adhere to requirements that are very similar to those that apply to qualifications that have been accredited.

It is also important to note that virtually every governing organization that offers a safety certification includes a mandatory disciplinary policy that establishes standards for professional conduct and ethical practice to which certificants must adhere. Those who violate the code of conduct may be subject to disciplinary action, up to and including the loss of their certification.

<table>
<thead>
<tr>
<th>SAFETY CERTIFICATIONS</th>
<th>SAFETY DESIGNATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>are required</td>
<td>rarely required</td>
</tr>
<tr>
<td>work experience is required</td>
<td>work experience may be required</td>
</tr>
<tr>
<td>mandatory programs are required</td>
<td>mandatory programs rarely required</td>
</tr>
<tr>
<td>competency assessment mechanism is mandatory</td>
<td>competency assessment mechanism may not be mandatory</td>
</tr>
<tr>
<td>declaration of oath is required</td>
<td>declaration of oath may not be required</td>
</tr>
</tbody>
</table>

PREREQUISITE ACADEMIC QUALIFICATIONS

HEALTH & SAFETY WORK EXPERIENCE

PROFESSIONAL DEVELOPMENT

FORMAL COMPETENCY ASSESSMENT

CODE OF CONDUCT & ETHICAL PRACTICES
ESTABLISHED SAFETY CERTIFICATIONS AND DESIGNATIONS

The following pages provide information on a broad range of safety certifications and designations offered by governing organizations in Canada, the United States, and the United Kingdom, and are generally well-established in both industry and the practitioner community.

NOTE: Please note that the information provided has been excerpted from the web-sites of the respective governing organizations, was current as of the date of publication of this Guide, and is subject to change. For full details and the most current information about various safety certifications and designations, visit the relevant web-sites.

NOTE: For the purposes of this guide, the CSSE is using the terms CERTIFICATIONS and DESIGNATIONS as defined on page 7 of this guide.

The terms Certifications and Designations are often used interchangeably when referring to an individual’s qualifications in health and safety. Governing organizations may use these terms in a manner that differs from how they are defined in this guide. The safety certifications and safety designations included in this guide have been categorized based upon the definitions of certification and designation as outline on page 7 and not how they are referred to by the associated governing organization.

Canadian Safety Certifications

<table>
<thead>
<tr>
<th>Certification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCPE</td>
<td>Canadian Certified Professional Ergonomist</td>
</tr>
<tr>
<td>CHSC®</td>
<td>Certified Health &amp; Safety Consultant</td>
</tr>
<tr>
<td>CHSMSA</td>
<td>Certified Health and Safety Management System Auditor</td>
</tr>
<tr>
<td>COHN [C]</td>
<td>Certified Occupational Health Nurse (Canada)</td>
</tr>
<tr>
<td>CRSP®</td>
<td>Canadian Registered Safety Professional</td>
</tr>
<tr>
<td>ROH</td>
<td>Registered Occupational Hygienist</td>
</tr>
<tr>
<td>ROHT</td>
<td>Registered Occupational Hygiene Technologist</td>
</tr>
</tbody>
</table>

Canadian Safety Designations

<table>
<thead>
<tr>
<th>Designation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC</td>
<td>Construction Safety Coordinator</td>
</tr>
<tr>
<td>CSO</td>
<td>Construction Safety Officer</td>
</tr>
<tr>
<td>CSO (P), CSO &amp; RCSO</td>
<td>Construction Safety Officer</td>
</tr>
<tr>
<td>CSS</td>
<td>Construction Safety Specialist</td>
</tr>
<tr>
<td>GSC-CSC</td>
<td>Gold Seal Certified Construction Safety Coordinator</td>
</tr>
<tr>
<td>HSA</td>
<td>Health and Safety Administrator</td>
</tr>
<tr>
<td>HSP</td>
<td>Health and Safety Professional Designation</td>
</tr>
<tr>
<td>NCSO</td>
<td>National Construction Safety Officer</td>
</tr>
<tr>
<td>QSR</td>
<td>Qualified Safety Representative</td>
</tr>
</tbody>
</table>

International Safety Certifications

<table>
<thead>
<tr>
<th>Certification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET®</td>
<td>Certified Environmental, Safety and Health Trainer</td>
</tr>
<tr>
<td>CHMM®</td>
<td>Certified Hazardous Materials Manager</td>
</tr>
<tr>
<td>CHMP</td>
<td>Certified Hazardous Materials Practitioner</td>
</tr>
<tr>
<td>CIH</td>
<td>Certified Industrial Hygienist</td>
</tr>
<tr>
<td>CMIOSSH</td>
<td>Chartered Safety and Health Practitioner</td>
</tr>
<tr>
<td>CPEA</td>
<td>Certified Professional Environmental Auditor (H&amp;S Specialty)</td>
</tr>
<tr>
<td>CPSA</td>
<td>Certified Process Safety Auditor</td>
</tr>
<tr>
<td>CSHM</td>
<td>Certified Safety &amp; Health Manager</td>
</tr>
<tr>
<td>CSMP</td>
<td>Certified Safety Management Practitioner</td>
</tr>
<tr>
<td>CSP®</td>
<td>Certified Safety Professional</td>
</tr>
<tr>
<td>ACRONYM</td>
<td>CERTIFICATION</td>
</tr>
<tr>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>CCPE</td>
<td>Canadian Certified Professional Ergonomist</td>
</tr>
<tr>
<td></td>
<td>Canadian College for the Certification of Professional Ergonomists</td>
</tr>
<tr>
<td>CHSC®</td>
<td>Certified Health &amp; Safety Consultant</td>
</tr>
<tr>
<td></td>
<td>Canadian Society of Safety Engineering</td>
</tr>
<tr>
<td>CHSMSA</td>
<td>Certified Health and Safety Management System Auditor</td>
</tr>
<tr>
<td></td>
<td>Auditing Association of Canada</td>
</tr>
<tr>
<td>COHN [C]</td>
<td>Certified Occupational Health Nurse (Canada)</td>
</tr>
<tr>
<td></td>
<td>Canadian Occupational Health Nurses Association – Association Canadienne Des Infirmières Et Infirmiers En Santé Du Travail (COHNA-ACIIST)</td>
</tr>
<tr>
<td>CRSP®</td>
<td>Canadian Registered Safety Professional</td>
</tr>
<tr>
<td></td>
<td>Board of Canadian Registered Safety Professionals</td>
</tr>
<tr>
<td>ROH</td>
<td>Registered Occupational Hygienist</td>
</tr>
<tr>
<td></td>
<td>Canadian Registration Board of Occupational Hygienists</td>
</tr>
<tr>
<td>ROHT</td>
<td>Registered Occupational Hygiene Technologist</td>
</tr>
<tr>
<td></td>
<td>Canadian Registration Board of Occupational Hygienists</td>
</tr>
</tbody>
</table>
The criteria for certification are geared to individuals engaged in the practice of ergonomics as their primary work. The goals of the certification process are to ensure that the applicants have:

- the knowledge and skills necessary to work in the discipline
- adequate familiarity and competence with the tools and methods used to apply their knowledge and skills in the field
- experience with the application of the tools and feedback on their use

The CCPE designation is the only certification process administrated in Canada that requires certificants to meet competencies in both education and practice across the full scope of ergonomics through peer review by the CCCPE Board. Those that attain the CCPE designation must comply with the CCCPE code of ethics.

Minimum of a Bachelor’s degree covering the following areas of knowledge:
- ergonomics
- ergonomic approaches to people at work
- human characteristics
- preliminary project definition
- systematic analysis of data
- participation in the design process
- other competencies
- supporting courses
- application areas

Approximately 700 lecture and laboratory hours required in addition to eight weeks of field work.

Minimum of five years professional experience (or four years experience with approved mentorship) covering the following areas:
- preliminary project definition
- systematic analysis of data
- participation in the design process

No examination required. Candidates are assessed based upon their documented work experience.

The continuance of certification (COC) is a means of ensuring that CCPE certificants remain current in their professional practice and are participating in Continuing Professional Development. It is a necessary component for CCCPE to receive accreditation with the International Ergonomics Association. CCPEs must accumulate 100 points over a five-year period and must submit a worksheet at the end of each five-year period.

The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, and in doing so ensures that a high standard of excellence is maintained.
**CHSC® Certified Health & Safety Consultant**
Canadian Society of Safety Engineering • www.csse.org

The CHSC® certification signals to employers, colleagues, clients, and to the public that the OHS&E Professional has met prescribed academic and experience standards, and received specialized training beyond technical knowledge and skills in the field. The CHSC® holder has completed specialized training and has passed mandatory examinations on ethics, legal obligations and liabilities, measurement and evaluation in OH&S-managed systems, and leadership on health, safety, and environmental issues.

CHSC® holders abide by the CHSC® Code of Conduct and are qualified to use the CHSC®

### Eligibility Requirements
- One-year college or university certificate or diploma in OH&S or environment (min. 300 instructional hours), or a two-year college or university non-OH&S or environment certificate or diploma program (min. 600 instructional hours)
- Five years cumulative work experience within the previous seven years with a minimum of 51% OH&S-related duties

### Assessment Mechanism
- Successful completion of six courses including successfully passing mandatory examinations with a minimum 75% achieved for each examination
- Courses comprise of three mandatory courses in Consulting Skills, Applied Risk Communication, and Obligations and Liabilities of the OH&S Professional. Additionally, successful completion of three elective courses from the suite of CHSC®

### Certification Maintenance Program
The CHSC® certification recognizes and promotes excellence in professional consulting and leadership in the area of occupational health and safety.
Abiding by a CHSC® Code of Conduct, CSSE members must keep their CHSC® certification in good standing by:
- holding personal liability insurance or company indemnification
- ensuring current membership in CSSE by maintaining their certification through ongoing continuing education, professional practice, and leadership and volunteer activities

The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, and in doing so ensures that a high standard of excellence is maintained.

### Accreditation
The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, and in doing so ensures that a high standard of excellence is maintained.

### Certification & Governing Organization

<table>
<thead>
<tr>
<th>Certification &amp; Governing Organization</th>
<th>Certification &amp; Governing Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSC® Certified Health &amp; Safety Consultant</td>
<td>Canadian Society of Safety Engineering • <a href="http://www.csse.org">www.csse.org</a></td>
</tr>
</tbody>
</table>
The Auditing Association of Canada (AAC) Certified Health and Safety Management System Auditor (CHSMSA) designation was developed to provide a credible Canadian benchmark for health and safety management systems auditing. The criteria were developed from the same requirements as other lead auditor programs and are based on ISO 19011.

The Body of Skills And Knowledge (BOSK) for CHSMSAs summarizes the skills and knowledge they are expected to possess, and consists of four broad components:

- Health and safety auditing
- Health and safety management systems, standards and practices
- Health and safety hazards, risks and technology
- Health and safety legislation, regulations and other requirements

AAC requires all CHSMSAs to demonstrate an appropriate level of knowledge of and skills in the topics in each of these fields.

Varies with educational background:

- Completion of secondary school education only requires minimum of five years of appropriate OHS work experience
- Non-relevant college diploma or Bachelor's degree requires minimum of four years of experience
- Relevant Bachelor's degree of non-relevant Master's degree requires minimum of three years of experience
- Relevant Master's degree (or higher) requires minimum of two years of experience
- Relevant degree means Bachelor’s or higher level degree in engineering, environment, science, health and safety technology, law, business administration, industrial hygiene, or accounting

Completion of 20 or more hours of auditor training that contributes to the development of knowledge and skill in auditing principles, procedures, and techniques as specified in ISO 19011

Completion of 20 hours of training in:

- Health and safety management standards and standards against which audits may be performed, including OHSAS 18001, CSA Z1000, or ANSI Z10
- Health and safety methods and technology
- Relevant requirements of health and safety laws, regulations and related documents
- Technical and health and safety aspects of various types of business activities and facility operations

Successfully pass an examination to satisfy AAC's Qualification Criteria for Certified Health and Safety Management System Auditors

Written examination based in part on AAC's BOSK for CHSMSAs

To maintain certification, CHSMSAs shall be recertified every five years. Recertification is achieved by meeting the requirements for professional practice and continued professional development as well as satisfying other recertification requirements prescribed by AAC. The recertification process ensures the ongoing maintenance and continuous development of competency, skills and knowledge.

