

CONSTRUCTION SAFETY OFFICER TRAINING - CSO

Schedule for 2012

Jan 30 - Feb 10 2012 2 Weeks 0800 - 1600 Langley Location

Feb 27 - Mar 9 2012 2 Weeks 0800 - 1600 Abbotsford Location

March 12 - 23 2012 2 Weeks 0800 - 1600 Burnaby Location

Apr 23 - May 4 2012 2 Weeks 0800 - 1600 Richmond Location

Program Fee: \$1498.00 includes HST, text books, certificates and \$300 in course giveaways
Receive \$100 off for early bird registration. Call to find out more...

Richmond Location

#230 - 11120 Horseshoe Way
Richmond, BC

Langley Location

19955 81A Ave
Langley, BC

Burnaby Location

6420 Beresford St
Burnaby, BC

Prerequisites: must have knowledge of English language to the level of successfully completing the course readings and assignments, must be minimum of 19 years and older, and have a minimum of one year experience on a construction site or approved by Director of Training. For program registration e-mail Zahira Ladak at:

zladak@erplus.com or call at 604 275 9070

ER Plus CSO Program is recognized by the Applied Science Technicians and Technologist of BC (ASTTBC). After successful completion of this course, graduates are encouraged to register with the ASTTBC.

For Program Information: [CLICK HERE](#)

For Program Registration: [CLICK HERE](#)

Construction Safety Officer Training Course Outline



#230 – 11120 Horseshoe Way

Richmond, BC

V7A 5H7

www.erplus.com

Trade Safety Coordinator

Total Hours:	50 hours (35 hrs in class and approximately 10 hrs of home study time)
Total Weeks:	1 week
Time of Class:	0800 – 1600 / day

Prerequisites:

- Physical fitness verified through a medical exam or Statement of Fitness (WorkSafeBC);
- Minimum age is 19 years old;
- Knowledge of the English language to the level of successfully completing the course readings and assignments;
- One year of relevant construction experience with a letter verifying this experience from a senior representative of the employer OR, a letter from the union stating the union membership is in good standing and the student was employed by a contributing employer for at least two months in the past calendar year.

Course Description:

This practical, hands-on course is intended for experienced construction workers with an interest in safety management.

1. Area of Primary Emphasis:

The area of primary emphasis is an introduction into regulatory requirements for the construction industry. The student will learn basic regulatory fundamentals required for BC construction sites.

2. Secondary Emphasis:

Secondary emphasis is the introduction of basic technical information and skills. The secondary emphasis will enable to the student to understand the application of the knowledge and skills and their regulatory requirements into the workplace.

Students will examine hazards, applicable regulations, and safe work procedures relating to construction activities. Course activities will include case studies, simulations, guest presentations, reading and written work. Students will work individually and in groups.

General Academic Level of the Course:

The course follows the ASTTBC's requirements to achieve the level of a Trades Safety Coordinator (TSC). A TSC is a person who understands basic regulatory requirements and how they apply to a work site so that workers, members of the public and the environment are not compromised.

Course Goals:

The successful student will have an understanding and be able to apply the fundamental concepts at a construction site. The application of these concepts includes understanding the:

1. Relevance of regulatory requirements to the construction industry

The student will be able to:

- a. Understand the regulatory requirements found in the Workers Compensation Act and the Occupational Health and Safety Regulation of BC;
- b. Understand the City of Vancouver's Building Bylaw and maintaining public safety;
- c. Recognize the importance of the BC Fire Code for construction and demolition and the City of Vancouver's Fire Bylaw; and
- d. Understand the Traffic Control requirements for the City of Vancouver.

2. Principles of occupational health and safety

The student will:

- a. Develop an understanding of health and safety program components;
- b. Identify the assigned roles and responsibilities; and
- c. Describe the 4 rights of workers.

3. Fundamentals of orientation and training

The student will:

- a. Understand the regulatory definition of a young and/or new worker;
- b. Describe different types of training formats; and
- c. Develop and present a crew talk.

