

Leadership for Safety Excellence

This two-level program consists of a two-day course (Certificate of Completion) and documentation submission (Certificate of Proficiency). It is designed for management and supervisory positions. This program will enable managers and supervisors to build health and safety into their every-day planning as well as create and promote a safe work environment where people can work safely.

Course Objectives:

- To define the role of the supervisor
- To explain the responsibilities for safety on the work site for managers, supervisors and workers
- To provide the supervisor knowledge on the Alberta OHS Legislation
- To explain the scope and purpose of completing Hazard Assessments

CERTIFICATE OF COMPLETION: First level of the Program

Supervisor's Role	Investigations
Promoting and Enforcing safety standards in the workplace	Reasons for investigation
Know the elements of a health and safety program	When to investigate
Know manager, supervisor and worker responsibilities	Legislative obligations
Know regulatory requirements	Steps for a successful investigation process
Understanding the affect of corporate culture	Selling recommendations (management & workers)

Inspections	Training
Definition	Reasons for training
Purpose and types of inspections	Definition
Conducting inspections	Types of Orientation
Prioritizing deficiencies (concerns)	On-the-Job Training (OJT)
Reporting and follow-up	Getting the most out of your safety meetings
Selling recommendations to management and workers	Planning and conducting a training session

Course Content:

The participant is required to successfully complete an "unassisted" written exam and attain a minimum of 80%.

CERTIFICATE OF PROFICIENCY: Second level of the Program

In order to receive the Certificate of Proficiency and successfully complete the Leadership for Safety Excellence program, copies of the following must be sent to the NSA:

Proof of direct involvement in a hazard assessment and corrective action report, toolbox meeting, site inspection, and site investigation (incident or near miss).

Note:

Certificate of Completion is required for the Health & Safety Administrator program. Certificate of Proficiency is a requirement of the NSA - National Construction Safety Officer (NCSO) Program.

Completion of the two-day course is required for the standard Certificate of Recognition (COR)TM Program.