CHSMSA certificants must maintain high standards of conduct and abide by the AAC's Code of Ethics.
**COHN [C] Certified Occupational Health Nurse (Canada)**

Canadian Occupational Health Nurses Association – Association Canadienne Des Infirmières Et Infirmiers En Santé Du Travail (COHNA-ACIIST) • www.cna-aiic.ca

Nurses with the COHN (C) Certification adhere to competencies in:

- Occupational health nursing practice
- Identification, evaluation, and control of workplace hazards
- Health surveillance
- Assessment, care, and case management of illnesses and injuries
- Health, safety, and wellness promotion
- Health, safety, and wellness management

The Canadian Occupational Health Nurses Association (COHNA) supports occupational health nurses and is committed to promoting excellence in the practice of occupational health nursing and advancing health, wellness and safety practices in the workplace.

---

### Certification

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification offered in 20 specialty areas of nursing, one of which is Occupational Health Nursing</td>
</tr>
</tbody>
</table>

Registered Nurse (RN) with Bachelor’s degree or completion of a RN diploma program

**Option 1**

RN with current licence/registration in Canada and 3,900 hours as an RN in occupational health nursing (over five years) and verification of practice

**Option 2**

Successful completion of post-basic nursing course/program in occupational health nursing of at least 300 hours or Master’s, PhD in nursing plus 2,925 hours as RN in specialty area with verification of practice

Requirement to pass a 3.5 hour exam to determine mastery of the six categories of nursing competencies in occupational health nursing

The COHN (C) is valid for five years at which time the holder needs to re-apply for the Certification. There are 2 options:

**Option 1: Continuous Learning**

Submit a record of continuous learning (CL) activities in the nursing specialty/area of nursing practice accumulated during the five-year certification term (minimum 100 hours)

**Option 2: Exam - write the certification exam**

To be eligible for certification renewal, the certificate holder must:

- Hold a current registration/licence as an RN in Canada
- Have accumulated a minimum of 2,925 hours of experience as an RN in the nursing specialty/area of nursing practice during the current five-year certification term in full-time, part-time or casual employment
- Have accumulated a minimum of 100 hours of continuous learning (CL) activities related to the nursing specialty/area of nursing practice during the five-year term, or have successfully written the current exam in the specialty/area of nursing practice

The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, and in doing so ensures that a high standard of excellence is maintained.

---

**Eligibility Requirements**

### Assessment Mechanism

| Certification Maintenance Program |

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification offered in 20 specialty areas of nursing, one of which is Occupational Health Nursing</td>
</tr>
</tbody>
</table>

Registered Nurse (RN) with Bachelor’s degree or completion of a RN diploma program

**Option 1**

RN with current licence/registration in Canada and 3,900 hours as an RN in occupational health nursing (over five years) and verification of practice

**Option 2**

Successful completion of post-basic nursing course/program in occupational health nursing of at least 300 hours or Master’s, PhD in nursing plus 2,925 hours as RN in specialty area with verification of practice

Requirement to pass a 3.5 hour exam to determine mastery of the six categories of nursing competencies in occupational health nursing

The COHN (C) is valid for five years at which time the holder needs to re-apply for the Certification. There are 2 options:

**Option 1: Continuous Learning**

Submit a record of continuous learning (CL) activities in the nursing specialty/area of nursing practice accumulated during the five-year certification term (minimum 100 hours)

**Option 2: Exam - write the certification exam**

To be eligible for certification renewal, the certificate holder must:

- Hold a current registration/licence as an RN in Canada
- Have accumulated a minimum of 2,925 hours of experience as an RN in the nursing specialty/area of nursing practice during the current five-year certification term in full-time, part-time or casual employment
- Have accumulated a minimum of 100 hours of continuous learning (CL) activities related to the nursing specialty/area of nursing practice during the five-year term, or have successfully written the current exam in the specialty/area of nursing practice

The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, and in doing so ensures that a high standard of excellence is maintained.
The Canadian Registered Safety Professional® (CRSP®) certification for OH&S professionals in Canada.

The CRSP®/PSAC® certification is accredited to the ISO/IEC 17024 standard. The BCRSP has also been granted an ISO 9001 certificate of registration for the Quality Management System.

A CRSP®:

- Has met the academic, experience and examination requirements of a national registration authority
- Has in-depth knowledge of health and safety principles and practices and uses this knowledge to develop systems in the workplace in order to achieve optimum control over hazards detrimental to people, equipment, material and the environment
- Is committed to the principles of loss control, accident prevention and environmental protection
- Has knowledge and skills that are continually upgraded through a certification maintenance program to ensure they are qualified and up-to-date in managing health and safety issues
- Is committed to managing organizational health and safety issues and concerns according to a Code of Ethics

Eligibility Requirements

- One-year college/university certificate/diploma in OH&S, or a two-year college/university non-OH&S certificate/diploma
- Applicants who completed formal education above the minimum requirement (e.g., undergraduate degree or college diploma in any discipline) meet the formal education requirements for certification
- Proof of professional development in the last five years
- Current full-time employment in a position with OH&S responsibilities comprising greater than 50% (minimum of 900 hours per calendar year), and at least three continuous years of OH&S experience immediately prior to applying

Assessment Mechanism

- Successful completion of an examination consisting of 190 - 210 multiple choice questions (based on the BCRSP Examination Blueprint)
- Candidates will have 3.5 hours to complete the examination

Certification Maintenance Program

- All practising CRSP®/PSAC®s are required to participate in the BCRSP’s Certification Maintenance Program (CMP)
- The program requires CRSP®/PSAC®s to maintain an individual record of OH&S activities and, when requested, submit worksheets to the Board claiming CMPs for academic activities, examinations and additional qualifications, and professional pursuits

Accreditation

The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, and in doing so ensures that a high standard of excellence is maintained.
The Canadian Registration Board of Occupational Hygienists (CRBOH) is a national, not-for-profit organization that sets standards of professional competence for occupational hygienists and occupational hygiene technologists in Canada and around the world.

Registration with the CRBOH confers the right to use the title Registered Occupational Hygienist (ROH) or Registered Occupational Hygiene Technologist (ROHT), and indicates the attainment and maintenance of a high standard of professionalism.

Members of the CRBOH share a passion for the profession of occupational hygiene. They promote the profession through involvement in academic, community and professional activities, and endeavour to enhance recognition of the profession by the public, organized labour and general industry.

Eligibility for the examination based on having one of four combinations of academic qualifications and professional experience

- Minimum of an acceptable Bachelor’s degree in science or engineering required
- Two to five years of professional experience required, depending on academic qualification held
- Fast Track option available for candidates who are graduates of selected post-secondary programs in occupational health or hygiene

The written part consists of a half day of multiple choice questions and a half day of essay style questions. Equal weight is given to the two parts of the examination. The multiple choice part of the examination consists of 130 questions, all of equal value. There is only one correct answer for each question. Marks are given only for correct answers. In the essay part of the examination, candidates are presented with five questions of equal value. All five questions must be answered. Point form answers are not acceptable.

Candidates must first successfully complete the written exam before being invited for the oral exam, the second part of the examination. For this oral part, a committee made of three examiners will question the candidate for about an hour. The oral exam is an opportunity to evaluate several aspects about the candidate. It allows the candidate to demonstrate the range of their technical knowledge, their logical ability to resolve problems using scientific knowledge, to assess their professional judgement, ethics and ability to communcate.

The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, and in doing so ensures that a high standard of excellence is maintained.

The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, and in doing so ensures that a high standard of excellence is maintained.
The Canadian Registration Board of Occupational Hygienists (CRBOH) is a national, not-for-profit organization that sets standards of professional competence for occupational hygienists and occupational hygiene technologists in Canada and around the world.

Registration with the CRBOH confers the right to use the title Registered Occupational Hygienist (ROH) or Registered Occupational Hygiene Technologist (ROHT), and indicates the attainment and maintenance of a high standard of professionalism.

Members of the CRBOH share a passion for the profession of occupational hygiene. They promote the profession through involvement in academic, community and professional activities, and endeavour to enhance recognition of the profession by the public, organized labour and general industry.

Registration by examination only and eligibility requirements for admission to the examination:

- Five years of experience in occupational hygiene or related experience subsequent to receipt of a high school diploma
- Completion of a community college occupational hygiene technology program may be accepted as equivalent to up to two years of experience
- Completion of a community college program in a related science or engineering field may be accepted as equivalent to up to one year of experience
- Completion of an equivalent of two years of a university undergraduate program of related sciences, or engineering courses may be accepted as equivalent to up to one year of experience
- More than 50% of each year for which credit is claimed must have been spent in occupational hygiene or closely related activities. The applicant must be engaged in occupational hygiene activities at the time the application is submitted. Two references from ROHs or ROHTs or other suitably accredited persons such as Certified Industrial Hygienist (CIH), CRSP®

Applicants must pass a one-day written examination consisting of multiple choice, short answer and essay questions. The multiple choice section consists of approximately 200 questions, all of equal value.

Candidates for the ROHT examination are expected to be familiar with a broad range of occupational hygiene topics, including:

- Basic background science (chemistry, physics, mathematics, anatomy, and physiology), regulations, legislation and other standard-setting bodies (Canada Labour Code, provincial health and safety legislation, Canadian Standards Association)
- Recognition of hazards and their effects (chemical, physical, biological and ergonomic stressors)
- Evaluation (field sampling instruments and strategies, exposure limits, hygiene calculations)
- Control (engineering, administrative, personal protective equipment)
- Miscellaneous (training, planning/policy, labour relations)

As part of its ongoing commitment to professional excellence, the CRBOH recognizes the need for ROHTs to develop and enhance their professional knowledge and skills and to keep up with advances in the field while holding their ROHT designation. In recognition of the unique duties of the ROHT, special recognition is given for the activities that contribute to the professional development of an occupational health and safety generalist, including being granted credit for involvement with activities sponsored and/or promoted by the CSSE.

In order to be successful in the re-registration process, each ROHT must obtain a minimum of 40 RM points in every five-year cycle, with a maximum of 20 points awarded for any one year.