4. Fundamentals of Joint (Health and Safety) Committee / Worker Safety Representative

The student will:

- a. Apply the regulatory requirements to develop a committee;
- b. Develop a Terms of Reference; and
- c. Recognize the need for effective meetings.

5. Fundamentals of performing basic functions (incident investigation and inspection)

The student will:

- a. Understand when to contact WorkSafeBC;
- b. Recognize the different types of inspections;
- c. Explain the process of performing an incident investigation;
- d. Explain the process of performing different types of inspections;

6. Occupational First Aid and Emergency Management:

The student will:

- a. Understand the requirements for occupational first aid;
- b. Explain the process of a first aid risk assessment; and
- c. Understand types of emergency management.

Evaluation

Successful completion of the CSO Program includes:

- Attending the full time allotted for the program (35 hours);
- Completing the pre-assignments;
- Completing mandatory home work assignments before exam date and obtaining a 75% or better grade; and
- Completing the final examination with a 75% or better grade.

Evaluation will emphasize problem-solving rather than memorization. Some activities performed in teams or small groups will result in a group grade.

The course pass mark is 75%.

Construction Safety Coordinator (Officer)

Total Hours: 50 hrs (35 hrs in class and approximately 10 hrs of home study time)

Total Weeks: 1 week

Time of Class: 0800 – 1600 / day

Prerequisites:

- Successful completion of the Trade Safety Coordinator (TSC) Program within the previous calendar year;
- Physical fitness verified through a medical exam or Statement of Fitness (WorkSafeBC);
- Minimum age is 19 years old;
- Knowledge of the English language to the level of successfully completing the course readings and assignments;
- One year of relevant construction experience with a letter verifying this experience from a senior representative of the employer OR, a letter from the union stating the union membership is in good standing and the student was employed by a contributing employer for at least two months in the past calendar year.

Course Description:

This practical, hands-on course is intended for experienced construction workers with an interest in safety management.

1. Area of Primary Emphasis:

The area of primary emphasis is further developing the knowledge and skill in construction health and safety. More technical information and skills are explored and how they apply to the TSC program content.

2. Secondary Emphasis:

Secondary emphasis is further developing the student's ability to identify and manage hazards, develop safe work procedures and work with the employer to meet regulatory standards.

Students will examine hazards, applicable regulations, and safe work procedures relating to construction activities. Course activities will include case studies, simulations, guest presentations, reading and written work. Students will work individually and in groups.

General Academic Level of the Course:

The course follows the ASTTBC's requirements to achieve the level of a Construction Safety Officer (CSO). A CSO is a person who understands regulatory requirements and how they apply to a work site so that workers, members of the public and the environment are not compromised.

Course Goals:

The successful student will have an understanding and be able to apply the preceding fundamental concepts at a construction site. The application of these concepts includes understanding the:

1. Fundamentals of fall protection and their application

The student will:

- a. Understand the fall protection hierarchy and apply it to various construction site scenarios;
- b. Perform a basic inspection of fall protection equipment;
- c. Understand the components of a basic fall protection plan; and
- d. Receive a Fall Protection Awareness Certificate on successful completion of this Module.

2. Electrical Safety and De-Energization

The student will:

- a. Develop an understanding of electrical hazards and controls;
- b. Understand external resource providers' roles; and
- c. Recognize different types of lock out systems.

3. Structural components and their functions

The student will:

- a. Develop an understanding of components within a construction site;
- b. Identify the components' implication to worker safety; and
- c. Perform basic hazard assessment.

4. Applications of hazardous materials legislation and industrial hygiene

The student will be able to:

- a. Understand the regulatory requirements of various hazardous materials legislation;
- b. Apply a fundamental understanding of a WHMIS program in the workplace; and
- c. Understand the fundamentals of occupational disease.

5. Fundamentals of confined space and their application

The student will;

- a. Recognize different types of confine spaces;
- b. Explain a hazard assessment plan;
- c. Understand the components of a confined space entry program; and
- d. Receive a Confined Space Awareness Certificate on successful completion of this Module.

