

# Guide to OH&S Certifications & Designations

A Resource for Safety Practitioners, Employers, and those  
considering a Career in Occupational Health & Safety



This guide is produced by the  
Canadian Society of Safety Engineering



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## 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.



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## INTRODUCTION

The occupational health and safety practitioner landscape is changing. Globally, it is recognized that there's a need to establish minimum education, experiential, and practice standards for those working in the OH&S field. Licensure and regulation of the safety profession is now an active topic of conversation amongst OH&S practitioners, their associations, and professional certification bodies alike. The International Network of Safety and Health Practitioner Organizations (INSHPO) has published the Occupational Health and Safety Professional Capability Framework - A Global Framework for Practice (Framework). The Framework serves as a foundation for developing international standards of practice for those working in OH&S, defining the roles, functions and competencies for OH&S personnel working at both practitioner and professional levels. In differentiating between these respective levels, guidance on the requisite knowledge and skills for each is also provided.

The development of the INSHPO Occupational Health and Safety Professional Capability Framework represents a significant step in the evolution of OH&S practice. The guidance it provides is shaping OH&S education programs and professional certification schemes alike and in doing so, strengthens the safety profession. In recognition of the need for well-qualified OH&S professionals, the Board of Canadian Registered Safety Professionals has raised the minimum formal education level required to be eligible to write the Canadian Registered Safety Professional exam.

Safety certifications and designations play an important role in demonstrating capable practice in OH&S. As the landscape continues to evolve, safety certifications in particular can be expected to play an integral role should licensure and regulation of the safety profession become reality.

It is within this context that the CSSE is pleased to present the third edition of the Guide to OH&S Certifications & Designations. The third edition bears a new title, one that better reflects the primary purpose of this document. It provides information on the established safety certifications and designations held by Canadian OH&S practitioners offered by governing bodies located both within and outside of Canada. Position profiles from entry level to senior level are included to assist employers looking to hire an OH&S practitioner, and current and future OH&S practitioners when planning their careers. As a companion to this Guide, the CSSE is also developing a Guide to OH&S education programs, which is expected to be available in the late fall of 2018.

The landscape for working as an OH&S practitioner is changing. The CSSE encourages its members to actively participate in the discussions that will help shape the future of the profession.

*Sincerely,*

**Bruce Jackson**

Project Lead, CSSE Guide to OH&S Certifications & Designations



# GLOSSARY OF TERMS

*This glossary of terms is provided to clarify how various terms commonly used in OH&S are defined when they appear in this Guide.*

## **Capability**

The applied theoretical knowledge that underpins practice in occupations and professions and also the industry-specific knowledge and skills that transcend particular workplaces and the tacit knowledge of the workplace. (International Network of Safety and Health Practitioner Organizations; The Occupational Health and Safety Professional Capability Framework)

## **Competence**

The ability to transfer and apply knowledge and skills to new situations and environments, consistently applying knowledge and skills to a standard of performance required in the workplace; (International Network of Safety and Health Practitioner Organizations; The Occupational Health and Safety Professional Capability Framework)

## **Hazard**

Source with a potential to cause injury and ill health. (ISO 45001:2018 International Standard on Occupational health and safety management systems — Requirements with guidance for use)

## **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)

## **OH&S Practitioner**

OHS Practitioners are implementers of strategy and actions usually designed by an OHS Professional. Typically, the OHS Practitioner provides broad-based advice, support and monitoring of compliance to organizations regarding hazard and risk assessment and controls and the known procedures for their management. They have generic knowledge appropriate to the management of OHS hazards and their controls, supported by deeper knowledge of their specific industry, including its characteristic hazards and standard risk controls, risk prevention and mitigation processes. They support a safe working environment by maintaining OHS administrative processes, conducting training and using a range of state-of-the-art tools, processes and common practice solutions to OHS risks. They most often gain their OHS education through the vocational or technical sector. (International Network of Safety and Health Practitioner Organizations; Summarized from The Occupational Health and Safety Professional Capability Framework)

## **OH&S Professional**

OHS Professionals are designers of strategy relating to the organization and management of OHS within the wider context of business processes and external regulatory, market and societal influences. They provide broad-based advice, support and analysis to organizations regarding risk assessment and controls and their management processes. They have generic knowledge appropriate to risk in all activities and employment, supported by deeper knowledge of their specific industry, including its characteristic hazards and risk prevention, management and mitigation processes. They possess a broad understanding of a core range of hazards and hazard controls, and provide broad-based advice, support and analysis to organizations regarding risk assessment and controls and their management processes. They most often gain their OHS education through a university. (International Network of Safety and Health Practitioner Organizations; Summarized from The Occupational Health and Safety Professional Capability Framework)

## **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)

## **Safety Certification**

Qualifications offered by OH&S practitioner organizations (also referred to as governing bodies) that require their certificants to meet established minimum eligibility requirements in order to qualify to earn the certification. These eligibility requirements typically include formal post-secondary education, health and safety related work experience, and completion of various professional development activities. With few exceptions, applicants must pass a formal competency assessment and once certification is achieved, adhere to a mandatory certification maintenance program and code of conduct. Safety certification(s) are most often independently accredited. In some cases, the governing body may instead adopt and adhere to very similar requirements as those set out by the accreditation body or applicable standard. (Canadian Society of Safety Engineering, 2018)

## **Safety Designation**

Qualifications offered by a provincial or national industry or safety association that can typically be earned by the completion of one of more short duration courses. These qualifications rarely require applicants to possess any formal post-secondary education and may not require them to possess a minimum amount of experience working in OH&S. Designation holders are not often required to adhere to a mandatory certification maintenance point program. There may not be a code of conduct associated with the designation, and the designations are rarely independently accredited. (Canadian Society of Safety Engineering, 2018)

**Table 1: Comparison of OHS Professional and OHS Practitioner roles**

OHS Practitioner	OHS Professional
Implementer/executor of strategy and the framework for OHS critical control management	Designer of OHS management strategy and framework for OHS critical risk control management
Communicates predominantly with middle management, supervisor and shop floor, building relationships as a basis for influence, mentoring and providing technical advice	Influences senior managers, building relationships as a basis for influence, mentoring and providing integrated technical and strategic advice
Oversees and drives monitoring and compliance, acting as local change agent when required	Develops monitoring systems. Involved in organizational review and change management
Supports safe working environment by maintaining administrative processes, conducting training and using state-of-the-art tools, processes and standard practice solutions	Considers wider context of business processes and external regulatory, market and societal influences
Advice/action based on technical knowledge, experience and input by OHS Professionals and other technical advisors	Advice/action based on conceptual and technical knowledge mediated by analysis of evidence, experience and critical thought
Focuses on organization's primary processes operating in known contexts within established parameters	Able to extend his or her understanding and control to novel, unknown and complex risks and their control
Accesses, evaluates and uses a broad range of workplace and industry sources of information	Works autonomously within own initiative and responsibility but values professional collaboration
May work with SME's in well-known hazards or under OHS Professional supervision in larger organizations	Usually works in large, complex and/or high-hazard organizations or as a consultant to medium-sized organizations
May work with SME's in well-known hazards or under OHS Professional supervision in larger organizations	Usually works in large, complex and/or high-hazard organizations or as a consultant to medium-sized organizations
Usually educated through vocational or technical streams	Usually educated through university or higher education sector

*(taken from INSHPO's Occupational Health and Safety Professional Capability Framework)*



# Occupational Health and Safety Certifications and Designations

*“Certified” and “certification” are terms that are associated with many occupations. There are no universally accepted definitions for these terms when applying them in an occupational context. However, authoritative publications such as the ISO/IEC 17024 standard Conformity assessment — General requirements for bodies operating certification of persons provides that a person is “certified” if they have met the certification requirements established by the certification body. Given how prevalent the use of this term is in general, it’s not surprising that there’s significant variability in how it is applied to qualifications for those working as an OH&S practitioner.*

*“Designation” is another term that is used to describe qualifications in OH&S. In Canada and other countries, the terms “certification” and “designation” are often used interchangeably when referring to certain types of qualifications held by people working in OH&S. There are numerous certifications and designations offered by a wide range of governing organizations located both in Canada and around the world that are available for OH&S practitioners to earn. In general, qualifications of this type serve to confirm that based upon a formal assessment process, the individual has demonstrated they have met an established standard for the knowledge, skills, and abilities for which they have been evaluated. Some of these qualifications are intended for “general practitioners”, while others are designed for those who specialize in a particular industry, like construction, or specific area of practice such as auditing, ergonomics, occupational hygiene, or process safety.*

*The organizations that offer safety certifications and designations are referred to as “governing bodies” for the purposes of this Guide, and often differ both in nature and in the types of qualifications they offer. For example, the governing body and their qualifications may focus on one specific industry or be more applicable to a variety of industry sectors, and be provincial, national, or international in scope. Some may provide the training courses necessary to earn their qualifications, while others may accept only certain education or training programs, and in select cases, accept only the programs they accredit themselves.*

*Others yet may focus their activities solely on the governance of the safety certifications and designations they have developed and offer to the OH&S practitioner community. These governing organizations have often sought accreditation from recognized independent accreditation bodies for some or all of the qualifications they offer and have a global reach.*

*Given the range of certifications and designations available, the listings in this Guide have been restricted to those that most commonly held by Canadian OH&S practitioners.*

## ACCREDITATION

The Institute for Credentialing Excellence (ICE), a U.S. based organization that accredits personnel certifications defines accreditation as follows:

*“The process by which a credentialing or educational program is evaluated against defined standards and is awarded recognition if it is in compliance with those standards”.*

Credentialing is an umbrella term used by ICE to refer to professional certification, certificate programs, accreditation, licensure and regulation.

The National Commission for Certifying Agencies (NCCA), which is the accreditation body within ICE, and the Council of Engineering and Scientific Specialty Boards (CESB) are two organizations that accredit OH&S personal certification products; both are based in the United States.

Accreditation organizations either develop their own standards for accreditation or adopt those established by organizations such as 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 Conformity assessment – General requirements for bodies operating certification of persons.

It’s important to understand that accreditation organizations do not typically evaluate or approve the actual subject matter content associated with a particular certification product. What they do is ensure that the accredited organization meets certain requirements – that the necessary framework, policies, and procedures are in place and that the certification products they offer include certain mandatory requirements. Those requirements often include a formal competency assessment, certification maintenance program, and criteria for suspending or withdrawing certification.

Accreditation is intended to provide the consumer of certification products confidence that the governing organization and/or the individual certification product they offer meets an established, recognized, and respected standard. Not every organization has undertaken the process to become accredited or have the OH&S certification products they offer independently accredited. Some organizations may instead choose to adopt the requirements mandated by either a personal accreditation organization or prescribed in an applicable standard, such as ISO/IEC 17024 standard referred to above. In adhering to substantially the same requirements, a high standard of excellence is maintained.