The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard, and in doing so ensures that a high standard of excellence is maintained.
<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>DESIGNATION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC</td>
<td>Construction Safety Coordinator</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>New Brunswick Construction Safety Association</td>
<td></td>
</tr>
<tr>
<td>CSO</td>
<td>Construction Safety Officer</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Canadian Federation of Construction Safety Associations</td>
<td></td>
</tr>
<tr>
<td>CSO</td>
<td>Construction Safety Officer</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Newfoundland &amp; Labrador Construction Safety Association</td>
<td></td>
</tr>
<tr>
<td>NCSO</td>
<td>Construction Safety Officer</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Construction Safety Association of Manitoba</td>
<td></td>
</tr>
<tr>
<td>CSO</td>
<td>Construction Safety Officer</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Saskatchewan Construction Safety Association</td>
<td></td>
</tr>
<tr>
<td>CSO (P), CSO and RCSO</td>
<td>Construction Safety Officer</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Applied Science Technologists and Technicians of B.C.</td>
<td></td>
</tr>
<tr>
<td>NCSO</td>
<td>National Construction Safety Officer (formerly CSS)</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>British Columbia Construction Safety Alliance</td>
<td></td>
</tr>
<tr>
<td>GSC-CSC</td>
<td>Gold Seal Certified Construction Safety Coordinator</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Canadian Construction Association</td>
<td></td>
</tr>
<tr>
<td>HSA</td>
<td>Health and Safety Administrator</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>New Brunswick Construction Safety Association</td>
<td></td>
</tr>
<tr>
<td>HSA</td>
<td>Health and Safety Administrator</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>Saskatchewan Construction Safety Association</td>
<td></td>
</tr>
<tr>
<td>HSA</td>
<td>Health and Safety Administrator</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Alberta Construction Safety Association</td>
<td></td>
</tr>
<tr>
<td>HSP</td>
<td>Health and Safety Professional</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>Safety Services Nova Scotia</td>
<td></td>
</tr>
<tr>
<td>HSP</td>
<td>Health and Safety Professional</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>Safety Services Manitoba</td>
<td></td>
</tr>
<tr>
<td>NCSO</td>
<td>National Construction Safety Officer</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Alberta Construction Safety Association</td>
<td></td>
</tr>
<tr>
<td>QSR</td>
<td>Qualified Safety Representative</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Alberta Association for Safety Partnerships</td>
<td></td>
</tr>
</tbody>
</table>
The Canadian Federation of Construction Safety Associations (CFCSA) is an umbrella organization comprised of both provincial construction safety associations and those located in the three territories. At the time of publication, the CFCSA was working with its member organizations to establish a National Construction Safety Officer (NCSO) certification program.

A person holding the NCSO certification or the provincial/territorial equivalent must demonstrate that they have met the requirements set out by a member organization of the CFCSA. This includes completion of a training program, possessing the required work experience, and meeting various performance standards.

NCSO applicants must have a minimum of 3 years of construction safety experience within the last ten years, and have been responsible for either the supervision or the safety of a construction worker. The construction safety experience must have been acquired while working in a sector of the industry that is classified as being within the construction industry by the workers compensation or regulatory authority having jurisdiction. Each participating safety association will be responsible for evaluating an applicant’s experience.

Applicants must pass a national exam to demonstrate that they possess the competencies mandated by the CFCSA. This exam is administered by the participating host provincial safety association, and be recognized by the CFCSA. The host provincial association must ensure that the examination they administer addresses any competencies set out in the regulatory requirements applicable in that province or territory.

NCSO’s must provide proof of recertification at specified intervals (every three or five years) for several competencies, as specified by the respective provincial construction safety association. They will also be required to maintain high standards of conduct and abide by the national CFCSA Code of Ethics.

At the time of publication, this national initiative to standardize the NCSO certification across Canada had just begun. This guide reflects the current offerings, publically available in Canada. This guide will be updated as this national initiative is implemented.
Designed to develop and/or enhance health and safety training and auditing skills, the NBCSA Construction Safety Coordinator (CSC) program will assist individuals in becoming more marketable in today’s workforce. The CSC program is a health and safety designation program specifically for individuals working in the construction industry. The program’s primary goal is to expose the participant to the fundamentals of construction safety management and build upon personal field experience.

In achieving the CSC designation, individuals can provide valuable support to employers in the implementation and maintenance of a company’s comprehensive health and safety program. Successful participants can play a key leadership role in effective health and safety management.

Applicants must complete nine compulsory and a minimum of three elective courses, and have a minimum of three years of field experience in Canada in the construction industry within the past 10 years.

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

- Job site inspection (Min of 3 copies)
- Toolbox presentation (Min of 3 copies)
- COR internal audit and action plan
- Sign CSC Code of Ethics

Applicants must complete the applicable assessments for each course, and pass a final written general knowledge exam with an 80% or greater mark.

None specified
Construction Safety Officer (CSO) or the provincial/territorial equivalent status verifies that a person has met the training, practical application, years of experience and written performance measurement standards as set out by the members of the Canadian Federation of Construction Safety Associations (CFCSA).

Participating CFCSA members will recognize the right of each jurisdiction to set their own standards over and above the agreed-upon minimum requirements and will accept the standard set by the respective host construction safety association

Applicants must complete the prescribed program of training as outlined by each provincial association, and have a minimum of three years of practical construction-related experience

Applicants must pass the competency assessment prescribed by the respective host provincial association

As specified by the respective host provincial association
Designed to develop and/or enhance health and safety training and auditing skills, the NLCSA's Construction Safety Officer (CSO) program will assist individuals in becoming more marketable in today’s workforce. The CSO program is a health and safety designation program specifically for individuals working in the construction industry. The program's primary goal is to expose the participant to the fundamentals of construction safety management and build upon personal field experience.

In achieving the CSO designation, individuals can provide valuable support to employers in the implementation and maintenance of a company’s comprehensive health and safety program. Successful participants can play a key leadership role in effective health and safety management.

Applicants must complete ten compulsory and a minimum of three elective courses, and have a minimum of three years of field experience in Canada in the construction industry within the past 10 years.

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

- Job site inspection
- Toolbox presentation
- Accident/incident investigation
- Comprehensive hazard assessment
- COR internal audit and action plan

Applicants must complete the applicable assessments for each course, and pass a final written general knowledge exam. The passing grade for the general knowledge exam is 80%. Unsuccessful candidates must wait 6 months before re-writing the exam. An individualized action plan is provided to these candidates and all items must be addressed prior to re-writing the exam.

The CSO designation must be verified every three years and applicants must maintain training certificates as applicable (first aid, fall protection, construction worker safety, and any elective training that has since expired). All new practical elements are required to be submitted as part of the maintenance process.
**NCSO** National Construction Safety Officer formerly Construction Safety Officer (CSO).

Construction Safety Association of Manitoba • www.constructionsafety.ca

The National Construction Safety Officer (NCSO) is a national program, recognized by the Canadian Federation of Construction Safety Associations (CFCSA) whose members are provincial and territorial construction safety associations throughout Canada. The NCSO program combines formal education, training and recognition of experience in construction safety coordination including effective administration and implementation of the company’s health and safety program.

In Manitoba, applicants must complete the prescribed mandatory competencies as outlined by CSAM, and have a minimum of 3 years in the last 10 years of construction safety experience at site level. They must also submit a practical Hazard Assessment/Inspection, CSAM COR Audit and a Communication Exercise.

Applicants must complete the CFCSA mandatory competencies through an accredited safety association in Canada. They must successfully complete the National exam approved by the CFCSA and CSAM’s Provincial requirements. An NCSO is committed to and must sign a code of ethics.

Proof of recertification for several competencies must be submitted every three years. NCSO’s must maintain high standards of conduct and abide by the National CFCSA Code of Ethics.

<table>
<thead>
<tr>
<th>Designation &amp; Governing Organization</th>
<th>Qualification Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NCSO</strong> National Construction Safety Officer formerly Construction Safety Officer (CSO).</td>
<td>Construction Safety Association of Manitoba • <a href="http://www.constructionsafety.ca">www.constructionsafety.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eligibility Requirements</th>
<th>Assessment Mechanism</th>
<th>Certification Maintenance Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Manitoba, applicants must complete the prescribed mandatory competencies as outlined by CSAM, and have a minimum of 3 years in the last 10 years of construction safety experience at site level. They must also submit a practical Hazard Assessment/Inspection, CSAM COR Audit and a Communication Exercise.</td>
<td>Applicants must complete the CFCSA mandatory competencies through an accredited safety association in Canada. They must successfully complete the National exam approved by the CFCSA and CSAM’s Provincial requirements. An NCSO is committed to and must sign a code of ethics.</td>
<td>Proof of recertification for several competencies must be submitted every three years. NCSO’s must maintain high standards of conduct and abide by the National CFCSA Code of Ethics.</td>
</tr>
</tbody>
</table>
**CSO Construction Safety Officer**

Saskatchewan Construction Safety Association  •  www.scsaonline.ca

The objective of the Construction Safety Officer (CSO) program is to combine formal training with the individual’s personal field experience. The training program provides a valuable resource to management in the administration and implementation of a company’s health and safety program. This entry-level certification indicates a practical knowledge in various construction safety management skills and principles.

Applicants must have a minimum of three years field experience in the construction industry and complete 11 compulsory courses and two elective courses

Applicants must successfully complete all the assessments for each course

None specified
As a construction safety registrant with ASTTBC you are in the unique position of being certified by a Professional Association under Provincial Statue. This immediately says that your certification is awarded independent of industry or any other agency.

Being awarded the right to carry the title of CSO (P), CSO or RCSO demonstrates that you have met the ASTTBC competency and enrollment standards and are committed to a mandatory Continuing Professional Development Policy and an Ethics and Professionalism in Practice Policy. These factors set you apart from any other construction safety designation.

Provisional Construction Safety Officer (CSO (P)) is the first step towards a career as a safety professional. The “Provisional” designation shows the applicant has met the minimum requirements for competency and allows the registrant to then carry the title CSO (P). All applicants granted registration by ASTTBC will initially receive the CSO (P) title. Those applicants with a minimum of 2 years of relevant construction safety experience may apply for reclassification to CSO after a minimum of 1 year as a CSO (P), working in the role of construction safety. Those with less than 2 years of relevant construction safety experience must accumulate the necessary experience and apply for reclassification within 5 years.

Construction Safety Officer - CSO
The Construction Safety Officer (CSO) is a fully competent and experienced safety professional who is awarded the right to carry the title CSO. This registrant had met all the conditions for reclassification from CSO (P) and maintains registration in good standing as prescribed in ASTTBC Regulation and Policies. There is no requirement for a CSO to reclassify to RCSO.

Registered Construction Safety Officer - RCSO
The Registered Construction Safety Officer holds the senior safety designation within the ASTTBC CSO Certification Program and is awarded the right to the title RCSO. This registrant has worked for a minimum of three years in the role of a construction safety practitioner, has met all conditions for reclassification from CSO and maintains registration in good standing as prescribed in ASTTBC Regulation and Policies.

Applicants must complete training course from a training agency accredited by ASTTBC Certification is a tiered process, starting with “Provisional” CSO to full CSO, finally leading to “Registered” CSO
Minimum required work experience varies from none to five years, depending on level of certification.

Applicants must complete the assessments put in place by the accredited training agencies

All CSO (P), CSO and RCSO registrants are required to participate in a Continuing Professional Development (CPD) program.
### Designation & Governing Organization

**NCSO** National Construction Safety Officer formerly Construction Safety Specialist (CSS).

British Columbia Construction Safety Alliance • www.bccsa.ca

### Qualification Description

The National Construction Safety Officer (NCSO) is a national program, recognized by the Canadian Federation of Construction Safety Associations (CFCSA) whose members are provincial and territorial construction safety associations throughout Canada. The NCSO program combines formal education, training and recognition of experience in construction safety coordination including effective administration and implementation of the company’s health and safety program.

### Eligibility Requirements

In BC, applicants must have three years within the last 10 years of construction experience administering a health and safety program at site level. They must also submit a practical Hazard Assessment, BCCSA COR Audit and a Communication Exercise.

### Assessment Mechanism

Applicants must complete the CFCSA mandatory competencies through an accredited safety association in Canada. They must successfully complete the National exam approved by the CFCSA and BCCSA’s Provincial requirements. An NCSO is committed to and must sign a code of ethics.

### Certification Maintenance Program

Proof of recertification for several competencies must be submitted every three years. NCSO’s must maintain high standards of conduct and abide by the National CFCSA Code of Ethics.
### GSC-CSC Gold Seal Certified Construction Safety Coordinator

**Canadian Construction Association • www.goldsealcertification.com**

The Gold Seal Certified (GSC) Construction Safety Coordinator credential is for professionals who wish to increase their effectiveness in administering, developing, implementing and monitoring safety programs on a construction site and are responsible for assisting management (and other company personnel) on all issues related to the health and safety of their fellow workers.

Serve as a valuable resource to management in the administration and implementation of the organization’s safety initiatives. Join a profession in demand in the area of safety in construction and other areas. Nationally recognized level of competency in construction safety, including respect.