6. Personal Protective Equipment (PPE)

The student will:

- a. Understand the fundamentals of different types of PPE;
- b. Know how to select the correct PPE; and
- c. Understand the need for a PPE managed program.

7. Hazard Management

The student will:

- a. Understand how to identify workplace hazards;
- b. Perform hazard assessments;
- c. Explain hazard controls; and
- d. Develop safe work procedures.

8. Documentation to meet regulatory requirements

The student will:

- a. Develop basic safe work procedures and practices; and
- b. Understand the process for a safety program review (audit).

Evaluation

Successful completion of the CSO Program includes:

- Attending the full time allotted for the program (35 hours);
- Completing the pre-assignments;
- Completing mandatory home work assignments before exam date and obtaining a 75% or better grade; and
- Completing the final examination with a 75% or better grade.

Evaluation will emphasize problem-solving rather than memorization. Some activities performed in teams or small groups will result in a group grade.

The course pass mark is 75%.

Prerequisites for the Construction Safety Officer Program:

In order to meet the criteria that are set out by the governing body that oversees the certification process, the following prerequisites must be met prior to entering the program:

1. Physical fitness verification through a Statement of Fitness **to be completed and returned to ER Plus Risk Management Group Inc.** (supplied with the registration package);
2. Minimum age is 19 years old (please provide a copy of valid ID);
3. Knowledge and command of the English language to the level of successfully completing the course readings and assignments; and
4. One year of relevant construction experience with a letter verifying this experience from a senior representative of the employer; **OR**

A letter from the union stating the union membership is in good standing and the student was employed by a contributing employer for at least two months in the past calendar year.; **OR**

Acceptance into the program via an interview with, and at the discretion of, the ER Plus Risk Management Group Inc. Training Director to determine suitability for entry into the program.

Trades Safety Coordinator / Construction Safety Officer Program

20th July 2011

Dear Trade Safety Coordinator (TSC) / Construction Safety Officer (CSO) Student:

We are pleased to welcome you to our Trade Safety Coordinator / Construction Safety Officer Program. Included with this package you will find the following forms that **must be completed and returned prior to commencement of your training**: Student Registration Form, Client Registration Form (for completion by your sponsor or employer if applicable), and the Statement of Fitness Form.

In order to meet the criteria that are set out by the governing body that oversees the certification process, the following prerequisites **MUST** be met prior to entering the program:

1. Physical fitness verification through a Statement of Fitness **to be completed and returned to ER Plus Risk Management Group Inc.** (found with this registration package); WCB Occupational First Aid Level 2 or Level 3 will be accepted in lieu of medical examination.
2. Minimum age is 19 years old (please provide a copy of valid ID);
3. Knowledge and command of the English language to the level of successfully completing the course readings and assignments; and
4. One year of relevant construction experience with a letter verifying this experience from a senior representative of the employer; **OR**

A letter from the union stating the union membership is in good standing and the student was employed by a contributing employer for at least two months in the past calendar year.; **OR** Acceptance into the program via an interview with, and at the discretion of, the ER Plus Risk Management Group Inc. Training Director to determine suitability for entry into the program.

Proof that the candidate meets all prerequisites shall be presented before completion certificate is issued by ER Plus Risk Management Inc.

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In order to ensure you get the most out of the program and to assist you in planning your participation, instruction has been divided into course topics. Each topic includes a PowerPoint presentation, handouts and relevant WorkSafeBC resource material.

Please be aware of the following important details to observe prior to the start of your course:

1. **Payment Arrangements:** Payment is due upon booking. You must submit your credit card information, certified check, money order or cash, or provide PO # from your employer along with a Client Registration Form completed by your employer/sponsor.
2. **Location:** We are located at # 230 – 11120 Horseshoe Way in Richmond, BC. If you are from out of town, we are very close to the airport.
3. **Accommodation:** There is a **Holiday Inn Express** located just 1.5 km from our facility. Their phone number is **(604) 241–1830**.
4. **Parking:** Free parking on site.
5. **Computer:** We encourage students to bring a laptop to access on-line resources and to do their class and homework projects. You may use one of our printers to print your homework assignments and projects if you wish to do so.
6. **Course Materials:** All course materials, such as your student binders, are included in the program fee.
7. **PPE:** You will also receive as part of the program fee the following Personal Protective Equipment (PPE):
 - a. Hard hat (CSO);
 - b. Eye protection for impact hazards (TSC);
 - c. High vis vest (TSC);
 - d. Gloves (TSC);
 - e. CSA rubber boots (CSO);
 - f. Fall protection harness (CSO); and
 - g. Bag
8. **Full Time Class Schedule:** Class starts at **0800** and finishes at **1600** each day. **Class will start on time.** Please do not be late as you may miss valuable information and it is disruptive to your fellow students and the instructor. We recommend that you come to the classroom at 0745.
9. **Attendance:** We require that you attend all classes in the program and that you do not miss any classroom time. If there is an emergency, the instructor will discuss with you your absence and its potential impact on successfully completing the program.

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10. **Breaks:** There are two coffee breaks and one short lunch break per day. We recommend that you bring your snacks and your lunch. There is a fridge that you may store your food in and coffee is provided at break times.
11. **Food/Beverages:** There is a lunch room at our Richmond Location. Free coffee/spring water is provided for all our students. We also have a fridge where you can store your lunch/snacks.
12. **Homework:** There is homework assigned on most nights. You will need to complete it and either hand it in the following day or present it in class. All homework **MUST** be handed in prior to the Final CSO exam.
13. **Passing Grade:** The passing grade is 75% or better for Homework Assignments and 75% or better for Examination.
14. **Rewriting Examination:** If you receive a grade lower than 75% on Homework, Assignment or the final exam you are allowed to rewrite only once. The passing grade for the rewrite is 85% or better grade. If unsuccessful in this attempt, a full retake of the course will be required. All rewrites **MUST** be taken no later than ninety (90) days from the original date of the assignment or examination.

If you have any questions, please call us at (604) 275-9070 or email Tanya Steele (tsteele@erplus.com) or Zahira Ladak (zladak@erplus.com)

Thank you for choosing ER Plus Risk Management Group Inc. for your training needs. We look forward to having you in our program.

Sincerely,

ER Plus Risk Management Group Inc. Team

Enclosures

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Student Registration Form

Legal Last Name:			
Legal First Name:		Middle Name:	
Date of Birth: (yyyy/mm/dd)	SIN #:	Gender :	Male <input type="checkbox"/> Female <input type="checkbox"/>

Mailing Address and Contact Information

All correspondence will be mailed to this address. Please notify ER Plus Risk Management Group Inc. of any changes. Please provide your email address and at least one phone number so we can contact you in the event of a course schedule change or cancellation.

Mailing address:		
City:	Province:	Postal Code:
Country:	Home Phone:	Cell Phone:
Email Address:		Work Phone:
Emergency Contact Name:	Relationship to Student:	Emergency Contact Number

Course List

(Please check the course(s) you are attending)

Course Date: _____

- | | | | |
|---------------------------------|--------------------------------------|------------------------------|---|
| <input type="checkbox"/> OFA L1 | <input type="checkbox"/> AED | <input type="checkbox"/> EFA | <input type="checkbox"/> Confined Space |
| <input type="checkbox"/> OFA L2 | <input type="checkbox"/> TSC - \$699 | <input type="checkbox"/> CPR | <input type="checkbox"/> Fall Protection |
| <input type="checkbox"/> OFA L3 | <input type="checkbox"/> CSO - \$799 | <input type="checkbox"/> SFA | <input type="checkbox"/> Respiratory Protection |

Payment Method

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Visa | Card Number: _____ |
| <input type="checkbox"/> Corporate Invoicing | <input type="checkbox"/> Master Card | Expiry Date: _____ |
| <input type="checkbox"/> Corporate PO | <input type="checkbox"/> Certified Cheque | <input type="checkbox"/> Money Order |

CONDITIONS: Payment is to be received upon registering in a course. A minimum of 48 hours is required for cancellation; otherwise, there will be no refund. Between 48 and 72hours cancellation notice, there will be a 50% refund. 72 hour or more, cancellation will be 100% refund. The course schedule is subject to change, dependant on enrolment of a class. A full refund will be issued in the event ER Plus cancels a course. NOTE: An invoice that is 30 days past due may be subject to an interest fee of 2.5% in addition to administration fees.