In a similar fashion to the above, accreditation organizations themselves may be accredited to an established standard, such as the ISO/IEC 17011 Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies. In some cases they may develop their own accreditation standard. For example, the American National Standards Institute is accredited to the ISO/IEC 17011 standard, whereas the National Commission for Certifying Agencies (NCCA) has developed their own accreditation standard. Most major accreditation organizations such as the Standards Council of Canada are members of the International Accreditation Forum (IAF), which is the umbrella organization for such organizations. A peer review process managed by the IAF ensures that an appropriate level of oversight of these accreditation bodies is maintained. Ensuring that a rigorous process has been followed when accrediting a governing organization or the individual safety certifications they offer enhances both the credibility and value that consumers of certification products can place in the safety certifications they hold or wish to pursue.

Every governing organization and/or safety certification listed in the Canadian and international certification sections of this Guide has either been independently accredited, or the governing organization that offers the certification has adopted and adheres to very similar requirements.



## SAFETY CERTIFICATIONS VERSUS SAFETY DESIGNATIONS

It's 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 formal education qualifications required**
- **Minimum amount of required work experience in health and safety**
- **Existence of a mandatory continuous professional development (CPD) program**
- **Formal capability assessment mechanisms**
- **Adherence to an established 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 basic 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 educational prerequisite(s), a mandatory continuous professional development 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 terms will be used to appropriately differentiate between these two broad categories of qualifications. The term “safety designation” will be used to describe health and safety qualifications of relatively short duration, that have either not been independently accredited by a recognized accreditation body, or the governing body that offers the qualification has not adopted and implemented very similar requirements. The term “safety certification” will be used to describe health and safety qualifications that are either independently accredited by a recognized accreditation body or the associated governing body adheres to requirements that are very similar to those that apply to qualifications that have been accredited.

It's important to note that virtually every governing body that offers safety certifications has a mandatory disciplinary policy that establishes standards for professional conduct and ethical practice to which certificants must adhere. Certificants who violate this policy may be subject to disciplinary action, up to and including the loss of their certification.



## ESTABLISHED SAFETY CERTIFICATIONS AND DESIGNATIONS

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

*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 SAFETY CERTIFICATIONS and SAFETY DESIGNATIONS as defined on page 7 of this guide.

*The terms Safety Certifications and Safety 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 safety certification and safety designation as outlined on page 7 and not how they are referred to by the associated governing organization.*



### Canadian Safety Certifications

<b>CCPE</b>	Canadian Certified Professional Ergonomist
<b>CHSC®</b>	Certified Health & Safety Consultant
<b>CHMSA</b>	Certified Health and Safety Management System Auditor
<b>COHN [C]</b>	Certified Occupational Health Nurse (Canada)
<b>CRSP®</b>	Canadian Registered Safety Professional
<b>CRST</b>	Canadian Registered Safety Technician
<b>ROH</b>	Registered Occupational Hygienist
<b>ROHT</b>	Registered Occupational Hygiene Technologist

### Canadian Safety Designations

<b>CSC</b>	Construction Safety Coordinator
<b>CSO (P), CSO &amp; RCSO</b>	Construction Safety Officer
<b>GSC-CSC</b>	Gold Seal Certified Construction Safety Coordinator
<b>NCSO</b>	National Construction Safety Officer

### International Safety Certifications

<b>CET®</b>	Certified Environmental, Safety and Health Trainer
<b>CHMM®</b>	Certified Hazardous Materials Manager
<b>CHMP</b>	Certified Hazardous Materials Practitioner
<b>CIH</b>	Certified Industrial Hygienist
<b>CMIOSH</b>	Chartered Safety and Health Practitioner
<b>CPEA</b>	Certified Professional Environmental Auditor (H&S Specialty)
<b>CPSA</b>	Certified Process Safety Auditor
<b>CSHM</b>	Certified Safety & Health Manager
<b>CSMP</b>	Certified Safety Management Practitioner
<b>CSP®</b>	Certified Safety Professional
<b>ChOHSP</b>	Certified Chartered Generalist OHS Professional
<b>COHSPRAC</b>	Certified Generalist OHS Practitioner
<b>COHSPROF</b>	Certified Generalist OHS Professional

# Canadian Safety Certifications

ACRONYM	CERTIFICATION	PAGE
<b>CCPE</b>	<b>Canadian Certified Professional Ergonomist</b> Canadian College for the Certification of Professional Ergonomists	13
<b>CHSC®</b>	<b>Certified Health &amp; Safety Consultant</b> Canadian Society of Safety Engineering	14
<b>CHMSA</b>	<b>Certified Health and Safety Management System Auditor</b> Auditing Association of Canada	15
<b>COHN [C]</b>	<b>Certified Occupational Health Nurse (Canada)</b> Canadian Occupational Health Nurses Association –Association Canadienne Des Infirmières Et Infirmiers En Santé Du Travail (COHNA-ACIIST)	16
<b>CRSP®</b>	<b>Canadian Registered Safety Professional</b> Board of Canadian Registered Safety Professionals	17
<b>CRST</b>	<b>Canadian Registered Safety Technician</b> Board of Canadian Registered Safety Professionals	18
<b>ROH</b>	<b>Registered Occupational Hygienist</b> Canadian Registration Board of Occupational Hygienists	19
<b>ROHT</b>	<b>Registered Occupational Hygiene Technologist</b> Canadian Registration Board of Occupational Hygienists	20





<p>Certification &amp; Governing Organization</p>	<p><b>CCPE Canadian Certified Professional Ergonomist</b>                  Canadian College for the Certification of Professional Ergonomists • <a href="http://www.cccpe.ca">www.cccpe.ca</a></p>
<p>Qualification Description</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• the knowledge and skills necessary to work in the discipline</li> <li>• adequate familiarity, competence and skill with the tools and methods used in the field</li> <li>• experience applying and recognizing the breadth of the field and its interdisciplinary nature</li> </ul> <p>The CCPE designation is the only certification process administered 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. That that attain the CCPE designation must comply with the CCCPE code of ethics</p>
<p>Eligibility Requirements</p>	<p>Minimum of a Bachelor's degree or higher covering the following areas of knowledge:</p> <ul style="list-style-type: none"> <li>• ergonomics</li> <li>• ergonomic approaches to people at work</li> <li>• application areas for ergonomics</li> <li>• human characteristics and human at work</li> <li>• quantitative and qualitative design and analysis</li> </ul> <p>Approximately 700 lecture and laboratory hours are required in addition to 8 weeks of field work.</p> <p>Professional experience in the following areas:</p> <ul style="list-style-type: none"> <li>• preliminary project definition (e.g. designing and conducting an ergonomics/human factors study of investigation)</li> <li>• systematic analysis (e.g. conducting a systematic analysis of work demands, products or services)</li> <li>• participation in the design process (e.g. determining design specifications based on human factors/ergonomics analysis, working in a design team)</li> <li>• Four years of work experience (with one of those years being mentored), or five years of work experience or more application areas</li> </ul>
<p>Assessment Mechanism</p>	<p>No examination required. Candidates are assessed based upon their documented work experience</p>
<p>Certification Maintenance Program</p>	<p>The continuance of certification (COC) is a means of ensuring that CCPE certificants remain current in their professional practice and that they are continuing professional development. It is a necessary component for CCPE 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</p>
<p>Accreditation</p>	<p>International Ergonomics Association</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CHSC® Certified Health &amp; Safety Consultant</b>                  Canadian Society of Safety Engineering • <a href="http://www.csse.org">www.csse.org</a></p>
<p>Qualification Description</p>	<p>The CHSC certification signals to employers, colleagues, clients, and to the public that the OH&amp;S Professional has met prescribed academic and experience standards and has received specialized training beyond technical knowledge and skills in the field. The CHSC holder has completed mandatory training in legal obligations and liabilities, applied risk communications, and consulting skills. The CHSC holder has also successfully completed training in three additional courses from a list of approved electives. CHSC holders abide by the CHSC Code of Conduct and are qualified to use the CHSC designation.</p>
<p>Eligibility Requirements</p>	<p>Currently be an internal or external health and safety advisor or consultant and have a minimum of 5 years (60 months) cumulative work experience within the previous 7 years with a minimum of 51% H&amp;S duties. One-year college or university certificate or diploma in OH&amp;S or environment (min. 300 instructional hours), or a two-year college or university non-OH&amp;S or environment certificate or diploma program (min. 600 instructional hours).</p>
<p>Assessment Mechanism</p>	<p>Successful completion of six courses including mandatory examinations with a minimum passing grade of 75%.                  Courses comprise of three mandatory courses in Consulting Skills for the OH&amp;S Professional, Applied Risk Communication, and Obligations and Liabilities of the OH&amp;S Professional. Additionally, successful completion of three elective courses from the suite of CHSC courses is required.</p>
<p>Certification Maintenance Program</p>	<p>The CHSC certification recognizes and promotes excellence in professional consulting and leadership in the area of occupational health and safety.                  To keep their certification in good standing CHSC must:</p> <ul style="list-style-type: none"> <li>• abide by a CHSC Code of Conduct</li> <li>• engage in ongoing continuing education, professional practice, and leadership and volunteer activities;</li> <li>• maintain current membership in CSSE</li> <li>• and maintain valid professional liability insurance coverage, or have company indemnification</li> </ul>
<p>Accreditation</p>	<p>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.</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CHSMSA Certified Health and Safety Management System Auditor</b> Auditing Association of Canada • <a href="http://www.auditingcanada.com">www.auditingcanada.com</a></p>
<p>Qualification Description</p>	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Health and safety auditing</li> <li>• Health and safety management systems, standards and practices</li> <li>• Health and safety hazards, risks and technology</li> <li>• Health and safety legislation, regulations and other requirements</li> </ul> <p>AAC requires all CHSMSAs to demonstrate an appropriate level of knowledge of and skills in the topics in each of these fields.</p>
<p>Eligibility Requirements</p>	<p>Varies with educational background:</p> <ul style="list-style-type: none"> <li>• Completion of secondary school education only requires minimum of five years of appropriate OHS work experience</li> <li>• Non-relevant college diploma or Bachelor's degree requires minimum of four years of experience</li> <li>• Relevant Bachelor's degree or non-relevant Master's degree requires minimum of three years of experience</li> <li>• Relevant Master's degree (or higher) requires minimum of two years of experience</li> <li>• Relevant degree means Bachelor's or higher level degree in engineering, environment, science, health and safety technology, law, business administration, industrial hygiene, or accounting</li> </ul> <p>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</p> <p>Completion of 20 hours of training in:</p> <ul style="list-style-type: none"> <li>• Health and safety management standards and standards against which audits may be performed, including OHSAS 18001, CSA Z1000, or ANSI Z10</li> <li>• Health and safety methods and technology</li> <li>• Relevant requirements of health and safety laws, regulations and related documents</li> <li>• Technical and health and safety aspects of various types of business activities and facility operations</li> </ul> <p>Completion of a minimum of seven audits comprising at least 35 days of H&amp;S management system auditing</p>
<p>Assessment Mechanism</p>	<p>Successfully pass an examination to satisfy AAC's Qualification Criteria for Certified Health and Safety Management System Auditors</p> <p>Written examination based in part on AAC's BOSK for CHSMSA's</p>
<p>Certification Maintenance Program</p>	<p>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</p> <p>CHSMSA certificants must maintain high standards of conduct and abide by the AAC's Code of Ethics</p>
<p>Accreditation</p>	<p>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.</p>