Safety managers who hold a valid provincial/territorial Construction Safety Officer designation and have a total of five years of construction site safety experience are automatically eligible to write the Gold Seal exam. Applicants with less than five years of direct health, safety and environment on-site experience can register as Interns and work towards meeting the requirement of 100 credit requirement.

Applicants must pass a two-part written examination consisting of multiple-choice, essay and short answer questions. The exam covers three broad subject areas: administrative functions, program development and implementation, and program monitoring and evaluation.

None specified.
The objective of the HSA program is to provide formal training for an administrator of a health and safety program and who does not possess a minimum of three years of construction field experience. The HSA can provide valuable assistance to employers and their Construction Safety Coordinators in the administration and implementation of the company’s health and safety program. This certification indicates to employers that the participant has theoretical knowledge in various health and safety management skills and principles.

Applicants must complete nine compulsory and a minimum of three elective courses, and sign a Code of Ethics.

Applicants must complete the applicable assessments for each course, and pass a final written general knowledge exam with an 80% or greater mark.

<table>
<thead>
<tr>
<th>Qualification Description</th>
<th>Eligibility Requirements</th>
<th>Assessment Mechanism</th>
<th>Certification Maintenance Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA Health and Safety Administrator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Brunswick Construction Safety Association • <a href="http://www.nbcsa.ca">www.nbcsa.ca</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None specified</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**HSA Health and Safety Administrator**  
Saskatchewan Construction Safety Association • www.scsaonline.ca

The objective of the HSA program is to provide formal training for an administrator of a health and safety program, and who does not possess a minimum of three years of construction field experience. The HSA can provide valuable assistance to employers and their Construction Safety Officer(s) in the administration and implementation of the company’s health and safety program. This certification indicates to employers that the participant has practical knowledge in various health and safety management skills and principles.

**Eligibility Requirements**

- Applicants must complete 10 compulsory and two elective courses
- Applicants must successfully complete all the assessments for each course

**Certification Maintenance Program**

- None specified, however proof of recertification for several courses must be submitted at specified intervals (every three or five years)
### HSA Health and Safety Administrator
Alberta Construction Safety Association • www.acsa-safety.org

The primary objective of this program is to provide formal training for an administrator of a health and safety programs who does not have a minimum of three years of construction field experience. Certification indicates that the participant has knowledge in various health and safety management skills and principles.

<table>
<thead>
<tr>
<th>Qualification Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The primary objective of this program is to provide formal training for an administrator of a health and safety programs who does not have a minimum of three years of construction field experience. Certification indicates that the participant has knowledge in various health and safety management skills and principles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eligibility Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must successfully complete 11 compulsory and two elective courses</td>
</tr>
<tr>
<td>No prior construction or safety experience is required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Mechanism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must complete all individual course assessments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certification Maintenance Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>None specified</td>
</tr>
</tbody>
</table>
This program provides a foundation for continuing development in the health and safety field. The HSP designation consists of a number of training credits including both mandatory and elective elements, and is endorsed and accredited by Safety Services Canada. The program includes:

- a registration/administrative process that tracks the progress of participants; 30 credits; a certification in auditing techniques; an education in a variety of safety subjects from technical skills to leadership skills
- a practical project applying knowledge and skills in practice; a final exam that reflects the content of the training; opportunities to network with peers in similar roles; and a designation that can be used by graduates to reflect their efforts and dedication in the area of safety leadership

Applicants must complete 11 compulsory courses and three elective courses, for a total of 30 credits, including a practical project and exam.

Applicants must complete the applicable assessments for each course, a practical project, and pass a final exam.

None specified
The Health and Safety Professional (HSP) Designation Certificate Program blends practical and academic training of individuals in a health and safety career.

Applicants must have practical experience working in OH&S and be committed to ongoing professional development in the field of OH&S.

Applicants must complete a total of 30 credits within two years.

Applicants must successfully complete all the assessments for each course.

None specified.
The primary objective of this program is to combine formal training with the individual’s personal field experience. A National Construction Safety Officer (NCSO) provides a valuable resource to management in the administration and implementation of the company’s health and safety program. Certification indicates that the participant has practical knowledge in various construction-related health and safety management skills and principles.

Applicants must complete 11 compulsory and two elective courses, and have a minimum of three years field experience in the construction industry.

Applicants must successfully complete all the assessments for the individual courses.

None specified.
**QSR Qualified Safety Representative**

Alberta Association for Safety Partnerships • www.aasp.ca

The Qualified Safety Representative (QSR) is a designation developed by the Alberta Association for Safety Partnerships (AASP) to provide OH&S professionals or persons wanting to be leaders in OH&S with a career development path. AASP has designed this designation to provide basic health and safety training as the first step in the ladder of learning.

Applicants must complete nine required courses and one elective course, and no work experience required

Applicants must successfully complete all the assessments for each course.

Plus an overall comprehensive exam, only OHS legislation allowed in exam room (3 hr. exam) Passing mark is 70%.

None specified

<table>
<thead>
<tr>
<th>Qualification Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Qualified Safety Representative (QSR) is a designation developed by the Alberta Association for Safety Partnerships (AASP) to provide OH&amp;S professionals or persons wanting to be leaders in OH&amp;S with a career development path. AASP has designed this designation to provide basic health and safety training as the first step in the ladder of learning.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eligibility Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must complete nine required courses and one elective course, and no work experience required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Mechanism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must successfully complete all the assessments for each course. Plus an overall comprehensive exam, only OHS legislation allowed in exam room (3 hr. exam) Passing mark is 70%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certification Maintenance Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>None specified</td>
</tr>
</tbody>
</table>
### International Safety Certifications

<table>
<thead>
<tr>
<th>Certification</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET&lt;sup&gt;®&lt;/sup&gt;</td>
<td>Certified Environmental, Safety and Health Trainer</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Board of Certified Safety Professionals</td>
<td></td>
</tr>
<tr>
<td>CIH</td>
<td>Certified Industrial Hygienist</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>American Board of Industrial Hygiene</td>
<td></td>
</tr>
<tr>
<td>CHMM&lt;sup&gt;®&lt;/sup&gt;</td>
<td>Certified Hazardous Materials Manager</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Institute of Hazardous Materials Management</td>
<td></td>
</tr>
<tr>
<td>CHMP</td>
<td>Certified Hazardous Materials Practitioner</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>Institute of Hazardous Materials Management</td>
<td></td>
</tr>
<tr>
<td>CMIOSH</td>
<td>Chartered Safety and Health Practitioner</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Institution of Occupational Safety and Health</td>
<td></td>
</tr>
<tr>
<td>CPEA</td>
<td>Certified Professional Environmental Auditor (H&amp;S Specialty)</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>Board of Environmental, Health &amp; Safety Auditor Certifications</td>
<td></td>
</tr>
<tr>
<td>CSP&lt;sup&gt;®&lt;/sup&gt;</td>
<td>Certified Safety Professional</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Board of Certified Safety Professionals</td>
<td></td>
</tr>
<tr>
<td>CPSA</td>
<td>Certified Process Safety Auditor</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>Board of Environmental, Health &amp; Safety Auditor Certifications</td>
<td></td>
</tr>
<tr>
<td>CSHM</td>
<td>Certified Safety &amp; Health Manager</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>Institute for Safety &amp; Health Management</td>
<td></td>
</tr>
<tr>
<td>CSMP</td>
<td>Certified Safety Management Practitioner</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td>Institute for Safety &amp; Health Management</td>
<td></td>
</tr>
</tbody>
</table>
The Certified Environmental, Safety and Health Trainer (CET) is a certification held by those with experience and expertise in developing, designing, and delivering safety, health and environmental (SH&E) training. The CET measures an individual’s knowledge of the theory and practice of basic adult education, and confirms knowledge and experience in the SH&E specialty area(s) in which they teach.

A high school diploma or GED, and one or more BCSP-approved SH&E credentials (e.g., ASP, CHMM, CHST, CIH, CIOSH, CPMSIA, CRSP®, CSP, and OHST)

Minimum of 270 delivery hours of teaching or training in any OHS&E specialty

Applicants must pass an online four-hour 200 question multiple-choice examination

CETs must remain up-to-date with changes in professional practice by earning 20 recertification points every five years. Three of these points must be in attending a training, development or instructional technology class.

All CET certificants must observe the code of ethics and professional standards set forth by the Code of Ethics established by the BCSP.

The Certified Environmental, Safety and Health Trainer (CET) certification has been accredited by the Council of Engineering and Scientific Specialty Boards (CESB).
A Certified Industrial Hygienist (CIH) has met the minimum requirements for education and experience, and through examination, has demonstrated a minimum level of knowledge and skills in the following rubric (subject matter) areas:

- Air sampling and instrumentation
- Analytical chemistry
- Basic science
- Biohazards
- Biostatistics and epidemiology
- Community exposure
- Engineering controls/ventilation
- Ergonomics
- Health risk analysis and hazard communication
- IH program management
- Noise
- Non-engineering controls
- Radiation – ionizing and non-ionizing
- Thermal stressors
- Toxicology
- Work environments and industrial processes

Minimum of a four-year Bachelor’s degree from a regionally accredited college or university in biology, chemistry, physics, engineering, or in industrial hygiene or safety from an ABET-accredited program with at least 60 semester hours of science, math, engineering, or science-based technology (15 hours at the junior, senior, or graduate level)

Completed a minimum of 180 academic contact hours or 240 continuing education contact hours of specific industrial hygiene courses. At least half of the required coursework (90 academic or 120 continuing education contact hours) must cover the broad subjects of industrial hygiene, toxicology, fundamentals of industrial hygiene, and measurements and controls

At least four years of employment in the professional practice of industrial hygiene and be currently engaged in active practice. To be recognized as “professional level” work acceptable to the Board, the experience must meet the following four criteria: independence of actions, depth of work, level of interaction, and responsibility for work outcome

A candidate must also be practising “broad-scope” industrial hygiene. Two dimensions are evaluated in judging the scope of experience: work function and stressor category

Applicants must provide a minimum of two professional references

Applicants must pass an online exam consisting of 150 scored items and an additional 50 experimental questions

The exam is 5.5 hours in length with an optional one-hour break in the middle

- Practise ethically
- Pay annual fees
- Submit acceptable CM worksheet or pass exam
- Submit audit records (if Certification Maintenance Worksheet is audited)

Certification Maintenance categories include:
- IH Practice - CM credit for active practice if at least 20% of the job is IH
- Committee Service - serving on IH technical and professional committees external to the company
- Publications - IH articles published in peer-reviewed journals or non-peer reviewed magazines.
- Education - any training event, internal or external to the organization, as long as it meets the time and subject matter criteria

- Teach & Present - teaching or presenting IH to any audience
- Exam - retake (and pass) the exam in lieu of submitting a worksheet
- Other - includes mentoring, other professional certifications, and many other miscellaneous activities

The Certified Industrial Hygienist (CIH) program has been accredited by the National Commission for Certifying Agencies (NCAA) and to the ISO/IEC 17024 Standard for Conformity assessment – General requirements for bodies operating certification of persons by the American National Standards Institute (ANSI).
The Institute of Hazardous Materials Management (IHMM) offers the hazmat industry’s premier accredited professional credentials - the Certified Hazardous Materials Manager (CHMM), the Certified Hazardous Materials Practitioner (CHMP) and the Certified Dangerous Goods Professional (CDGP) - credentials that recognize the individual’s expertise and open up new possibilities to make a significant impact on public health and safety, the environment, community, and country.