Office Use Only *(please to do not write in this section)*

Payment Received? Yes No Corporate Invoice # _____
(Attach receipt if applicable) Corporate PO# _____

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Client Information

Company Name: _____
Postal address: _____ Contact: _____
City and province: _____ Postal Code: _____
Telephone: () _____ Fax: () _____ Others: _____
E-mail: _____ Web: _____
Company Safety Coordinator: _____ Phone: _____

Invoicing Information

Accounting Administrator: _____ Phone: _____
Are Purchase Order numbers required for invoicing? Yes No

Mailing Address for Accounts Payable

Site name: _____ PO#: _____
Postal address: _____ Supervisor: _____
City and province: _____ Postal code: _____
Telephone: () _____ Fax: () _____ Emergency: _____
E-mail: _____
Payment method: Invoicing cheque credit card cash

Trade References (Minimum Two)

Phone: _____

Phone: _____
How often do you expect to use our services? # _____ per month.
How did you hear about ER Plus? _____

Are You Interested In Our Other Services?

Safety Equipment Sales **Safety Personnel** OFA - Level I - Level II Level III
 Rentals CSO
Safety Training **Safety Consulting** Confined Space team / Stand-by

Note: Personnel are charged at hourly rates in accordance with the Employment Standards Act. Specifically daily and weekly overtime will be charged at time and a half up to double time when in excess of 8 hours a day or 40 hours per week. When required timesheets should be signed by the site authority, copies can be provided with invoices if requested. Payments on invoices are required within thirty days after the invoice is sent. Any overdue payments will be charged at a 2% interest rate (24% annual rate). A referral fee of \$1000.00 will be charged to your company should you wish to hire the personnel provided by ER Plus RMG Inc. directly while he/she is still in our employment; if that employee is an ER Plus Manager, the referral fee is \$5000.00. **PLEASE INITIAL THAT THESE TERMS ARE UNDERSTOOD:**

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Trade Safety Coordinator/Constructions Safety Officer

(TSC/CSO)

Legal Last Name	Given Name(s) in full	Date of Birth (yyyy-mm-dd)	
Mailing Address	City	Province	Postal Code
SIN #	Care Card #		

Participation in the TSC/CSO course and performing the duties of a TSC/CSO in the field can be physically and mentally demanding.

Statement of Fitness

Answer all the following questions honestly and truthfully regarding any medical conditions. For more information on the statement of fitness, contact ER Plus Risk Management Group Inc.

If the answer to any of the following questions is YES, a Medical Certificate of Fitness, completed by a physician, must be provided before the course starts. The Medical Certificate of Fitness form can be obtained from ER Plus Risk Management Group Inc.

Disease conditions – Is there medical evidence and/or history of:					
Type I or II diabetes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Respiratory disease	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Seizure disorder	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Heart disease	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Communicable disease	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Multiple sclerosis	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you experienced any problems in the previous 24 months, related to the overuse and/or addiction to alcohol, recreational or prescription drugs, and/or over-the-counter medications?					
Yes <input type="checkbox"/> No <input type="checkbox"/>					

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Have you experienced any psychological or emotional episodes which could preclude you from performing the duties of a TSC/CSO?

Yes No

Do you have any physical or psychological disabilities that could effect your ability to perform TCS/CSO duties?

Yes No

Do you have any physical conditions that would limit you from climbing rough terrain such as steep banks, steep excavations, or higher elevations to provide TSC/CSO functions?

Yes No

Please list any professional affiliations you may have:

I have answered all the above questions honestly and truthfully. This is a true reflection of any physical and mental condition that would have a bearing upon my ability to function as a TSC/CSO.

Yes No

Name (please print)

Signature

Date (yyyy-mm-dd)

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