<p><b>Certification &amp; Governing Organization</b></p>	<p><b>COHN [C] Certified Occupational Health Nurse (Canada)</b>                  Canadian Nurses Association • <a href="http://www.cna-aiic.ca">www.cna-aiic.ca</a></p>
<p><b>Qualification Description</b></p>	<p>Nurses with the COHN (C) Certification adhere to competencies in:</p> <ul style="list-style-type: none"> <li>• Occupational health nursing practice</li> <li>• Identification, evaluation, and control of workplace hazards</li> <li>• Health surveillance</li> <li>• Assessment, care, and case management of illnesses and injuries</li> <li>• Health, safety, and wellness promotion</li> <li>• Health, safety, and wellness management</li> </ul> <p>The Canadian Occupational Health Nurses Association-Association Canadienne Des Infirmières Et Infirmiers En Santé Du Travail (COHNA-ACIIST) 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.</p>
<p><b>Eligibility Requirements</b></p>	<p>Certification offered in 21 specialty areas of nursing, one of which is Occupational Health Nursing Registered Nurse (RN with Bachelor's degree or completion of a RN diploma program</p> <p>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</p> <p>Option 2 – Successful completion of post-basis 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 speciality area with verification of practice.</p>
<p><b>Assessment Mechanism</b></p>	<p>Requirement to pass a 3.5 hour exam to determine mastery of the six categories of nursing competencies in occupational health nursing.</p>
<p><b>Certification Maintenance Program</b></p>	<p>The COHN (C) is valid for five years at which time the holder needs to re-apply for the certification. There are two options:</p> <p>Continuous learning – Submit a record of continuous learning activities in the nursing speciality/area of nursing practice accumulated during the five-year certification term (minimum of 100 hours)</p> <p>Exam – Write the certification exam</p> <p>To be eligible for certification renewal, the certificate holder must:</p> <ul style="list-style-type: none"> <li>• Hold a current registration/license as an RN in Canada</li> <li>• Have accumulated a minimum of 100 hours of continuous learning activities related to the nursing speciality/area of nursing practice during the five-year term, or have successfully written the current exam in the speciality/area of nursing practice.</li> </ul>
<p><b>Accreditation</b></p>	<p>The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in a applicable standard, and in doing so ensures that a high standard of excellence is maintained.</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CRSP® Canadian Registered Safety Professional / PSAC® Professionnel en sécurité agréé du Canada</b>                  Board of Canadian Registered Safety Professionals • <a href="http://www.bcrsp.org">www.bcrsp.org</a></p>
<p>Qualification Description</p>	<p>The Canadian Registered Safety Professional® (CRSP®) (Professionnel en sécurité agréé du Canada (PSAC®) certification is designed for OH&amp;S professionals in Canada.</p> <p>A CRSP®:</p> <ul style="list-style-type: none"> <li>• Has met the academic, experience and examination requirements of a national registration authority</li> <li>• 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.</li> <li>• Is committed to managing organizational health and safety issues and concerns.</li> <li>• Has knowledge and skills that are continually upgraded through a continuous professional development (CPD) program to ensure they are qualified and up-to-date in managing health and safety issues</li> <li>• Adheres to the Rules of Professional Conduct (Code of Ethics).</li> </ul>
<p>Eligibility Requirements</p>	<ul style="list-style-type: none"> <li>• A minimum of a Bachelor's degree (4-year) in any field OR a 2-year diploma (or certificate) (minimum of 900 hours or 60 credits) in occupational health and safety or a closely related field from a recognized academic institution.</li> <li>• At least four (4) years of experience where occupational health and safety is at least 50%, preventative, professional level with breadth and depth of health and safety duties.</li> </ul>
<p>Assessment Mechanism</p>	<p>Successful completion of an examination consisting of 190 - 210 multiple choice questions (based on the CRSP® Examination Blueprint).</p> <p>Candidates have 3.5 hours to complete the examination.</p>
<p>Certification Maintenance Program</p>	<p>All practising CRSP®s/PSAC®s are required to participate in the BCRSP's Continuous Professional Development (CPD) Program. The CPD program requires CRSP®s/PSAC®s to maintain a record of OH&amp;S professional development activities and submit a record of those activities to the Board in order to maintain certification.</p>
<p>Accreditation</p>	<p>The CRSP®/PSAC® certification is accredited by the Standards Council of Canada (SCC) to the ISO/IEC 17024 Standard for Conformity assessment – General requirements for bodies operating certification of persons.</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CRST Canadian Registered Safety Technician</b>                  Board of Canadian Registered Safety Professionals • <a href="http://www.bcrsp.org">www.bcrsp.org</a></p>
<p>Qualification Description</p>	<p>The Canadian Registered Safety Technician (CRST) certification is designed for entry level safety practitioners.                  A CRST:</p> <ul style="list-style-type: none"> <li>• Has met the academic, experience and examination requirements of a national registration authority</li> <li>• Supports a safe working environment by implementing OHS administrative processes, conducting OHS training and using a range of OHS tools, processes and standard practice solutions to OHS risks and their management, particularly aimed at routine and well-known processes and work.</li> <li>• Contributes to and supports monitoring and compliance in relation to occupational health and safety risk controls.</li> <li>• Has knowledge and skills that are continually upgraded through a continuous professional development (CPD) program to ensure they are qualified and up-to-date in supporting the health and safety function.</li> <li>• Adheres to the Rules of Professional Conduct (Code of Ethics).</li> </ul>
<p>Eligibility Requirements</p>	<ul style="list-style-type: none"> <li>• Has successfully completed a minimum of a one-year OHS certificate program from a recognized educational institution OR a two-year certificate or diploma in any field from a recognized educational institution (Community College or University) OR is qualified to journeyman status in a trade.</li> <li>• At least one (1) year of experience where occupational health and safety experience where the OHS duties are at least 35% of responsibilities.</li> <li>• Applicants who qualify from an approved two-year (900 hour) OHS diploma (or certificate) program from a recognized educational institution are eligible to apply upon graduation.</li> </ul>
<p>Assessment Mechanism</p>	<p>Successful completion of an examination consisting of 190 - 210 multiple choice questions (based on the CRST Examination Blueprint).</p>
<p>Certification Maintenance Program</p>	<p>All practising CRSTs are required to participate in the BCRSP's Continuous Professional Development (CPD) Program. The CPD program requires CRSTs to maintain a record of OH&amp;S professional development activities and submit a record of those activities to the Board in order to maintain certification.</p>
<p>Accreditation</p>	<p>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.</p>



<p>Certification &amp; Governing Organization</p>	<p><b>ROH Registered Occupational Hygienist</b>                  Canadian Registration Board of Occupational Hygienists • <a href="http://www.crboh.ca">www.crboh.ca</a></p>
<p>Qualification Description</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>Eligibility Requirements</p>	<p>Eligibility for the examination based on having one of four combinations of academic qualifications and professional experience.</p> <p>Minimum of an acceptable Bachelor's degree in science or engineering required.</p> <p>Two to five years of professional experience required, depending on academic qualification held.</p> <p>Fast Track option available for candidates who are graduates of selected post-secondary programs in occupational health or hygiene.</p>
<p>Assessment Mechanism</p>	<p>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.</p> <p>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 communicate.</p>
<p>Certification Maintenance Program</p>	<p>As part of its ongoing commitment to professional excellence, the CRBOH requires ROHs to participate in the mandatory Registration Maintenance program.</p> <p>ROH Certificants must adhere at all times to the CRBOH's Code of Ethics.</p>
<p>Accreditation</p>	<p>The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in a applicable standard, and in doing so ensures that a high standard of excellence is maintained.</p>



<p>Certification &amp; Governing Organization</p>	<p><b>ROHT Registered Occupational Hygiene Technologist</b>                  Canadian Registration Board of Occupational Hygienists • <a href="http://www.crboh.ca">www.crboh.ca</a></p>
<p>Qualification Description</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>Eligibility Requirements</p>	<p>Registration is by examination only, and the eligibility requirements for admission to the examination are as follows:</p> <ul style="list-style-type: none"> <li>• Five years of experience in occupational hygiene or related experience subsequent to receipt of a high school diploma.</li> <li>• Completion of a community college occupational hygiene technology program may be accepted as equivalent to up to two years of experience</li> <li>• 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</li> <li>• 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</li> <li>• 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 CIH, CRSP or CSP must be provided.</li> </ul>
<p>Assessment Mechanism</p>	<p>Applicants must pass an exam consisting of multiple choice, short answer and essay questions. The multiple-choice section consists of approximately 150 questions, all of equal value.</p> <p>Candidates for the ROHT examination are expected to be familiar with a broad range of occupational hygiene topics, including:</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Recognition of hazards and their effects (chemical, physical, biological and ergonomic stressors)</li> <li>• Evaluation (field sampling instruments and strategies, exposure limits, hygiene calculations)</li> <li>• Control (engineering, administrative, personal protective equipment)</li> <li>• Miscellaneous (training, planning/policy, labour relations)</li> </ul>
<p>Certification Maintenance Program</p>	<p>As part of its ongoing commitment to professional excellence, the Canadian Registration Board of Occupational Hygienists (CRBOH) recognizes the need for Registered Occupational Hygienist Technologists (ROHTs) to develop and enhance their professional knowledge and skills and to keep up with advances in the field over the time period that they have their ROHT designation. ROHT registrants are required to re-register every five years in order to maintain their ROHT registration.</p> <p>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.</p>
<p>Accreditation</p>	<p>The governing body has adopted and adheres to very similar requirements as those mandated by either a personal accreditation body or prescribed in a applicable standard, and in doing so ensures that a high standard of excellence is maintained.</p>

# Canadian Safety Designations

ACRONYM	DESIGNATION	PAGE
<b>CSC</b>	<b>Construction Safety Coordinator</b> New Brunswick Construction Safety Association	22
<b>CSO (Provisional)</b>	<b>Provisional Construction Safety Officer</b> Applied Science Technologists and Technicians of BC	23
<b>CSO</b>	<b>Construction Safety Officer</b> Applied Science Technologists and Technicians of BC	23
<b>RCSO</b>	<b>Registered Construction Safety Officer</b> Applied Science Technologists and Technicians of BC	23
<b>GSC-CSC</b>	<b>Gold Seal Certified Construction Safety Coordinator</b> Canadian Construction Association	24
<b>NCSO</b>	<b>National Construction Safety Officer (NCSO™) Program</b> Canadian Federation of Construction Safety Associations	25