Bachelor’s degree (or higher) from an accredited college or university in hazardous materials management, environmental science, one of the physical sciences, or a related field

A minimum of four years of relevant experience in the field of hazardous materials management or a related field. Examples of relevant experience include:

- Hazardous materials identification and handling in compliance with applicable laws and regulations
- Planning and preparing for and responding to hazmat emergencies and incidents
- Sampling and analysis (of air, water, soil, waste) for potential contaminants

Applicants must pass a three-hour online examination consisting of 140 multiple-choice questions

All CHMM certificants must recertify on a five-year cycle, and demonstrate that they have earned a total of at least 200 CMPs for their specific five-year cycle

The IHMM developed the CHMM and CHMP recertification programs to provide certificants with guidelines to help them retain professional currency in their field. Professional development experiences are valuable learning activities, and certificants may receive Certification Maintenance Points (CMPs) by engaging in qualifying programs. Recognizing that there are many different types of professional development activities that CHMMs and CHMPs can participate in to help them maintain that currency, the recertification program provides various options certificants may utilize in meeting recertification requirements

All CHMM certificants must abide by IHMM’s Code of Ethics as a mandatory condition of being awarded and maintaining their certification

The Certified Hazardous Materials Manager (CHMM) certification has been accredited by the Council of Engineering and Scientific Specialty Boards (CESB), and by the American National Standards Institute (ANSI) to meet the ISO/IEC 17024 Standard for Conformity assessment – General requirements for bodies operating certification of persons.
Certification & Governing Organization

CHMP Certified Hazardous Materials Practitioner
Institute of Hazardous Materials Management • www.ihmm.org

A CHMP’s job encompasses more than environmental protection, waste management, dangerous goods transportation, safety, or materials handling. By working in an area that involves hazardous or potentially hazardous materials, a CHMP serves all of these areas and more. Corporations, universities, and government agencies depend on the certification to identify distinguished individuals.

The CHMP credential has been developed as a standard of proficiency for front-line hazardous materials workers. Acquiring the CHMP credential and/or recommending it provides added assurance about the secure and proper handling and management of hazardous materials in the workplace. The CHMP is intended to enhance regulatory compliance, safety, and overall credibility of operations, and provide recognition to individuals who meet its rigorous requirements.

Eligibility Requirements

A minimum of five years of relevant experience with responsibilities directly related to the handling of hazardous materials and/or waste in the workplace

OR

Associate in Applied Science (AAS) degree from an accredited college or university in hazardous materials management, environmental science, environmental management, or environmental technology, plus three years of relevant experience as described above

Applicants must pass a three-hour online examination that consists of 140 multiple-choice questions

Certification Maintenance Program

All CHMP certificants must recertify on a five-year cycle, and demonstrate they have earned a total of at least 200 CMPs for that five-year cycle

The Institute of Hazardous Materials Management (IHMM) developed the CHMM and CHMP recertification programs to provide certificants with guidelines to help them retain professional currency in their field. Professional development experiences are valuable learning activities, and certificants may receive Certification Maintenance Points (CMPs) by engaging in qualifying programs. Recognizing that there are many different types of professional development activities that CHMMs and CHMPs can participate in to help them maintain that currency, the recertification program provides various options certificants may utilize in meeting recertification requirements

All CHMP Certificants must abide by IHMM’s Code of Ethics as a mandatory condition of being awarded and maintaining their certification

Accreditation

The Certified Hazardous Materials Practitioner (CHMP) certification has been accredited by the Council of Engineering and Scientific Specialty Boards (CESB), and by the American National Standards Institute (ANSI) to meet the ISO/IEC 17024 Standard for Conformity assessment – General requirements for bodies operating certification of persons.
As the only organisation in the world that offers Chartered membership to health and safety practitioners, the Institution of Occupational Health and Safety (IOSH) helps practitioners achieve the highest professional standards.

Employers know that when they work with a Chartered Safety and Health Practitioner, they’re dealing with someone who’s at the top of their profession. Chartered Members also have the respect of their peers – other professionals know that they’ve been through a rigorous process to become Chartered and have met the high standards of the world’s most prestigious body for health and safety professionals. Becoming a Chartered Member is possible after gaining Graduate membership.

Applicants must hold GradIOSH membership status, which requires the applicant to hold a qualification equivalent to the European Qualification Framework (EQF) Level 6, or any other qualification that IOSH assesses as meeting the criteria, such as a:

- Bachelor’s degree/post-graduate diploma
- Masters of Science degree (MSc)
- National Qualifications Framework/Qualifications and Credit Framework (NQF/QCF) Level 6 Diploma (e.g., British Safety Council Diploma in OHS)
- National Vocational Qualification (NVQ Level 5 Diploma)
- NVQ Level 5 Diploma
- Scottish Credit and Qualifications Framework (SCQF) Level 10 Diploma
- Cognate degree (degree in a different discipline that includes some OHS-related coursework)
- Experience required for progression to Chartered status is assessed according to qualification route

Must complete the open assessment examination and/or open skills portfolio, and successfully complete a professional peer interview

Must participate in a mandatory CPD program

Those holding CMIOSH membership status owe a primary loyalty to those at risk and should seek to ensure professional independence in the execution of their duties. In a profession, it is essential that members demonstrate integrity by being honest and acting fairly. They must also avoid departing from the standards of integrity, competence and respect in their private lives in any way that could undermine public trust and confidence in the profession

The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in an applicable standard and in doing so ensure that a high standard of excellence is maintained.
Candidates must possess the knowledge and understanding of ethics and standards of conduct for auditors. They should demonstrate knowledge of the design, structure and key planning elements of health and safety audits, including pre-audit activities and developing audit findings, recommendations, and processes.

Bachelor’s degree or higher

A minimum of four years of relevant work experience as defined below

Performed a minimum of 20 health and safety audits for a minimum of 100 days within the four years prior to certification. Of the 100 days, a minimum of 20 days must be conducted on-site

Completed formal training as an attendee or provider is required within the three years prior to certification. This training shall consist of 40 hours of formal training in relevant experience elements (see web-site for details)

Must provide two character references, from a responsible person such as a supervisor or a manager

Applicants must pass a written examination set on a three-part module basis: Part I (131 multiple-choice questions); Part II (multiple-choice and/or short answer; Part III (essay)

The CPD requirements define the mandatory requirements for Certified Professional Environmental Auditors (CPEAs) and Certified Process Safety Auditors (CPSAs). It also specifies the method of reporting for certified auditors who wish to keep their designation in good standing.

Environmental, health and safety auditors are responsible for:

• Maintaining their technical and environmental, health and safety auditing knowledge and skills
• Updating their knowledge and skills related to improvements and current developments in environmental, health and safety auditing standards, procedures, and techniques

A CPEA who is performing EHS auditing functions must complete a total of 20 hours of acceptable CPD every two years and pay an annual recertification fee

The Certified Professional Environmental Auditor- Health & Safety Specialty (CPEA) certification is accredited by the Council of Engineering and Scientific Specialty Boards (CESB).
Certification & Governing Organization

CSP® Certified Safety Professional
Board of Certified Safety Professionals • www.bcsp.org

Certified Safety Professionals (CSP) designation holders perform at least 50% of professional-level safety duties including: making worksite assessments to determine risks, potential hazards and controls, evaluating risks and hazard control measures, investigating incidents, maintaining and evaluating incident and loss records, and preparing emergency response plans.

Other duties could include; hazard recognition, fire protection, regulatory compliance, health hazard control, ergonomics, hazardous materials management, environmental protection, training, accident and incident investigations, advising management, record keeping, emergency response, managing safety programs, product safety and/or security.

Bachelor’s degree or higher in any field from an accredited institution, or an associate degree in safety, health, or environmental from an accredited institution

Four years of professional-level safety experience to sit for the CSP exam. Professional-level safety experience must meet the following criteria to qualify:

Professional-level safety must be the primary function of the position. Collateral duties in safety are not counted

The position’s primary responsibility must be the prevention of harm to people, property, or the environment, rather than responsibility for responding to harmful events

Professional-level safety functions must be at least 50% of the position duties. BCSP defines full-time as at least 35 hours per week. Part-time safety experience is allowed if the applicant has the equivalent of at least 900 hours of professional-level safety work during any year (75 hours per month or 18 hours per week) for which experience credit is sought

The position must be at a professional level. This is determined by evaluating the degree of professional charge by which there is a reliance of employees, employers or clients on the person’s ability to identify, evaluate and control hazards through engineering and/or administrative approaches

The position must have breadth of professional-level safety duties. This is determined by evaluating the variety of hazards about which the candidate must advise and the range of skills involved in recognizing, evaluating, and controlling hazards

Applicants must pass a 5.5 hour online multiple-choice examination consisting of 200 questions

After completing all of the requirements, BCSP awards all candidates who pass the CSP exam with the CSP credential. Certificants must pay their annual renewal fees in order to maintain certification. A pro-rated renewal fee will be applied for the remainder of the year in which the candidate passes the exam

CSPs must remain up-to-date with changes in professional practice by earning a minimum of 25 recertification points every five years

All CSP certificants must observe the Code of Ethics and professional standards set forth by the BCSP

The Certified Safety Professional (CSP) certification has been accredited by the National Commission for Certifying Agencies (NCAA) and by the American National Standards Institute (ANSI) to the ISO/IEC 17024 Standard for Conformity assessment – General requirements for bodies operating certification of persons.
BEAC’s Process Safety Auditor certification program reaches the highest standards available. The BEAC Process Safety Auditor certification is an attestation of a process safety auditor’s education, experience, training, personal and professional skills and attributes, and adherence to the BEAC Code of Ethics.

Education: All applicants are required to have completed a minimum of secondary education. To allow for consideration for cultural and societal differences worldwide, an equivalency review of university or technical school degrees granted outside of the United States can be requested.

Professional Experience:
- General Work Experience - The applicant will be required to have at least 15 years’ experience with a secondary school diploma, OR at least 10 years’ experience with an Associate’s Bachelor degree, OR at least seven years’ experience with a Bachelor’s degree.
- Process Safety Experience - Verifiable experience gained during the last ten (10) years in at least two of the areas described below:
  - Implementation of Process Safety programs
  - Process Hazard Analysis
  - Management of Change
  - Pre-start-up safety reviews
  - Mechanical Integrity
  - Process Safety Information
  - Product Stewardship, Transportation or Distribution of hazardous products
  - Requirements of Process Safety laws, regulations and related documents
  - Process Safety Management systems and standards
  - Process Safety auditing procedures, processes and auditing techniques

Audit Experience: Applicant shall provide evidence of auditing experience within the previous five years, showing that they have performed either a minimum of 20 comprehensive process safety audits, OR have audited for a minimum of 100 days, including at least 20 days on site.

Process Safety Training: Applicant shall provide evidence of at least 40 hours training in the past three years. At least 32 hours of training should be specific to Process Safety, and the remaining eight hours should be relevant to auditing, health & safety, or management systems.

Character Reference: Applicants must provide two peer references, from individuals who can attest to the applicant’s knowledge of process safety and auditing concepts. BEAC will contact the individuals for their feedback.

Applicants must successfully pass the BEAC five-hour exam.

The CPD requirements define the mandatory requirements for Certified Professional Environmental Auditors (CPEAs) and Certified Process Safety Auditors (CPSAs). It also specifies the method of reporting for certified auditors who wish to keep their designation in good standing.

Environmental, health and safety auditors are responsible for:
- Maintaining their technical and environmental, health and safety auditing knowledge and skills
- Updating their knowledge and skills related to improvements and current developments in environmental, health and safety auditing standards, procedures, and techniques

A CPEA who is performing EHS auditing functions must complete a total of 20 hours of acceptable CPD every two years and pay an annual recertification fee.

The Certified Process Safety Auditor (CPSA) certification is accredited by the Council of Engineering and Scientific Specialty Boards (CESB).
Through its certification program, the Institute for Safety and Health Management (ISHM) promotes the advancement of safety management through the application of management principles and the integration of safety into all levels and activities of an organization. The CSHM program recognizes the safety and health professionals who demonstrate knowledge of health and safety management skills and techniques through examination and experience.