<p>Designation &amp; Governing Organization</p>	<p><b>CSC Construction Safety Coordinator</b>                  New Brunswick Construction Safety Association • <a href="http://www.nbcsa.ca">www.nbcsa.ca</a></p>
<p>Qualification Description</p>	<p>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.</p> <p>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.</p>
<p>Eligibility Requirements</p>	<p>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.</p> <p>Applicants are also required to submit the following documentation to demonstrate the practical application of their skills and abilities:</p> <ul style="list-style-type: none"> <li>• Job site inspection (Min of 3 copies)</li> <li>• Toolbox presentation (Min of 3 copies)</li> <li>• COR internal audit and action plan</li> <li>• Sign CSC Code of Ethics</li> </ul>
<p>Assessment Mechanism</p>	<p>Applicants must complete the applicable assessments for each course, and pass a final written general knowledge exam with a 75% or greater mark.</p>
<p>Certification Maintenance Program</p>	<p>None specified</p>



Designation & Governing Organization

**CSO (Provisional), CSO, and RCSO Construction Safety Officer**  
Applied Science Technologists and Technicians of BC (ASTTBC) • [cso.asttbc.org](http://cso.asttbc.org)

Qualification Description

As a member of ASTTBC you are in the unique position of being certified by the only Professional Association in Canada to award a certification in Construction Safety. You will hold a registered title under provisions of Provincial Statute (ASTT Act of BC) and Federal trademark law. 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 (Provisional), CSO or RCSO demonstrates that you have met the ASTTBC competency and enrollment standards, you are committed to a mandatory Continuing Professional Development Policy and you are held to an Ethics and Professionalism in Practice Policy.

An ASTTBC certification identifies you as a unique professional who is Qualified, Registered and accountable. These factors set you apart from any other construction safety designation.

**Provisional Construction Safety Officer - CSO (Provisional)**

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 (Provisional). All applicants granted registration by ASTTBC will initially receive the CSO (Provisional) title. Applicants with limited construction experience must accumulate a minimum of three years in construction safety, working as a CSO (Provisional) before being eligible for reclassification to CSO. Those applicants with a minimum of two years of relevant construction safety experience, prior to application, may apply for reclassification to CSO after a minimum of one year as a CSO (Provisional). All CSO (Provisional) registrants must accumulate the necessary experience and apply for reclassification to CSO within five 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 has met all the conditions for reclassification from CSO (Provisional) and maintains registration in good standing as prescribed in ASTTBC Regulation and Policies. All CSO’s are eligible to acquire Professional Liability Insurances through ASTTBC. 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 in construction safety for a minimum of three years in the role of a construction safety practitioner, has met all the conditions for reclassification from CSO and maintains registration in good standing as prescribed in ASTTBC Regulation and Policies.

Eligibility Requirements

Applicants must demonstrate they meet the competency standards and other enrollment criteria. Generally, most applicants will have successfully completed a CSO training course offered by one of ASTTBC’s accredited training providers. Applicants with other construction safety training will be considered on a case by case basis and may be required to pass a competency exam administered by ASTTBC. Certification is a tiered process, starting with “Provisional” level certification, then moving to CSO, finally leading to “Registered” CSO.

Assessment Mechanism

Applicants must meet all eligibility requirements put in place by ASTTBC. Each application for certification and/or reclassification is only approved after review by the CSO Certification Board.

Certification Maintenance Program

All CSO (Provisional), CSO and RCSO registrants are required to participate in ongoing Continuing Professional Development . This typically represents approximately sixty hours per year of additional education related to their role. In addition, members must log all CPD activities on the ASTTBC website, continue to practise in an ethical and professional manner, be subject to practise review and maintain membership in good standing with ASTTBC.



Designation & Governing Organization	<p><b>GSC-CSC Gold Seal Certified Construction Safety Coordinator</b>                  Canadian Construction Association • <a href="http://www.goldsealcertification.com/safety-coordinator">www.goldsealcertification.com/safety-coordinator</a></p>
Qualification Description	<p>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.</p> <p>Gold Seal Certified (GSC) Construction Safety Coordinators 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. The Gold Seal Certified (GSC) Construction Safety Coordinator is a nationally recognized credential and represents a respected level of competency in construction safety.</p>
Eligibility Requirements	<p>Safety managers who hold a valid provincial/territorial National Construction Safety Officer (NCSO) designation from a CFCSA member association 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 earning the credits required to qualify to write the Gold Seal exam.</p>
Assessment Mechanism	<p>Applicants must pass a two-part written examination consisting of multiple-choice, essay or short answer questions. The examination questions generally fall into one of three broad subject areas: administrative functions, program development and implementation, and program monitoring and evaluation.</p>
Certification Maintenance Program	<p>None specified.</p>



Designation & Governing Organization	<p><b>NCSO National Construction Safety Officer (NCSO™) Program</b>                  Canadian Federation of Construction Safety Associations • <a href="http://www.cfcsa.ca">www.cfcsa.ca</a></p>		
Qualification Description	<p>Designed to develop and/or enhance health and safety training and auditing skills, the CFCSA's National Construction Safety Officer (NCSO™) program will assist individuals in becoming more marketable in today's workforce. The NCSO™ program is a health and safety designation program specifically for individuals working in the construction industry, and has a primary goal to expose the participant to the fundamentals of construction safety management and build upon personal field experience.</p> <p>Persons who achieve the NCSO™ designation will have demonstrated a combination of formal training and a minimum of three years of field experience in the construction industry. In achieving the NCSO™ designation, individuals can provide valuable support to employers in the implementation and maintenance of a company's comprehensive health and safety program and can play a key leadership role in effective health and safety management.</p>		
Eligibility Requirements	<p><b>Experience</b>                  Three years construction field experience within the previous ten years.</p> <p>Construction field experience is defined as: <i>A construction worker (labourer or skilled construction tradesperson) working directly and actively in the construction field (i.e. residential, commercial, industrial, road building, pipeline construction, mobile equipment operations, etc.); or, an individual who is directly and actively responsible for the supervision (i.e. site superintendent) or safety (i.e. site safety coordinator) of the construction worker, whom also works directly and actively in the construction field.</i></p> <p><b>Training</b>                  Applicants must demonstrate completion of training in ten general compulsory elements and six construction specific elements.</p> <p><b>Practical</b>                  The applicant must be able to demonstrate proficiency in:</p> <ul style="list-style-type: none"> <li>• Hazard Identification and Control</li> <li>• Communication Activity</li> <li>• Certificate of Recognition (COR™) Program Audit</li> </ul> <p><b>Code of Ethics</b>                  All NCSO™ holders will be required to sign and adhered to the NCSO™ Code of Ethics.</p>		
Assessment Mechanism	<p>Applicants must complete the applicable assessments for each training program. In addition, they must successfully complete the National NCSO™ General Knowledge Exam with a score of 75% or greater. Unsuccessful applicants must wait for a period of three months before challenging the exam again.</p> <p>The following provinces/associations require the completion of a provincial/territorial examination to award the NCSO designation in that jurisdiction:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Alberta Construction Safety Association</li> <li>• British Columbia Construction Safety Alliance</li> <li>• Construction Safety Association of Manitoba</li> <li>• Heavy Construction Safety Association of Saskatchewan</li> <li>• Infrastructure Health and Safety Association</li> <li>• WORKSAFELY - Manitoba Heavy Construction Association</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• New Brunswick Construction Safety Association</li> <li>• Newfoundland and Labrador Construction Safety Association</li> <li>• Northern Safety Network Yukon</li> <li>• Northern Safety Association</li> <li>• Saskatchewan Construction Safety Association</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Alberta Construction Safety Association</li> <li>• British Columbia Construction Safety Alliance</li> <li>• Construction Safety Association of Manitoba</li> <li>• Heavy Construction Safety Association of Saskatchewan</li> <li>• Infrastructure Health and Safety Association</li> <li>• WORKSAFELY - Manitoba Heavy Construction Association</li> </ul>	<ul style="list-style-type: none"> <li>• New Brunswick Construction Safety Association</li> <li>• Newfoundland and Labrador Construction Safety Association</li> <li>• Northern Safety Network Yukon</li> <li>• Northern Safety Association</li> <li>• Saskatchewan Construction Safety Association</li> </ul>
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Certification Maintenance Program	<p>The NCSO™ designation must be verified every three years and applicants must maintain all applicable training certificates and demonstrate continued proficiency in the required Practical Elements.</p>		

# International Safety Certifications

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<b>CET®</b>	<b>Certified Environmental, Safety and Health Trainer</b> Board of Certified Safety Professionals	27
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<b>CHMM®</b>	<b>Certified Hazardous Materials Manager</b> Institute of Hazardous Materials Management	29
<b>CHMP</b>	<b>Certified Hazardous Materials Practitioner</b> Institute of Hazardous Materials Management	30
<b>CMIOSH</b>	<b>Chartered Safety and Health Practitioner</b> Institution of Occupational Safety and Health	31
<b>CPEA</b>	<b>Certified Professional Environmental Auditor (H&amp;S Specialty)</b> Institute of Internal Auditors	32
<b>CSP®</b>	<b>Certified Safety Professional</b> Board of Certified Safety Professionals	33
<b>CPSA</b>	<b>Certified Process Safety Auditor</b> the Institute of Internal Auditors	34
<b>CSHM</b>	<b>Certified Safety &amp; Health Manager</b> Institute for Safety & Health Management	35
<b>CSMP</b>	<b>Certified Safety Management Practitioner</b> Institute for Safety & Health Management	36
<b>ChOHSP</b>	<b>Certified Chartered Generalist OHS Professional</b> Safety Institute of Australia	37
<b>COHSPRAC</b>	<b>Certified Generalist OHS Practitioner</b> Safety Institute of Australia	38
<b>COHSPROF</b>	<b>Certified Generalist OHS Professional</b> Safety Institute of Australia	39



<p>Certification &amp; Governing Organization</p>	<p><b>CET<sup>®</sup> Certified Environmental, Safety and Health Trainer</b>                  Board of Certified Safety Professionals • <a href="http://www.bcsp.org">www.bcsp.org</a></p>
<p>Qualification Description</p>	<p>The Certified Environmental, Safety &amp; Health Trainer (CET) is a certification held by those with experience and expertise in developing, designing, and delivering safety, health and environmental (SH&amp;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&amp;E specialty area(s) in which they teach.</p>
<p>Eligibility Requirements</p>	<p>To be eligible for the CET, candidates have conducted at least 135 delivery hours of teaching or training in any SH&amp;E specialty and hold one or more BCSP-approved SH&amp;E credential.                  The candidate must also hold a BCSP approved SH&amp;E credential (e.g. CSP, OHST, CRSP, CIH, etc.)</p>
<p>Assessment Mechanism</p>	<p>Applicants must pass an online four-hour 200 question multiple-choice examination</p>
<p>Certification Maintenance Program</p>	<p>CETs must remain up-to-date with changes in professional practice by earning 20 recertification points every five years. 2.8 of these points must be in teaching, developing and/or attending courses on instructional techniques                  All CET certificants must observe the code of ethics and professional standards set forth by the Code of Ethics established by the BCSP</p>
<p>Accreditation</p>	<p>The Certified Environmental, Safety and Health Trainer (CET) certification has been accredited by the Council of Engineering and Scientific Specialty Boards (CESB)</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CIH Certified Industrial Hygienist</b>                  American Board of Industrial Hygiene • <a href="http://www.abih.org">www.abih.org</a></p>
<p>Qualification Description</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Air sampling and instrumentation</li> <li>• Analytical chemistry</li> <li>• Basic science</li> <li>• Biohazards</li> <li>• Biostatistics and epidemiology</li> <li>• Community exposure</li> <li>• Engineering controls/ventilation</li> <li>• Ergonomics</li> <li>• Health risk analysis and hazard communication</li> <li>• IH program management</li> <li>• Noise</li> <li>• Non-engineering controls</li> <li>• Radiation – ionizing and non-ionizing</li> <li>• Thermal stressors</li> <li>• Toxicology</li> <li>• Work environments and industrial processes</li> </ul>
<p>Eligibility Requirements</p>	<p>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 or with at least 60 semester hours of science, math, engineering, or science-based technology (15 hours at the junior, senior, or graduate level)</p> <p>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 be in the areas of the fundamentals of industrial hygiene, toxicology, and measurements and controls</p> <p>Professional level, broad-scope IH experience spanning at least four years of industrial hygiene practice (one year or six months of credit available for graduates of an ABET-accredited IH program, with a master’s or bachelor’s degree respectively), and at least two of the following occupational health stressors: chemical, physical, biological or ergonomics</p> <p>Applicants need to provide a minimum of two professional references</p>
<p>Assessment Mechanism</p>	<p>Applicants must pass an online exam consisting of 150 scored items and an additional 30 experimental questions</p> <p>The exam is 5 hours in length with an optional 30-minute break in the middle</p>
<p>Certification Maintenance Program</p>	<ul style="list-style-type: none"> <li>• Practise ethically</li> <li>• Pay annual fees</li> <li>• Submit acceptable CM worksheet or pass exam</li> <li>• Submit audit records (if Certification Maintenance Worksheet is audited)</li> <li>• Certification Maintenance categories include:                         <ul style="list-style-type: none"> <li>• Active IH Practice - CM credit for active practice if at least 20% of the job is IH</li> <li>• Committees - serving on IH technical and professional committees external to the company</li> <li>• Publications - IH articles published in peer-reviewed journals or non-peer-reviewed magazines</li> <li>• Education - any training event, internal or external to the organization, as long as it meets the time and subject matter criteria</li> </ul> </li> <li>• Teaching &amp; Presenting - teaching or presenting IH to any audience</li> <li>• Examination - retake (and pass) the exam in lieu of submitting a worksheet</li> <li>• Other - includes mentoring, other professional certifications, and many other miscellaneous activities</li> <li>- Every ABIH diplomate is expected to practise ethical behaviour to the best of their abilities. Each diplomate is expected to be committed to do this when initially certified and the commitment is repeated during each CM cycle</li> <li>- A diplomate found to be in violation of the Code of Ethics will be subject to a range of sanctions up to and including decertification</li> </ul>
<p>Accreditation</p>	<p>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).</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CHMM® Certified Hazardous Materials Manager</b>                  Institute of Hazardous Materials Management • <a href="http://www.ihmm.org">www.ihmm.org</a></p>
<p>Qualification Description</p>	<p>IHMM's accredited Certified Hazardous Materials Manager (CHMM) credential recognizes your expertise and opens new possibilities for you to make a significant impact on your community and your country. Corporations, universities and government agencies depend on the CHMM certification to identify hazardous materials professionals like you. By earning the CHMM credential, you join together with a community of over 16,000 of your peers who have demonstrated their personal commitment to professional excellence, and protecting the environment and the public's health and safety.</p>
<p>Eligibility Requirements</p>	<p>All candidates must meet two prerequisites to sit for the CHMM examination:</p> <ul style="list-style-type: none"> <li>• Baccalaureate degree (or higher) from an accredited college or university.</li> <li>• Minimum of four years of relevant experience in the field of hazardous materials management or a related field. Relevant experience includes, but is not limited to the following examples:                         <ul style="list-style-type: none"> <li>- Hazardous materials identification and handling in compliance with applicable laws and regulations.</li> <li>- Planning and preparing for and responding to hazmat emergencies and incidents.</li> <li>- Sampling and analysis (of air, water, soil, waste) for potential contaminants.</li> <li>- Site investigation and remediation.</li> <li>- Hazmat program or project management.</li> </ul> </li> </ul>
<p>Assessment Mechanism</p>	<p>Applicants must pass a three-hour online examination consisting of 140 multiple-choice questions</p>
<p>Certification Maintenance Program</p>	<p>The CHMM is awarded for a period of 5 years, and the expiration date is entered on each numbered certificate. CHMM certificants are required to recertify within 6 months of the credential expiration or they will be decertified. Certificants must comply with the current recertification requirements. IHMM will send reminder notices during the final year of certification. Recertification credit shall be represented and tracked by Certification Maintenance Points (CMPs).</p> <ul style="list-style-type: none"> <li>• Each applicant must demonstrate a total of at least 200 CMPs for his/her specific 5-year cycle.</li> <li>• Each applicant may demonstrate up to 100 CMPs for Active Practice (employment).</li> <li>• Each applicant must demonstrate at least 100 CMPs for Professional Development.</li> <li>• All CMPs claimed must have been earned during the current 5-year cycle ONLY in order to count towards recertification.</li> </ul>
<p>Accreditation</p>	<p>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.</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CHMP Certified Hazardous Materials Practitioner</b>                  Institute of Hazardous Materials Management • <a href="http://www.ihmm.org">www.ihmm.org</a></p>
<p>Qualification Description</p>	<p>As a Certified Hazardous Materials Practitioner (CHMP), your job encompasses more than just environmental protection, waste management, dangerous goods transportation, safety, or materials handling. By working in an area that involves hazardous or potentially hazardous materials, you serve all of these areas and more. Corporations, universities, and government agencies depend on the certification to identify distinguished individuals.</p> <p>The CHMP credential has been developed as a standard of proficiency for front-line hazardous materials workers. Acquiring the CHMP credential for yourself and/or recommending it to your colleagues will provide added assurance to both you and your employer of 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.</p>
<p>Eligibility Requirements</p>	<p>Your education and/or experience will determine your eligibility to sit for the exam. There are two ways to qualify:</p> <ul style="list-style-type: none"> <li>• You must have at least 5 years of relevant experience with responsibilities directly related to the handling of hazardous materials and/or waste in the workplace, or;</li> <li>• You must have an Associate in Applied Science (AAS) degree from an accredited college or university in hazardous materials management, environmental science, environmental management, or environmental technology, plus 3 years of relevant experience. Relevant experience includes, but is not limited to, the following:                         <ul style="list-style-type: none"> <li>- Hazardous materials identification and handling in compliance with applicable laws and regulations.</li> <li>- Planning and preparing for and responding to hazmat emergencies and incidents.</li> <li>- Sampling and analysis (of air, water, soil, waste) for potential contaminants.</li> <li>- Site investigation and remediation.</li> <li>- Hazmat program or project management.</li> </ul> </li> </ul>
<p>Assessment Mechanism</p>	<p>Applicants must pass a three-hour online examination consisting of 120 multiple-choice questions.</p>
<p>Certification Maintenance Program</p>	<p>The practice of handling hazardous materials occurs in a wide variety of specialized activities associated with public health and safety, transportation, security, environmental protection, and other related areas. Because these fields change frequently, accreditation standards require that certification in such fields be renewed periodically. To make sure this happens, IHMM requires you to be recertified every five years. CHMPs must earn a total of 200 certification maintenance points (CMPs) during a five (5) year cycle to qualify for recertification. Maintaining the highest professional standards by continuing to uphold and abide by the Code of Ethics is also a requirement for recertification.</p> <p>The Recertification Program was developed to ensure that CHMPs remain competent in the practice of handling hazardous materials, and to encourage certificants to continuously enhance their knowledge, skills, and abilities. IHMM has provided certificants with many options that they may utilize for the purpose of meeting recertification requirements. The options are based on IHMM's Philosophy of Recertification.</p> <ul style="list-style-type: none"> <li>• Each applicant must demonstrate a total of at least 200 CMPs for his/her specific 5-year cycle.</li> <li>• Each applicant may demonstrate up to 100 CMPs for Active Practice (employment).</li> <li>• Each applicant must demonstrate at least 100 CMPs for Professional Development.</li> <li>• All CMPs claimed must have been earned during the current 5-year cycle ONLY in order to count towards recertification.</li> </ul>
<p>Accreditation</p>	<p>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.</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CMIOSH Chartered Safety and Health Practitioner</b>                  Institution of Occupational Safety and Health • <a href="http://www.iosh.co.uk">www.iosh.co.uk</a></p>
<p>Qualification Description</p>	<p>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.</p> <p>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.</p>
<p>Eligibility Requirements</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree/post-graduate diploma</li> <li>• Masters of Science degree (MSc)</li> <li>• National Qualifications Framework/Qualifications and Credit Framework (NQF/QCF) Level 6 Diploma (e.g., British Safety Council Diploma in OHS)</li> <li>• National Vocational Qualification (NVQ Level 5 Diploma)</li> <li>• NQV Level 5 Diploma</li> <li>• Scottish Credit and Qualifications Framework (SCQF) Level 10 Diploma</li> <li>• Cognate degree (degree in a different discipline that includes some OHS-related coursework)</li> <li>• Experience required for progression to Chartered status is assessed according to qualification route</li> </ul>
<p>Assessment Mechanism</p>	<p>Must complete the open assessment examination and/or open skills portfolio, and successfully complete a professional peer interview.</p>
<p>Certification Maintenance Program</p>	<p>Must participate in a mandatory CPD program.</p> <p>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.</p>
<p>Accreditation</p>	<p>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.</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CPEA Certified Professional Environmental Auditor (Health &amp; Safety Specialty)</b>                  Institute of Internal Auditors • na.theiia.org</p>	
<p>Qualification Description</p>	<p>The CPEA (Health &amp; Safety Specialty) credential demonstrates one's understanding of today's ever changing environmental, health &amp; safety regulations, and/or applying professional health &amp; safety auditing practices. 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.</p>	
<p>Eligibility Requirements</p>	<p>Bachelor's degree or higher, and a minimum of four years of relevant work experience, which must include:</p> <ul style="list-style-type: none"> <li>• Identifying health and safety impacts</li> <li>• Assessing compliance with safety-related laws and regulations, and/or</li> <li>• Applying professional health and safety auditing practices</li> </ul> <p>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.</p> <p>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)</p> <p>Must provide two character references from responsible persons such as a supervisor or a manager who have known the applicant for a minimum of two years and have knowledge of the applicant's experience and skills relative to auditing.</p>	<p>The above may include any combination of safety engineering, industrial hygiene, health and safety management, and technical aspects of business activities including:</p> <ul style="list-style-type: none"> <li>• Facility operations</li> <li>• OSHA laws, regulations, and related documents at the national and local jurisdictional levels</li> <li>• Evaluation, implementation and management of health and safety compliance</li> <li>• Health and safety standards against which management systems and compliance audits may be conducted</li> <li>• Management systems and compliance audits procedures, processes, and techniques</li> <li>• Principles of health and safety compliance and compliance implementation</li> </ul>
<p>Assessment Mechanism</p>	<p>Applicants must pass a three-part written examination: Part I – General Knowledge (131 multiple-choice questions; two hours to complete); Part II – Health &amp; Safety (152 multiple-choice questions; two hours to complete); Part III – Health &amp; Safety (four essay questions and four short answer items; two hours to complete)</p>	
<p>Certification Maintenance Program</p>	<p>Certificants are responsible for:</p> <ul style="list-style-type: none"> <li>• Updating their knowledge and skills related to improvements and current developments in EHS auditing standards, procedures, and techniques.</li> <li>• Maintaining their technical knowledge and skills in EHS regulations and standards.</li> </ul> <p>CPEAs who are performing EHS auditing functions must complete a total of 20 hours of acceptable CPD every year and pay an annual certification fee.</p>	
<p>Accreditation</p>	<p>The Certified Professional Environmental Auditor - Health &amp; Safety Specialty (CPEA) certification is accredited by the Council of Engineering and Scientific Specialty Boards (CESB).</p>	