In addition to technical knowledge of occupational safety and health, a successful safety and health manager must possess working knowledge of a broad range of business and financial principles and an understanding of related issues such as hazard analyses, accident investigations, safety audits and surveys, workers’ compensation, product safety, environmental laws, quality, and labour relations. The CSHM program is designed to provide recognition of those who can apply a broad range of safety and health management tools.

Minimum of an Associate’s degree plus 6 qualifying years of work experience in safety, or Associate Safety and Health Manager (ASHM) designation plus two years’ qualifying experience

Applicants must pass an online 150 question multiple-choice examination in four distinct areas of subject matter:
• General and business management
• Management methods and systems
• Safety, health, and environment applications
• Risk identification, management and control

Every five years, CSHM certificates must submit the Continuance of Certification (COC) worksheet as proof of having achieved 30 COC points. To maintain certification, a CSHM must provide written evidence of continued professional qualifications by submitting a COC worksheet or successfully completing a CSHM exam.

The Certified Safety & Health Manager (CSHM) certification is accredited by the Council of Engineering and Scientific Specialty Boards (CESB).
The Certified Safety Management Practitioner (CSMP) designation supports occupational safety and health management activities either on a part-time or full-time basis. The CSMP program recognizes practitioners who demonstrate knowledge of health and safety management skills and techniques through examination and experience, and those who have attained a level of knowledge, training and experience to competently manage a safety and health program. The CSMP designation can help strengthen future career choices and provide a competitive edge.

The CSMP program is administered by the Institute for Safety and Health Management (ISHM). Through its certification program, ISHM promotes the advancement of safety management through the application of management principles and the integration of safety into all levels and activities of an organization. ISHM also administers the Certified Safety and Health Manager (CSHM), and Associate Safety and Health Manager (ASHM) programs. While the scope of the three designations is similar, the CSMP recognizes those who have taken a less formal safety and health education path.

Many people enter the safety and health profession from varied backgrounds. Over time and with experience, on-the-job education, meetings and conferences, these practitioners may become highly effective safety and health practitioners, including active safety team participants, line managers, engineers, or human resources professionals. In addition to technical knowledge of occupational safety and health, a successful CSMP must possess working knowledge of a broad range of business issues and principles and an understanding of safety-related issues such as hazard analyses, accident investigations, safety audits and surveys, workers’ compensation, product safety, environmental laws, quality, and labour relations.

High school diploma or GED, plus a minimum of three years of full-time professional-level safety and health management experience acceptable to the ISHM. Full-time professional safety and health management experience requires position duties with 50% or greater safety and health management-related activities. Two years of part-time experience (25% or greater safety and health management-related activities) may be substituted for one full-time year

The work experience prerequisite is reduced for candidates who hold a Board-approved degree.

Applicants must pass an online 100 question multiple-choice examination in four distinct areas of subject matter:

- General and business management
- Management methods and systems
- Safety, health, and environment applications
- Risk identification, management and control

To maintain certification, a CSMP must provide written evidence of continued professional qualifications by submitting a COC worksheet or successfully completing the CSMP examination.

The Certified Safety Management Practitioner (CSMP) certification is accredited by the Council of Engineering and Scientific Specialty Boards (CESB).
Employers in Canada looking to hire a safety practitioner should consider the following criteria in assessing a candidate’s education, experience, designations, and certifications. The skills and attributes contained within these elements reflect the level of competency necessary to succeed at various levels within a Canadian organization. Applicants would be well served to carefully consider these elements in determining their intended career path and applying for positions as their career advances.
Entry-Level

COMMON POSITION TITLES

• Safety Coordinator
• Safety Officer
• Construction Safety Officer
• Safety Advisor

EDUCATION

• High school graduate
• Currently enrolled in a program of study in occupational health and safety through an accredited college or university, or
• Currently enrolled in a program of study in occupational health and safety offered by or through a provincial or national industry or industry health and safety association, or
• Completion of safety-related workshops, seminars and training courses

EXPERIENCE

• Minimum of two years of related industry experience
• Participation in a joint occupational health and safety committee or similar group
• Participation in and/or leading safety talks or discussions

KNOWLEDGE, SKILLS AND ABILITIES

• Demonstrated critical thinking and analytical skills
• Effective interpersonal and communication skills
• Basic computer literacy skills (word processing, spreadsheets, presentation software and similar applications)

CERTIFICATIONS & DESIGNATIONS

• None required, however preference may be given to candidates who possess a recognized safety certification or designation
Intermediate-Level

COMMON POSITION TITLES

- Safety Coordinator
- Safety Advisor
- Safety Officer
- Construction Safety Officer
- OH&S Consultant/Trainer

EDUCATION

- Diploma or certificate in occupational health and safety from an accredited college or university, or
- Completion of a recognized industry-specific program of study in occupational health and safety, such as those offered through a provincial or national industry or industry health and safety association
- Other combinations of education and exceptional work experience may also be considered

EXPERIENCE

- Minimum of three years of full-time experience as an occupational health and safety practitioner, preferably in a related industry

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated critical thinking and analytical skills
- Effective interpersonal skills
- Demonstrated verbal and written communication skills
- Proficiency with basic business software (word processing, spreadsheets, presentation, and similar applications)

CERTIFICATIONS & DESIGNATIONS

- Preference may be given to those who possess a recognized safety certification or designation, including, but not limited to, the following:

  CERTIFICATIONS
  - CHSC® (Certified Health and Safety Consultant)
  - CRSP® (Canadian Registered Safety Professional)

  DESIGNATIONS
  - CSO (Construction Safety Officer)
  - NCSO (National Construction Safety Officer)
Managerial-Level

**COMMON POSITION TITLES**

- Safety Manager
- Manager, Health & Safety
- Manager, Occupational Health, Safety & Environment
- OH&S Consultant

**EDUCATION**

- Degree, diploma or certificate in occupational health and safety from an accredited college or university, or
- Completion of an industry-specific program of study in occupational health and safety, such as those offered through a provincial or national industry or industry health and safety association
- Other combinations of education and work experience may also be considered

**EXPERIENCE**

- A minimum of five years of full-time experience in a related industry as an occupational health and safety practitioner, which includes the following:
  - Delivering health and safety-related training
  - Conducting workplace inspections and audits
  - Investigating incidents
  - Developing, implementing, and managing occupational health and safety programs and safety management systems
  - Managing projects in OH&S using established project management principles

**KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated knowledge of established safety management system standards, such as CSA Z1000, OHSAS 18001, and ANSI Z10
- Demonstrated knowledge of the health and safety legislation in the applicable jurisdictions
- Demonstrated knowledge of workplace injury claims management programs
- Effective presentation skills
- Demonstrated ability in exercising good judgment in all elements of organizational dynamics
- Familiarity with basic business management principles, including accounting, budgeting, resource allocation, and project management
- Demonstrated commitment to continuous professional development
- Demonstrated critical thinking and analytical skills
- Effective interpersonal and communication skills
- Proficiency with basic business software applications (MS Office – Word, Excel, PowerPoint, etc.)

**CERTIFICATIONS & DESIGNATIONS**

- Preference may be given to those who possess a recognized safety certification or designation, including, but not limited to, the following:

  **CERTIFICATIONS**
  - CHSC® (Certified Health and Safety Consultant)
  - CRSP® (Canadian Registered Safety Professional)
  - CCPE (Canadian Certified Professional Ergonomist)
  - COHN [C] (Canadian Occupational Health Nurse [Certified])
  - CMIOOSH (Chartered Safety and Health Practitioner of IOSH)
  - CIH (Certified Industrial Hygienist)
  - CSP® (Certified Safety Professional)
  - ROH (Registered Occupational Hygienist)

  **DESIGNATIONS**
  - CSO (Construction Safety Officer)
  - NCSO (National Construction Safety Officer)
  - RCSO (Registered Construction Safety Officer)
COMMON POSITION TITLES

- Director, OH&S
- Director, OHS&E
- VP, HS&E
- VP, Health, Safety & Wellness

EDUCATION

- Bachelor’s or graduate degree from an accredited college or university in occupational health and safety, environmental management, engineering, business, or a related field. A combination of education and exceptional work experience may also be considered

EXPERIENCE

- A minimum of ten years, which includes the following:
  - Responsibility for the overall risk management activities associated with occupational health and safety in a large, diversified, multi-location organization
  - Setting the strategic direction and goals of OH&S
  - Involvement in corporate social responsibility and sustainability initiatives
  - Budgeting and the allocation of resources for managing OH&S
  - Interacting with the senior leadership team to optimize the integration of and support for OH&S within the organization
  - Serving as the liaison between executive management and/or the board of directors, government agencies, industry associations, and other stakeholder groups
  - Leading and managing subordinates
  - A demonstrated commitment to continuous professional development

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptionally skilled at building and maintaining effective relationships with internal and external stakeholders
- Excellent communication and interpersonal skills
- Expert knowledge of occupational health and safety management systems based upon standards such as CSA Z1000, OHSAS 18001, and ANSI Z10
- Strong working knowledge of occupational health and safety regulatory requirements applicable to organizations operating in multi-jurisdictional environments
- Evidence of a high standard of ethical conduct
- Exceptional organizational skills

CERTIFICATIONS & DESIGNATIONS

- Preference may be given to those who possess a recognized safety certification or designation, including, but not limited to, the following:

  **CERTIFICATIONS**
  - CHSC® (Certified Health & Safety Consultant)
  - CRSP® (Canadian Registered Safety Professional)
  - CCPE (Canadian Certified Professional Ergonomist)
  - COHN [C] (Certified Occupational Health Nurse Canada)
  - CMIOSH (Chartered Safety and Health Practitioner)
  - CIH (Certified Industrial Hygienist)
  - CSP® (Certified Safety Professional)
  - ROH (Registered Occupational Hygienist)

  **DESIGNATIONS**
  - None
FREQUENTLY ASKED QUESTIONS

Questions pertaining to the OH&S profession can range from general information to specific details about the profession and to salary expectations and what to look for when hiring.

What are my obligations as an employer regarding occupational health and safety?

OH&S legislation is primarily a matter of provincial or territory jurisdiction. Each province or territory is responsible for outlining the responsibilities of employers, supervisors and workers. For workers employed by the federal government, Crown agencies or corporations, and some organizations that operate across provincial boundaries, the Canada Labour Code applies. Generally, legislative similarities include the obligation of employers to provide workers with a safe work environment and safe working conditions. Although wording and phrasing may vary, most legislation mandates the employer to ensure the working conditions on worksites are safe for workers and they are informed of their legislative responsibilities.

Are employers required to hire an OH&S practitioner?

Legislation does not mandate employers to hire OH&S practitioners. However, an increasing number of employers are relying upon the expertise of OH&S practitioners to assist with attaining and ensuring their regulatory compliance. Legislation does not generally require employers to use competent workers in the completion of work tasks; many employers interpret “compliance” in this context to mean hiring an OH&S practitioner.

Is there data available that outlines the financial benefits of hiring an OH&S practitioner?

Many organizations, including insurance underwriters, can attest to the direct financial benefits. A Liberty Mutual poll of senior executives found that for every $1 invested in workplace OH&S activities, $3 was saved. (www.asse.org/professionalaffairs/roi)

Is there a resource available that indicates the salary of an OH&S practitioner?

The Board of Canadian Registered Safety Professionals conducts a Salary Survey of its certificate holders every two years. The survey can be searched by employment setting, career experience, age, region, salary and demographic.

This tool can be accessed through their website at http://bcrsp.ca/salary-survey-tool
The purpose of the interview guide is to provide an interviewer who is hiring for an OH&S role with a series of questions that would distinguish the level of knowledge and approach to occupational health and safety. From the candidate’s responses, the interviewer can align their expectations of the role with the candidate’s abilities and thereby increase the potential for hiring a successful candidate. Questions can be adapted to the level of the position being sought, as in most cases the questions generally provide insight to the principles and practice of OH&S practitioners.
Entry-Level Practitioner

QUESTIONS

Q What are your personal and professional goals in safety?
A These could consist of: Entry-Level, Intermediate-Level, Managerial-Level, Director/Executive-Level

Q What are the key elements of a safety or crew talk?
A Introduction of topic, written learning objective, subject matter content, proof of knowledge or competency. (Introduction, body, conclusion)

Q Using an example from your current or past work experience (or school project), please explain a process by which you ensured that key safety hazards were identified and mitigated. Please be specific. (Have candidate focus on a real life example and specific hazard(s) from their current or past work environment.)
A Job Hazard Analysis and/or Risk Assessment. List the tasks of a specific job, identify the hazards for each task, identifying and implementing controls for each hazard, using a hierarchy of controls approach that would include: elimination, substitution, engineering controls, administrative controls and use of personal protective equipment.

Q Have you ever participated or lead a joint health and safety committee meeting? If the answer is yes, tell me what reports you reviewed, topics you discussed, and what you did or would do if an outstanding action item has been noted on the meeting minutes for an extended period of time.
A Answer should include the following: reports such as first aid records, accident/incident investigations, inspections. Outstanding action items, new business, statistics and reports, training needs. Items should identify the person responsible and a date for completion and by whom. Seek management support if action items are being ignored, or task the committee chair or designated person to follow up a week before the meeting to assist in getting items completed.

Q Workplace inspections are an important part of an effective safety program. Tell me how you would perform an inspection, what do you look for, how you would prioritize addressing the hazards you observe, how you would document the inspection and who would receive the associated report from you.
A Inspections could be performed on a daily, weekly, or monthly basis, and conducted either by an individual or with others, such as representatives of the safety committee. Some things to look for include equipment and machinery, work processes and the work practices being used. The inspection should prioritize the hazards identified by using a hazard/risk matrix to determine if the risk is high, moderate or low.
Intermediate-Level Practitioner

QUESTIONS

Q Describe your experience in developing and implementing a new OH&S program or improving an existing program. Describe your experience, any gaps that were identified, and steps taken for improvements.

A A first step in developing a program is to recognize the gaps that need to be addressed, such as those in existing procedures, processes and practices. Engaging front-line workers is critical during development. Consultation with stakeholders including joint health and safety committees must occur at milestones or critical decision points.

Q Think of a real example where you performed a safety audit or an inspection. Describe how you used the information that was collected and how you analyzed it. Describe any changes that were implemented.

A This question will provide some insight into the candidate’s critical thinking capabilities. The candidate should discuss how they analyze information to determine trends, breakdowns in processes or other deficiencies in the safety program. They should be able to give examples of instances where their analysis led to changes and include an explanation as to what was changed (e.g., new training, additional inspections, increased involvement by managers and simplification of a procedure). The candidate should also be able to discuss how they communicated the findings to management and employees (e.g., “I used the information as a way to interact with employees to keep safety in the front of their minds” or “I would celebrate our successes with them and ask for their input on ways to improve our performance”).

Q Describe a situation where an issue of non-compliance was brought to your attention. What were the circumstances? What was the outcome? Specifically, what was your role in the outcome?

A A safety practitioner must be able to objectively assess current processes, practices and procedures to see if they meet the applicable requirements. If there are gaps identified, action must be taken to address those gaps and ensure compliance is achieved. If changes are made to current processes, practices or procedures, they need to be communicated to the appropriate people.

Q Describe an accident investigation that you have conducted. What was the focus of your investigation?

A Accident investigations should not be fault-finding expeditions, but rather focus on identification of underlying causes. The investigation should be an opportunity to collect facts surrounding the accident and discuss contributing factors beyond the action of the employee that resulted in an accident so that in the future the accident can be prevented.

Q Describe a safety training program that you have designed, developed or delivered. What strategies did you take into consideration to increase student engagement and overall learning?

A The training should be developed to focus on the target audience, with due consideration given to education, skill level and language comprehension. Strategies could include different types of learning activities, media, group work, scenario practice, questions, demonstrations, role play and interactive games.
Manager and Director/Executive-Level QUESTIONS

Manager– OH&S
Pose questions that will enable recognition of OH&S principles and theories at a management level

Director/Executive – OH&S
Pose questions that elicit examples of strategic thinking and knowledge of principles associated with OH&S-minded executives

TRAINING

Describe a training initiative in which you played a role. Outline your role and describe the objectives of the training and how they were met.

Assess if the candidate demonstrated knowledge, skill and ability that contained the following concepts:
Successful training can be verified through material evaluation, workplace observation, and competency assessment as part of the overall work task and through incident review. Training records should be maintained, either in a database, on a spreadsheet or in a common file.

Describe a safety training lesson plan or larger program that you have designed or developed. What factors did you take into consideration to increase the engagement and learning?

Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:
Training should be developed with the target audience in mind (e.g., education, skill level and language comprehension). Safety training should be woven into the employees’ required job training, be reflective of procedural requirements (when applicable) and be relevant to specific workplace examples. Training design should include ongoing refresher training rather than being a singular event. Refresher training frequency should include considerations like frequency of task, difficulty of task, complexity of information and/or task.
Q There are many ways to influence and promote the concept that “safety is good business”. In your role as a safety practitioner, provide an example of how you contributed to improving the safety culture in your workplace. Be specific (your role, the approach taken, the goal, and the actual outcomes that reflected an improved safety culture).

A The candidate should demonstrate knowledge, skill and abilities that contain the following concepts:

It is critical for an organization to understand that “safety is good business”. For this to occur, there needs to be commitment from senior leadership and it needs to be communicated through and integrated into the overall purpose, vision and goals of the organization, including the metrics used by the organization (scorecard) and accountability of the senior leadership team. Generally, the framework established should support the broader vision and focus on prevention. Specifically, an organization must be able to learn from incidents that have occurred (within their organization or their business sector), be prepared to take appropriate action, make changes to prevent a similar incident from reoccurring (that may include incurring cost for change), and ensure transparency to all audiences in their path toward continuous improvement. Organizations must support and value the engagement of those doing the work and empower them to bring forward concerns, take action within their realm of responsibility and communicate (report) concerns, safety infractions, and near misses to their managers. Managers need to have clarity on their role as front-line prevention, recognize risks, ensure appropriate controls and identify for mitigation of any gaps. Managers need to identify the level of support and direction that is needed to provide employees with a safe and healthy workplace.
SAFETY MANAGEMENT/RISK MANAGEMENT

Q This is a two-part question: 1.) overall knowledge 2.) actual work experience. With which safety management systems standards are you familiar with? Which safety management systems standards do you have experience with in the workplace, and how were they used?

A Answer for Part 1: The candidate could list ANY of the following: CZA Z1000, ANSI Z10, AS/NSZ 4801, OHSAS 18001.

Answer for Part 2: The candidate should be able to demonstrate knowledge, skill and abilities that contain some or all of the following concepts: Safety management systems provide a comprehensive framework for managing safety risks. A safety management system provides for goal setting, planning, and measuring performance, and is woven into the fabric of an organization. It becomes part of the way people work.

Q How did you know if the management system you worked with was effective or not?

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:

Management systems are designed to manage risk. An effective risk management system will be evident in an organization where decisions (at all levels) are based on an understanding and consideration of risks and the programs, policies and procedures are created to enhance safety. This includes continuously monitoring risk levels in a manner inclusive of a variety of perspectives (at all levels), with appropriate communication throughout the organization. An effective management system will also provide the structure and processes necessary to provide a connection (at all levels) from performance data to the development or changes in programs, policies and procedures and ensure evidence is available to demonstrate compliance with the same elements.

Additionally, management system reviews provide a summary and insight of organizational risk and provide evidence for an organization to recognize where risk tolerance has been exceeded. Further, it allows an organization to allocate appropriate resources and align workloads with the goals of the organization.

An effective management system results in an organization allocating resources to successfully develop and implement action plans to mitigate environmental and occupational health and safety risks based on trends and emerging issues.

Effective management systems create opportunities to strengthen the organization and drive HSE priorities.

Q Using a specific example from your current or past work experience, explain a process by which you ensured that key safety hazards were identified and mitigated. (The key is to not allow the candidate to talk in general terms, appropriately interrupting them to focus on a real life example and specific hazard(s) from their current or past work environment.)

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:

A hazard assessment and review process which engages key stakeholders from all levels of the organization to identify work and task-specific risks and rank their likelihood and consequences is critical. This process will enable prioritization of continuous improvement activities and mitigate the identified risks. The hazard assessment process should consider past incidents, changes to work or work areas, details from worksite inspections and consider all worker perspectives. It should be reviewed and evaluated periodically and be validated by those knowledgeable about the specific work, tasks and/or risks. The result should be a document that itemizes and ranks organizational hazards that are accessible to every worker and outline enhancements of safety measures, controls, and processes to reduce the associated risks.
Describe your experience in developing and implementing a new OH&S program. If you have never been required to implement a completely new program, describe your experience in doing an audit of an existing program, and the gaps that were identified and steps taken for improvements. Be specific.

Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:

A first step in developing a program is to assess the current state of the organization and recognize the gaps that need to be addressed. The program should leverage existing procedures, processes and practices and create new ones where gaps need to be closed. Engaging front-line workers is critical during development. Gathering information on current practices and consulting with stakeholders (including joint health and safety committees) are important at milestones or critical decision points. Preparation should include identifying potential impacts to the organization from various perspectives, providing viable solutions, communicating to stakeholders and ensuring the organization is prepared (e.g., availability of tools, worker knowledge and understanding) prior to rollout.

SYNERGY

Think of an example where the communication and working relationship between OH&S practitioners and other organizational functions (human resources, legal, executive management, finance, etc.) did not always function at an optimal level in order to maximize the safety culture. Describe specific steps that you have taken to build relationships and improve the commitment to the safety environment.

Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:

Building meaningful relationships requires these functions to work together to analyze processes to identify leveraging opportunities, to coordinate strategic planning efforts, and to develop shared goals and objectives. Strategic planning among these functions can sometimes be fragmented. This may result in missed opportunities to change employee behaviour, influence managers, share tools and technology, improve legal and regulatory compliance, boost employee morale and reduce costs.

As an OH&S practitioner, how have you positively contributed to the corporate social responsibility and sustainability of your organization? Be specific.

Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:

Mounting evidence suggests incorporating the principles of corporate social responsibility and sustainable development into organizational decision-making processes fundamentally changes the way business is conducted. Driven by consumer and investor demand, business strategies now commonly consider the impact of corporate activities on the environment, consumers, employees, communities and other stakeholders. This has led to new approaches to problem solving, redefined corporate priorities, reallocated budgets and redesigned staffing responsibilities. These changes have significant ramifications for the management of safety and OH&S. Several key indicators are included as part of the leading global sustainability indices. OH&S practitioners must drive safety sustainability efforts by ensuring their organizations recognize the health, safety and well-being of workers, customers and neighbouring communities are among the primary considerations in all business practices, operations or development. OH&S practitioners need a good working knowledge of environmental issues related to sustainability, key sustainability metrics and the key drivers of sustainability.
BUSINESS ACUMEN

Q Provide a specific example of how you integrate safety into the day-to-day operations of your business.

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:
The important point here is that safety should be viewed as an integral part of day-to-day operations rather than a separate program managed by the safety department. It is not enough to simply develop a safety program; a well thought-out implementation strategy is critical. The safety department should work closely with the various business groups or departments to ensure that safety is woven into their regular job related inspections’ training and metrics.

Q In preparation for the interview, candidates are asked to develop a presentation that would summarize:

- How the candidate has assessed and controlled a hazard (chosen by the candidate)
- Identify the steps and considerations to develop an OH&S program for a particular topic (candidate selects the topic), e.g., hearing conservation, working at heights, PPE, etc.
- How the candidate is expected to deliver training as part of the job duties (i.e., a potential presentation option would be to have the candidate present a basic training topic that they have selected and defined, along with the target audience for the training. The interview panel would assess the presentation based on the criteria outlined under the training topic listed earlier in this document.