<p>Certification &amp; Governing Organization</p>	<p><b>CSP® Certified Safety Professional</b>                  Board of Certified Safety Professionals • <a href="http://www.bcsp.org">www.bcsp.org</a></p>
<p>Qualification Description</p>	<p>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.</p> <p>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.</p>
<p>Eligibility Requirements</p>	<p>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. The associate degree must include at least four courses with at least 12 semester hours of study in the safety, health, or environmental domains covered in the CSP examination blueprint.</p> <p>Four years of safety experience where safety is at least 50%, preventative, professional level with breadth and depth of safety duties</p> <p>One or more BCSP-approved credential.</p> <p>Professional Level safety experience must meet the following criteria to qualify:</p> <p>Professional safety must be a function of the position</p> <p>The responsibility must be the prevention of harm to people, property, and the environment, rather than responsibility for responding to harmful events. CETs must have 135 hours of training in safety.</p>
<p>Assessment Mechanism</p>	<p>Applicants must pass a 5.5 hour online multiple-choice examination consisting of 200 questions.</p>
<p>Certification Maintenance Program</p>	<p>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 prorated renewal fee will be applied for the remainder of the year in which the candidate passes the exam.</p> <p>CSPs must remain up-to-date with changes in professional practice by earning a minimum of 25 recertification points every five years.</p> <p>All CSP certificants must observe the Code of Ethics and professional standards set forth by the BCSP.</p>
<p>Accreditation</p>	<p>Certified Safety Professional (CSP) certification has been accredited by the National Commission for the 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.</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CPSA Certified Process Safety Auditor</b>                  Institute of Internal Auditors • <a href="http://na.theiia.org">na.theiia.org</a></p>
<p>Qualification Description</p>	<p>The Certified Process Safety Auditor (CPSA) credential demonstrates one’s understanding of important Process Safety elements and regulations for all industries with processes that involve explosive materials and hazardous waste.</p>
<p>Eligibility Requirements</p>	<p>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 of experience with an Associate’s degree, or at least seven years experience with a Bachelor’s degree.</p> <p>Process Safety Experience - Verifiable experience gained during the last ten years in at least two of the areas described below:</p> <ul style="list-style-type: none"> <li>• Implementation of Process Safety programs</li> <li>• Product Stewardship, Transportation or Distribution of hazardous products</li> <li>• Process Hazard Analysis</li> <li>• Management of Change</li> <li>• Requirements of Process Safety laws, regulations and related documents</li> <li>• Pre-start-up safety reviews</li> <li>• Process Safety Management systems and standards</li> <li>• Mechanical Integrity</li> <li>• Process Safety Information</li> <li>• Process Safety auditing procedures, processes and auditing techniques</li> </ul> <p>Audit Experience: Applicant shall provide evidence of auditing experience within the previous five years, consisting of 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.</p> <p>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 &amp; safety, or management systems.</p> <p>Character Reference: Applicants must provide two peer references, from a responsible person such as a supervisor or a manager. Individuals providing references must have known the applicant for a minimum of two years and have knowledge of the applicant’s experience and skills relative to auditing.</p>
<p>Assessment Mechanism</p>	<p>Applicants must successfully pass a two-part, five-hour exam</p>
<p>Certification Maintenance Program</p>	<p>Certificants should maintain the high standards of the profession by selecting educational programs of high quality to fulfill the CPD requirements. CPSAs performing process safety auditing functions must complete a total of 20 hours of acceptable CPD every year and pay an annual certification fee.</p> <p>Acceptable formal CPD programs contribute directly to the professional competence of a Certificant, and should:</p> <ul style="list-style-type: none"> <li>• contribute to the professional competence of participants;</li> <li>• state program objectives which specify the level of knowledge the participants should have attained, or the level of competence to be demonstrated upon completing the program;</li> <li>• be developed by individuals qualified in the subject matter and instructional design;</li> <li>• provide program content which is current;</li> <li>• be on a professional level.</li> </ul>
<p>Accreditation</p>	<p>The Certified Process Safety Auditor (CPSA) certification is accredited by the Council of Engineering and Scientific Specialty Boards (CESB).</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CSHM Certified Safety &amp; Health Manager</b>                  Institute for Safety and Health Management • <a href="http://www.ishm.org">www.ishm.org</a></p>
<p>Qualification Description</p>	<p>CSHM is the ultimate recognition for EHS professionals with knowledge and experience in safety management and general business principles. It is ideal for those who seek Executive positions within their organizations. CSHM tests technical knowledge of occupational safety and health plus working knowledge of business and financial principles and assesses your understanding of hazard analysis, accident investigation, safety audits, workers comp, product safety, environmental laws, labor relations, and more.</p>
<p>Eligibility Requirements</p>	<ul style="list-style-type: none"> <li>• Minimum of a Bachelor’s degree plus five qualifying years of work experience or Associate Safety and Health Manager (ASHM) designation plus two years’ qualifying experience</li> <li>• Candidates who possess a valid certification with similar education and experience requirements (such as CSP, CIH, or CHMM) may meet the education and experience criteria without the submission of transcripts</li> <li>• Highest attained education level will be utilized as means of determining the experience requirement. An individual will not be allowed to stack education toward the experience requirement</li> <li>• Full time professional safety and health management experience acceptable. Requires position duties with 50% or greater safety and health management related activities.</li> <li>• Two years of part time experiences with 25% or greater safety and health management activities may be substituted for one full-time year</li> </ul>
<p>Assessment Mechanism</p>	<p>Applicants must pass an online 150 question multiple-choice examination in four distinct areas of subject matter:</p> <ul style="list-style-type: none"> <li>• General and business management</li> <li>• Management methods and systems</li> <li>• Safety, health, and environment applications</li> <li>• Risk identification, management and control</li> </ul>
<p>Certification Maintenance Program</p>	<p>Every five (5) years you will be reminded to 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 the CSHM examination.</p>
<p>Accreditation</p>	<p>The Certified Safety &amp; Health Manager (CSHM) certification is accredited by The Council of Engineering and Scientific Specialty Boards (CESB).</p>



<p>Certification &amp; Governing Organization</p>	<p><b>CSMP Certified Safety Management Practitioner</b>                  Institute for Safety and Health Management • <a href="http://www.ishm.org">www.ishm.org</a></p>
<p>Qualification Description</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>Eligibility Requirements</p>	<p>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.</p> <p>The work experience prerequisite is reduced for candidates who hold a Board-approved degree.</p>
<p>Assessment Mechanism</p>	<p>Applicants must pass an online 100 question multiple-choice examination in four distinct areas of subject matter:</p> <ul style="list-style-type: none"> <li>• General and business management</li> <li>• Management methods and systems</li> <li>• Safety, health, and environment applications</li> <li>• Risk identification, management and control</li> </ul>
<p>Certification Maintenance Program</p>	<p>To maintain certification, a CSMP must provide written evidence of continued professional qualifications by submitting a COC worksheet or successfully completing the CSMP examination.</p>
<p>Accreditation</p>	<p>The Certified Safety Management Practitioner (CSMP) certification is accredited by The International Certification Accreditation Council (ICAC) to the ISO 17024 Standard and The Council of Engineering and Scientific Specialty Boards (CESB).</p>



Certification & Governing Organization

**ChOHSP Certified Chartered Generalist OHS Professional**

Safety Institute of Australia • [www.sia.org.au/certification](http://www.sia.org.au/certification)

Qualification Description

A ChOHS Professional has knowledge and skills of the OHS Profession and is a person with high level specialist skills in a specific area and/or high-level strategic skills. They are likely to be a designer of strategy and influential with senior management and/or policy makers. Their perspective embraces leading-edge thinking in OHS and takes account of the broader organisational and social context of their advice. Refer to INSHPO Global Capability Framework for more details of the OHS Professional's role and capability.

Eligibility Requirements

- PhD or Master's degree in OHS, or Graduate Diploma or Bachelor's degree in OHS plus a Master's degree in any other discipline
- Ten years of full-time equivalent organizational experience (including five years full-time equivalent in OHS which includes a minimum of three years full-time equivalent at a senior OHS management level)
- Submit a Reflective Journal

Assessment Mechanism

- The submitted Reflective Journal and referee interviews will be evaluated to confirm that the applicant has demonstrated the required capabilities
- Interview

Certification Maintenance Program

All Certified Chartered Generalist OHS Professionals are required to participate in the SIA's Continuing Professional Development (CPD) Program and submit reports annually that detail their CPD activities for the preceding year.

Accreditation

OHS Certification uses the qualifications accredited by the Australian OHS Education Accreditation Board as the education assessment standard for Certified Generalist OHS Professional and Certified Chartered Generalist OHS Professional. Qualifications not accredited are assessed on an individual basis. The Certified Chartered Generalist OHS Professional certification is not independently accredited. The SIA 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.



<p>Certification &amp; Governing Organization</p>	<p><b>COHSPRAC Certified Generalist OHS Practitioner</b>                  Safety Institute of Australia • <a href="http://www.sia.org.au/certification">www.sia.org.au/certification</a></p>
<p>Qualification Description</p>	<p>The Certified Generalist OHS Practitioner is intended for those that have worked in an occupational health and safety practitioner role for a minimum of three years full-time equivalent.</p> <p>Certified OHS Practitioners are implementers of strategy and actions usually designed by an OHS Professional. They support a safe working environment by maintaining OHS administrative processes, conducting basic training and using a range of state of the art tools, processes and standard practice solutions to OHS risks and their management, particularly aimed at routine and well-known processes and work. Refer to the INSHPO Global Capability Framework for more details of the OHS Practitioner’s role and capability.</p>
<p>Eligibility Requirements</p>	<ul style="list-style-type: none"> <li>• Holds a Diploma or Advanced Diploma in OHS [Australian Qualifications Framework (AQF) Level 5 or 6]</li> <li>• Has three years of full-time equivalent experience in the role of an OHS practitioner</li> <li>• Submit a Practitioner Portfolio Report</li> </ul>
<p>Assessment Mechanism</p>	<p>The submitted Practitioner Portfolio Report and referee interviews will be evaluated to confirm that the applicant has demonstrated the required capability</p>
<p>Certification Maintenance Program</p>	<p>All Certified Generalist OHS Practitioners are required to participate in the SIA’s Continuing Professional Development (CPD) Program, and submit reports annually that detail their CPD activities for the preceding year.</p>
<p>Accreditation</p>	<p>The SIA uses the education qualifications accredited by Australian OHS Education Accreditation Board (AOHSEAB) assessment standard for both the Certified Generalist OHS Professional and Certified Chartered Generalist OHS Professional certifications. Education qualifications not accredited by the AOHSEAB are assessed on an individual basis.</p> <p>The Certified Generalist OHS Practitioner certification is not independently accredited. The SIA 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.</p>

<p>Memorandum of Understanding - BCRSP &amp; SIA</p>	<p><b>Alternate Eligibility and Certification Pathways</b></p> <p>There is a Memorandum of Understanding in place between the Board of Canadian Registered Safety Professionals and the Safety Institute of Australia. It provides that to be awarded the COHSPProf certification by the SIA, a person who holds a CRSP certification from the BCRSP will not be required to submit practice reports or undergo reference checks. They will be immediately eligible to enter the OHS Professional Knowledge Assessment, to be certified on passing this assessment and completion of an assessment on Australian WHS/OHS law.</p>
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<p>Certification &amp; Governing Organization</p>	<p><b>COHSPROF Certified Generalist OHS Professional</b>                  Safety Institute of Australia • <a href="http://www.sia.org.au/certification">www.sia.org.au/certification</a></p>
<p>Qualification Description</p>	<p>The Certified Generalist OHS Professional qualification is intended for those that have worked in an occupational health and safety role for a minimum of three years full-time equivalent.</p> <p>Certified Generalist OHS Professionals are generators of strategy relating to the organisation and management of OHS within the wider context of business processes and external regulatory, market and societal influences. They are influential with senior management and involved in problem solving and organisational review and change as leaders, advisers and consultants. Refer to the INSHPO Global Capability Framework for more details of the OHS Professional's role and capability.</p>
<p>Eligibility Requirements</p>	<ul style="list-style-type: none"> <li>• Hold a Bachelor's, Graduate Diploma, or Master's degree in OHS [Australian Qualifications Framework (AQF) Level 7, 8 or 9]</li> <li>• Have three years of full-time equivalent experience in the role of an OHS professional</li> <li>• Submit a Professional Practice Report</li> </ul>
<p>Assessment Mechanism</p>	<p>The submitted Professional Practice Report and referee interviews will be evaluated to confirm that the applicant has demonstrated the required capabilities.</p>
<p>Certification Maintenance Program</p>	<p>All Certified Generalist OHS Professionals are required to participate in the SIA's Continuing Professional Development (CPD) Program and submit reports annually that detail their CPD activities for the preceding year.</p>
<p>Accreditation</p>	<p>The SIA uses the education qualifications accredited by Australian OHS Education Accreditation Board (AOHSEAB) assessment standard for both the Certified Generalist OHS Professional and Certified Chartered Generalist OHS Professional certifications. Education qualifications not accredited by the AOHSEAB are assessed on an individual basis.</p> <p>The Certified Generalist OHS Professional certification is not independently accredited. The SIA 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.</p>

<p>Memorandum of Understanding - BCRSP &amp; SIA</p>	<p><b>Alternate Eligibility and Certification Pathways</b></p> <p>There is a Memorandum of Understanding in place between the Board of Canadian Registered Safety Professionals and the Safety Institute of Australia. It provides that to be awarded the COHSProf certification by the SIA, a person who holds a CRSP certification from the BCRSP will not be required to submit practice reports or undergo reference checks. They will be immediately eligible to enter the OHS Professional Knowledge Assessment, to be certified on passing this assessment and completion of an assessment on Australian WHS/OHS law.</p>
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## Pathway for Certification at Certified Generalist OHS Professional Level - SIA

### Qualification Description

The SIA understands that many capable people working in the field today have developed careers in a different educational landscape, and so they have introduced assessment processes that allow people who have extensive experience but less academic qualifications, to achieve certification. One such pathway already in place is the OHS Professional Knowledge Assessment (OKA), which assesses at OHS professional level with a combination of exam, case study and VIVA has enabled the assessment of these applicants against the OHS Body of Knowledge and practical application of OHS practice in workplace environments.

### Eligibility Requirements

- Hold a Diploma in WHS or COHSPract certification or a university degree in any field at AQF Level 7, 8 or 9 with some OHS related content
- Have five years of full-time equivalent experience in the role of an OHS professional
- Complete OHS Professional Knowledge Assessment
- Submit a Professional Practice Report

### Assessment Mechanism

After applicants successfully complete the OHS Professional Knowledge Assessment, the submitted Professional Practice Report and referee interviews will be evaluated to confirm that the applicant has demonstrated the required capabilities

### Certification Maintenance Program

All Certified Generalist OHS Professionals are required to participate in the SIA's Continuing Professional Development (CPD) Program and submit reports annually that detail their CPD activities for the preceding year.

## Alternate Eligibility and Certification Pathways

### Memorandum of Understanding - BCRSP & SIA

There is a Memorandum of Understanding in place between the Board of Canadian Registered Safety Professionals and the Safety Institute of Australia. It provides that to be awarded the COHSProf certification by the SIA, a person who holds a CRSP certification from the BCRSP will not be required to submit practice reports or undergo reference checks. They will be immediately eligible to enter the OHS Professional Knowledge Assessment, to be certified on passing this assessment and completion of an assessment on Australian WHS/OHS law.

# OH&S Practitioner Profiles

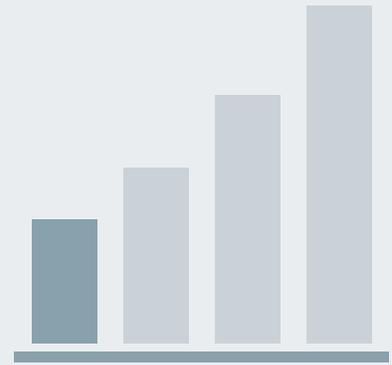
*When looking to hire an OH&S practitioner, employers in Canada should consider the information provided in the four position outlines that appear on the following pages. From entry level to the most senior OH&S positions, each describes the education, training, work experience, capabilities, and recognized safety certifications and/or designations necessary to succeed within an organization. It's recommended that those interested in pursuing a career in OH&S, or current practitioners looking to prepare themselves for future opportunities also consider this information.*



# Entry Level

## COMMON POSITION TITLES

- **Construction Safety Officer**
- **Safety Advisor**
- **Safety Coordinator**
- **Safety Officer**



## EDUCATION

- High school graduate, or;
- Certificate in OH&S from an accredited college or university, or;
- Currently enrolled in a Certificate level program or other program of study in OH&S through an accredited college or university

## TRAINING AND DEVELOPMENT

- Completion of a recognized construction safety practitioner training program offered by or through an established national or provincial construction industry safety association or other organization (as an alternative to holding a Certificate in OH&S from an accredited college or university)
- Completion of various short-duration courses on OH&S related topics (e.g. incident investigations, hazard identification and risk assessment, WHMIS, etc.)
- Attendance at various OH&S related conferences, workshops, and seminars

## WORK EXPERIENCE

- Minimum of two years of related industry experience
- Participation in various OH&S related activities, such as:
  - Being a member of a joint occupational health and safety committee or similar group
  - Assisting with the development of safe work practices and procedures
  - Conducting workplace safety inspections
  - Delivering crew talks/toolbox talks, or similar short-duration training or awareness related communication

## CAPABILITIES

- Possesses a basic understanding of the concepts of hazard and risk
- Familiar with the hierarchy of controls approach to managing OH&S risks
- Working knowledge of the OH&S legislation applicable to the industry
- Effective interpersonal skills
- Demonstrated ability to work as part of a team
- Demonstrated critical thinking and analytical skills
- Effective verbal and written communication skills
- Basic familiarity with business software programs (e.g., MS Office applications, etc.)

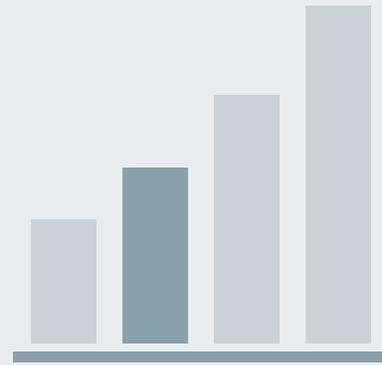
## CERTIFICATIONS & DESIGNATIONS

- None required, however preference may be given to candidates who holds a recognized OH&S certification or designation or designation

# Intermediate Level

## COMMON POSITION TITLES

- **OH&S Consultant**
- **Safety Advisor**
- **Safety Coordinator**
- **Safety Officer**



## EDUCATION

- Diploma or Certificate in OH&S from an accredited college or university

## TRAINING AND DEVELOPMENT

- Completion of various short-duration courses on OH&S related topics (e.g. incident investigations, hazard identification and risk assessment, auditing, etc.)
- Attendance at various OH&S related conferences, workshops, and seminars
- Completion of a recognized construction safety practitioner training program offered by or through an established national or provincial construction industry safety association or other organization (as an alternative to holding a Diploma or Certificate in OH&S from an accredited college or university)

## WORK EXPERIENCE

- Minimum of three years of full-time (or full-time equivalent) experience as an OH&S practitioner, preferably in a related industry, which includes some of the following:
  - Delivering OH&S related training
  - Being a member of a joint occupational health and safety committee or similar group
  - Developing and maintaining OH&S programs (e.g. contractor pre-qualification programs, implementing revisions due to changing legislation, etc.)
  - Conducting internal safety program & management system reviews and audits (e.g., Certificate of Recognition related, etc.)
  - Conducting accident investigations
  - Interacting with representatives of OH&S and other regulatory agencies

## CAPABILITIES

- Strong working knowledge of the hazard identification processes, risk assessment methodologies, incident investigation models and methodologies
- Familiar with the hazards specific to the particular industry
- Capable of applying the hierarchy of controls approach to managing OH&S risks
- Strong working knowledge of the OH&S legislation applicable to the industry
- Effective interpersonal skills
- Demonstrated ability to work as part of a team
- Demonstrated critical thinking and analytical skills
- Effective verbal and written communication skills
- Proficient with business software programs (e.g., MS Office applications, etc.)