A Candidates will be expected to discuss their solutions in a presentation to the interviewers.

PROBLEM SOLVING

Q Many places of employment have varying degrees of voluntary compliance with safety procedures. Describe a time when you discovered one or more employees were only complying when they knew you were present (e.g., wearing PPE, having a guard on the saw, etc.). How did you handle that situation? What was the final outcome?

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:
The candidate’s response should include ensuring that all non-compliant behaviour is corrected. Additionally, the candidate should review the need for discussion with the manager to ensure they are aware of the compliance concerns and that employees may be accepting risk for themselves or co-workers that is not acceptable for the organization. The candidate should be sensitive to informers being ostracized by co-workers if the details of the report were made public. An approach may be to recommend to the manager (candidate offering support as appropriate) to have a group or department meeting to remind employees of their safety-related responsibilities and the expectations of the organization. Address the immediate concerns and non-compliance first and then determine all contributing factors and/or barriers to compliance. Engage front-line personnel to confirm there is clarity on expectations of the organization, discuss any perceived barriers to compliance and foster strategies to empower them to provide potential solutions. Maintain transparency with all employees on all efforts to ensure risk is managed within the organization and on potential solutions, the factors required for acceptance and, finally, on all decisions made to strengthen compliant behaviour.
INVESTIGATIONS, INSPECTIONS AND AUDITS

Q If you have never been required to implement a completely new program, describe the approach you took to undertake an audit of an existing safety program. Explain your overall approach to the audit, including preparation, conducting the actual on-site audit, processes for identifying deficiencies, communicating the audit findings, and a follow-up action plan. Please be specific.

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:
The candidate’s responses should include information about the scope, date, personnel conducting the audit, audit plan, and initial documents to be reviewed during the planning stage. Regarding the actual on-site audit, information should be provided regarding worker and supervisor interviews, use of audit checklists, observing work practices, and documenting non-compliance.

When communicating the audit findings, the candidate’s response should include the identification of the appropriate senior management personnel to receive the audit results, explanation of both the quantitative and qualitative findings, and comparison with any past audit results. Information relating to the audit follow-up should include a plan to ensure that any non-compliance issues are addressed, and acting on any continual improvement opportunities identified.

Q Describe a safety audit you performed and its outcomes.

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:
Audit results help: determine the effectiveness, efficiency and reliability of an OH&S management system; identify continuous improvement opportunities and ensure relevant OH&S standards/regulations and other compliance requirements from a third-party perspective; and provide evidence of due diligence.

Q Describe a situation where an issue of non-compliance was brought to your attention. What were the circumstances and the outcomes? Specifically, what was your role in the outcomes?

(Editorial comment: If the candidate has never had a non-compliance issue in their safety role, that in itself is a statement regarding the level and extent of their experience.)

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:
An OH&S practitioner must be open-minded and able to understand the situation and potential root causes. This will help them to provide appropriate guidance and direction, ensure controls are adequately in place, and build trust. Initially, the OH&S practitioner must verify information and ensure a thorough understanding of the conditions. Communications must be clear, expectations met and employee safety assured. If the solution is local, sharing the learning and mitigation steps may be enough. If there is potential for a broader systemic solution, then adoption of the immediate solution as an interim control is appropriate. Further communication of expectations and development of a suitable action plan to address sustainable systemic solution becomes a viable option. After addressing immediate safety concerns, the OH&S practitioner must ensure local management is aware and engaged in the development of all solutions to mitigate non-compliance. Although the OH&S practitioner is a critical member of the team, overall accountability remains with the manager to ensure compliance and to manage overall risk.
**ACCIDENT INVESTIGATION**

**Q** Outline and describe an accident investigation you have performed. What was the focus of your investigation? Follow-up question: Have you ever performed an accident investigation where an individual admitted fault upfront? What was the outcome of that investigation?

**A** Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:

Accident investigations should not be fault-finding expeditions, but provide an opportunity to focus on identification of root causes. The investigation should collect facts surrounding the accident and discuss contributing factors beyond the action of the employee that resulted in the accident. Even when workers openly assume blame for making a mistake or not following procedures, the investigator must ensure all contributing causes have been identified. The error may not be the most important contributing cause.

**Q** Provide an example of a root cause as a result of an investigation you were aware of or have done. As part of the explanation, include actual or possible corrective actions as a result of the finding.

**A** Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:

Candidates should provide an actual example of a root cause and explain why it may have contributed to the accident. Additionally, the candidate must provide a corrective action plan and explain how it would contribute to continuous improvement and reduction of workplace accidents.

Example: An employee admitted they did not follow procedures

Root Cause: Based on the discussion with the employee and the review of the procedure, it was evident the procedure was long and complex and difficult for the employee to know the difference between reference material and critical steps

Corrective Action: 1) Revise the procedure to only include critical steps and separate reference material and identify it accordingly. 2) Train employees, including managers, on the revised procedure. 3) Conduct workplace observations to ensure procedure is understood and performed correctly
4) Include procedure in annual audit to capture effective management of change

Example: An employee admitted they did not wear the PPE

Root Cause: Based on discussion with the employee and review of the required PPE, it was determined employees cannot easily obtain additional PPE due to warehouse restrictions

Corrective Action: 1) Determine a process that satisfies management about access to warehouse items and provides allotment for employees in supplying PPE. 2) Provide information to all applicable employees on the new PPE distribution. 3) Conduct workplace observation of PPE used and available. 4) Warehouse to conduct cost comparison of new process to ensure sustainability of the solution.
**METRICS**

**Q** What is your experience with the use of metrics? Provide examples of some of the leading and lagging indicators from your current or past employment, and how you made use of them in your analysis.

**A** Did the candidate demonstrate knowledge, skill and ability that contained the following concepts: Lagging indicators measure a company’s incidents through accident statistics. Lagging indicators are the traditional safety metrics used to indicate progress toward compliance. They assist in evaluating the overall effectiveness of safety and provide information on how many people were injured and how badly. Examples include: injury frequency and severity, lost work days, worker’s compensation costs, etc. Leading indicators are measures preceding an event used to drive and measure activities carried out to prevent and control injury. Leading indicators are focused on future safety performance and continuous improvement. These measures are proactive in nature and report what employees are doing on a regular basis to prevent injuries. Examples include: safety training, safety-specific (e.g., ergonomic) opportunities are identified and corrected, reduction of risk, employee perception surveys, inspections or audits are completed, audit recommendations or corrective actions are closed out on time, employees are trained or training units/hour are completed, safety committee meetings are held.

**Q** Describe some of the performance measurements that you have used to evaluate your safety program. How did you use them and what types of improvements came out of your analysis?

**A** Did the candidate demonstrate knowledge, skill and ability that contained the following concepts: Measurement forms the basis for continuous improvement specific to safety performance. It is an effective tool in determining the current state of an organization and can be easily compared to previous performance, other organizations within your sector and in setting achievable goals and objectives. Lastly, it can be translated into performance metrics and communicated to non-OH&S persons within the organization.

It is critical to ensure safety performance metrics are a combination of both the bottom-line results of safety (lagging indicators) and how the facility is doing at preventing accidents and incidents (leading indicators).

**Q** Have you performed trending analysis on leading and/or lagging indicators for the purpose of turning that data into information? Provide an example and describe the outcome.

**Follow-up question** – if the candidate says they have not performed trending analysis, ask: Describe your understanding of trending analysis on leading and/or lagging indicators and how that data may be used effectively (e.g., from the candidate’s knowledge during training).

**A** Did the candidate demonstrate knowledge, skill and ability that contained the following concepts: Having a discussion on the process of turning data into information allows a candidate to provide a perspective on the role of OH&S within an organization and how data can be significant for stakeholders.

Examples of trending analysis translating to information could include:

- Slips, trips and falls incident information - leverage for season-appropriate training, ratification of slip resistant soles on work boots
- Vehicle incidents (trending on first and last portion of trip) - incorporating an attentive driver component in driver training, install computer locks for in-vehicle computers
- Strains/sprains - leads to introduction to an industrial ergonomic training, task analysis, physical demand analysis
COMMUNICATION, MOTIVATION AND AWARENESS

Q Describe your experience in the use of risk communication in order to de-escalate how an organization was reacting to an incident.

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:
   This will focus on the candidate’s ability to influence stakeholders (operations, human resources, etc.) to be engaged and empowered to manage risks that impact their employees. It should highlight the importance of de-escalation techniques that support the impact of risk management and a systematic approach to reducing risk based on OH&S-related risks, prioritizing workload and resource planning. It provides an opportunity to identify risk tolerance as a significant contributor to work within an organization and highlight the motivation for other functional operational departments to accept accountability for mitigating their risk through development and implementation of controls. This allows the interviewer to recognize the tolerance of the individual to assist in aligning with the accepted tolerance of an organization.

Q Provide a specific example of your approach to keep your organization’s employees engaged with the safety program?

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:
   Some possible answers include:
   Keeping employees informed with regular communication vehicles (e.g., safety/toolbox talks, one-on-one coaching, involvement in safety committees or teams)
   Collaborating broadly with employees on decisions relating to overall OH&S management plan (e.g., how to develop training)
   Ensure employee input is determined and included in all regular safety activities (e.g., perform safety inspections, conduct safety training, or lead a conversation specific to an incident in which they were involved)
   Remind employees of the importance of safety and the central role they play in maintaining a safe workplace, i.e., shared responsibility

Q Provide examples of the techniques or strategies you have used to get workers “on board” (e.g., monitoring, programs, use of PPE, etc.)?

A Did the candidate demonstrate knowledge, skill and ability that contained the following concepts:
   The OH&S candidate can discuss the importance of building/establishing trust through:
   Sharing information
   Being transparent
   Active listening to understand concerns
   Committing to action
   Following through on actions
ACKNOWLEDGEMENTS

The development of this guide required an enormous amount of research, time, effort and dedication, and its publication would not have been possible if the CSSE did not have the support of many individuals and organizations. On behalf of the CSSE Board of Directors, I would like to extend our sincere gratitude to all those that contributed to it.

Finally, I would like to recognize the significant contributions and commitment of the following CSSE members, who volunteered their time, energy, and expertise to create this guide:

Thomas Abercrombie, Ministry of Labour & CSSE Board Member - Ontario
Bridget Gilmour, Hundred Acre (GB) Ltd. - United Kingdom
Bruce Jackson, Safety Professional - British Columbia
Robert Montgomery, Mountain Industrial Safety Services Inc. - Alberta
Marcia Simpson, Union Gas Limited - Ontario
Tanya Steele, BC Construction Safety Alliance - British Columbia

Jim B. Hopkins, CHSC, CRSP
President, Canadian Society of Safety Engineering

- Alberta Construction Safety Association
  www.acsa-safety.org
- American Industrial Hygiene Association
  www.aiha.org
- American Society of Safety Engineers
  www.asse.org
- Association of Canadian Ergonomists
  www.ace-ergocanada.ca
- Auditing Association of Canada
  www.auditingcanada.com
- Board of Canadian Registered Safety Professionals
  www.bcrsp.ca
- Board of Certified Safety Professionals
  www.bcsf.org
- Board of Environmental Health & Safety Auditor
  www.beac.org
- Canadian College for the Certification of Professional Ergonomists
  www.cccpe.ca
- Canadian Nurses Association
  www.cna-aiic.ca
- Canadian Registration Board of Occupational Hygienists
  www.crboh.ca
- Canadian Society of Safety Engineering
  www.csse.org
- Institute for Safety and Health Management
  www.ishm.org
- Institution of Occupational Safety & Health
  www.iosh.co.uk