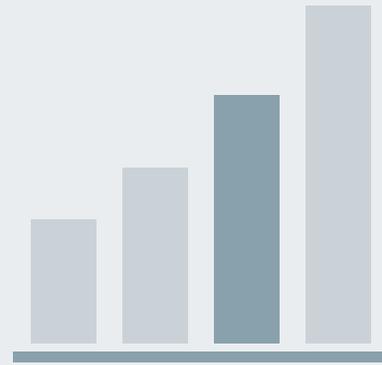
## CERTIFICATIONS & DESIGNATIONS

- Preference may be given to those who hold one or more recognized OH&S certification(s) or designation(s).

# Managerial Level

## COMMON POSITION TITLES

- **OH&S Consultant**
- **Manager, Health & Safety**
- **Manager, Occupational and Environmental Health & Safety**
- **Safety Manager**



## EDUCATION

- Degree, Diploma or Certificate in OH&S from an accredited college or university

## TRAINING AND PROFESSIONAL DEVELOPMENT

- Attendance at various OH&S related conferences, workshops, and seminars
- Completion of a recognized construction safety practitioner training program offered by or through an established national or provincial construction industry safety association or other organization

## WORK EXPERIENCE

A minimum of five years of full-time (or full-time equivalent) experience as an OH&S practitioner, preferably in a related industry, which includes some of the following:

- Developing, implementing and maintaining OH&S programs and management systems
- Delivering OH&S related training
- Auditing internal safety program & management systems (e.g., Certificate of Recognition related, etc.)
- Investigating workplace incidents
- Conducting workplace inspections
- Managing OH&S related projects using established project management principles
- Interacting with representatives of OH&S and other regulatory agencies
- Participation in technical committees or working groups to develop industry-specific or national safety related standards

## CAPABILITIES

- Strong leadership skills
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Comprehensive knowledge of established OH&S safety management system standards (e.g., ISO 45001, CSA Z1000, ANSI/ASSP/AIHA Z10, OHSAS 18001, etc.)
- Demonstrated success implementing return to work/disability management programs
- Comprehensive knowledge of OH&S and related legislation applicable to the organization
- Familiarity with business management principles, including accounting, budgeting, resource allocation, and project management
- Proficiency with business software programs (e.g., MS Office applications, etc.)
- Demonstrated commitment to continuous professional development

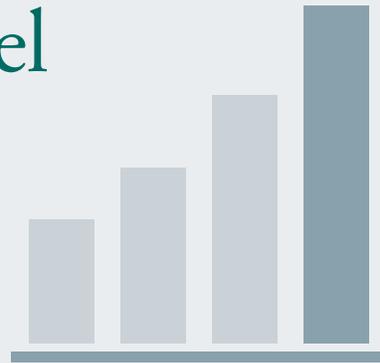
## CERTIFICATIONS & DESIGNATIONS

- Preference should be given to those who hold one or more recognized OH&S certifications

# Director/Executive Level

## COMMON POSITION TITLES

- Director, OH&S
- VP, OH&S
- VP, Health, Safety & Wellness



## EDUCATION

- Bachelor's or Graduate degree from an accredited college or university in OH&S, engineering, business, or a closely related field

## WORK EXPERIENCE

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 a team

## CAPABILITIES

- Outstanding leadership skills
- Exceptional organizational skills
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Exceptionally skilled at building and maintaining effective relationships with internal and external stakeholders
- Expert knowledge of the development, implementation and maintenance of occupational health and safety management systems based upon established standards such as ISO 45001, CSA Z1000, ANSI/ASSP/AIHA Z10, and OHSAS 18001
- Strong working knowledge of OH&S and related regulatory requirements applicable to organizations operating in multi-jurisdictional environments

## CERTIFICATIONS & DESIGNATIONS

- Preference should be given to those who hold one or more recognized safety certifications

## 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/professionalaaffairs/roi](http://www.asse.org/professionalaaffairs/roi))

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

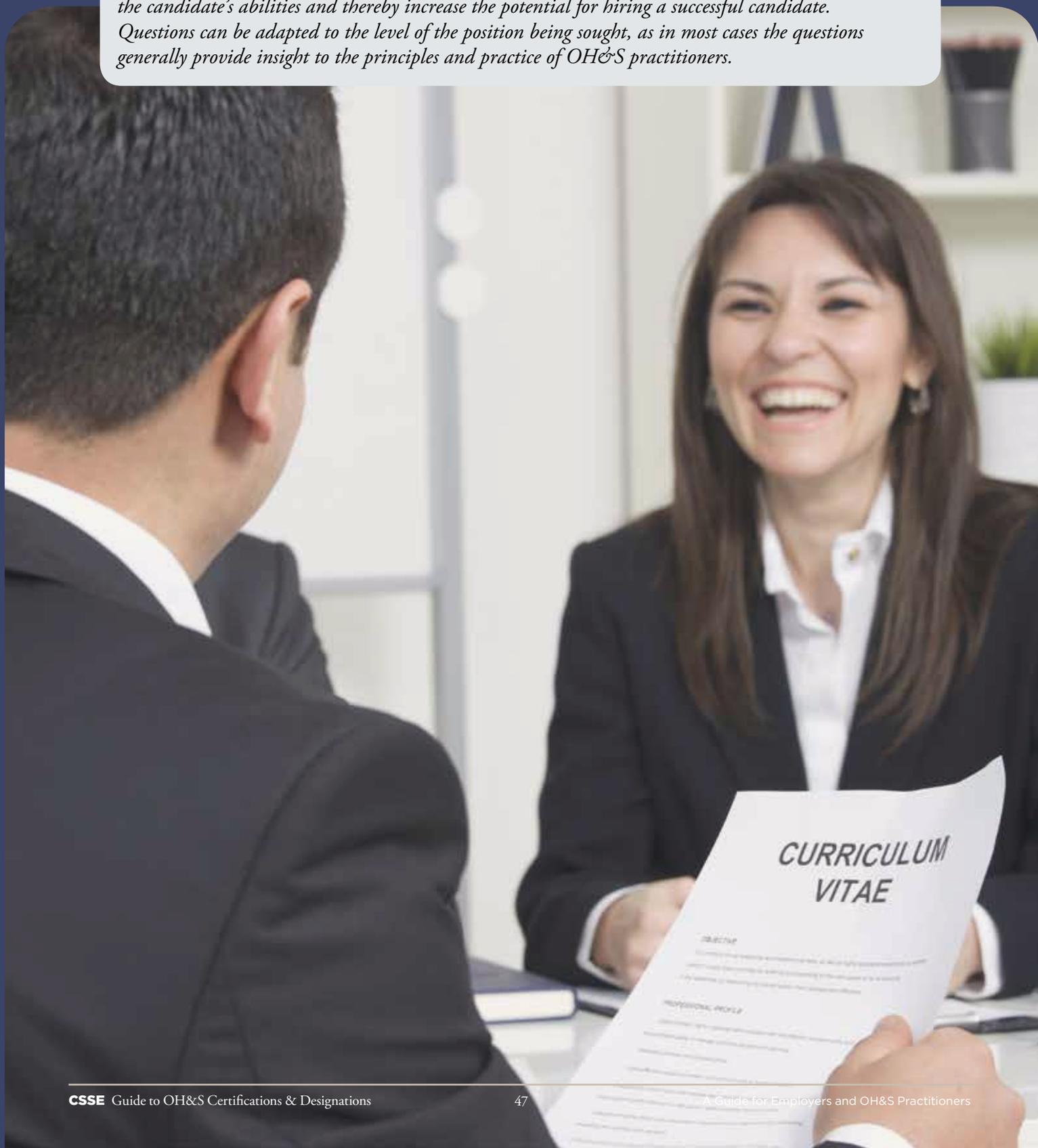
The Board of Canadian Registered Safety Professionals conducts a Salary Survey of its certificate holders every two years. The survey can be searched by employment setting, career experience, age, region, salary and demographic.

This tool can be accessed through their website at <http://bcrsp.ca/salary-survey-tool>

# Interview Guide

*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

**Q** *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.*

**A** 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.

**Q** *Describe the management of change component contained in the ISO 45001 and CSA Z1000 safety management system standards. Provide an example of how you have applied these management of change requirements in managing health and safety in the workplace.*

**A** Did the candidate demonstrate knowledge, skill and ability that contained the following concepts: The management of change component is intended to ensure that a process is in place to evaluate the impact on health and safety as a result that could occur as a result of any permanent or temporary changes (e.g., new products, work processes, equipment, procedures, staffing, information about hazards and OH&S risks, technology, or legal requirements).

## UNDERSTANDING

- BUSINESS • BUSINESS ACUMEN
- SAFETY CULTURE • STRATEGIC THINKING

ⓐ *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).*

ⓐ 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: CSA Z1000, ISO 45001, ANSI/ASSP/AIHA Z10, 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.

**Q** 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.

**A** 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

**Q** 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.

**A** 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.

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

**A** 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 OHS 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 first edition of the Hiring Guide was released in September 2015 with the support of many individuals and organizations. The development of the first edition of the Hiring Guide was an investment of an enormous amount of research, time, effort and dedication by a volunteer group of CSSE members. It was through the hard work of Thomas Abercrombie, Bridget Gilmour, Bruce Jackson, Robert Montgomery, Marcia Simpson and Tanya Steele that the original guide was developed.

Since its publication, the Hiring Guide has been used by employers, CSSE members, human resource and vocational rehabilitation professionals, students and individuals looking to develop a career path through the profession. It is also provided to all employers posting a job to the CSSE website. This Guide has proven to be an invaluable resource to many and is helping shape the safety profession in Canada.

I would like to take this opportunity to *sincerely thank* Bruce Jackson and Mona Cheng for volunteering their time, energy and expertise in producing this updated Third Edition, to ensure that the content is current and relevant.



**Kathy Tull**, President,  
Canadian Society of Safety Engineering



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## 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.



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