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## CONSTRUCTION SAFETY SPECIALIST (CSS) Application Form & Certification Checklist

**COMBINED WITH BCIT CNST1100 COURSE 2010**

*\*Must supply a copy of BCIT CNST1100 Certification to qualify for  
equivalency*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

### CSS Required Experience

#### Compulsory Experience

Minimum of 5 years practical construction related experience (Within past 10 years.)	<input type="checkbox"/> Letter(s) from current or previous employer(s) are attached
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### Compulsory Courses

#### Safety Management Training Courses

**Note: If you have completed the compulsory courses through the CSN you do not need to supply a copy of your certificate.**

Principles of Health and Safety Management	<input type="checkbox"/> CSN Course Certificate # SN _____	<input type="checkbox"/> Out of Province Copy of Certificate must be attached
Owner's and Manager's Orientation: Safety is Good Business	<input type="checkbox"/> CSN Course Certificate # SN _____	<input type="checkbox"/> Out of Province Copy of Certificate must be attached
Auditor Training	<input type="checkbox"/> CSN Course Certificate # SN _____	<input type="checkbox"/> Out of Province Copy of Certificate must be attached
Foundation for Health and Safety Excellence <small>(Course Content Covered by BCIT CNST 1100 Course - 2010)</small>	<input type="checkbox"/> CSN Course Certificate # SN _____	<input type="checkbox"/> Out of Province Copy of Certificate must be attached
Train the Safety Trainer <small>(Course Content Covered by BCIT CNST 1100 Course - 2010)</small>	<input type="checkbox"/> CSN Course Certificate # SN _____	<input type="checkbox"/> Out of Province Copy of Certificate must be attached
Early and Safe Return to Work	<input type="checkbox"/> CSN Course Certificate # SN _____	<input type="checkbox"/> Out of Province Copy of Certificate must be attached

#### **External Training - Copies of certification must be submitted with this application**

Level 1 First Aid (Minimum level required)	<input type="checkbox"/> Copy of Certification Attached
WHMIS	<input type="checkbox"/> Copy of Certification Attached
Construction Safety Training System (CSTS)	<input type="checkbox"/> CSN CSTS Certificate # _____ <input type="checkbox"/> Non-CSN Issued Copy of Certificate must be attached

### CSS Application of Training and Experience

#### Compulsory Application - You must submit the following with this application:

Worksite Job Hazard Analysis	<input type="checkbox"/> Yes – Copy of document must be attached
Company Safety Program Audit	<input type="checkbox"/> Yes – Copy of document must be attached

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CONSTRUCTION SAFETY SPECIALIST (CSS) Application Form & Certification Checklist – Guidelines

### *Compulsory Courses*

#### **Safety Management Training Courses**

Applicant must submit a completed CSS Application Form & Certification Checklist, providing certification numbers for all Safety Management Training courses. Applicants that have completed equivalent Safety Management Training courses from an association other than the Construction Safety Network (i.e. out of province) must submit photocopies of their student records or course certificates.

#### **External Training**

**First Aid:** Applicant must submit a copy of their first aid certificate **or** a copy of their first aid training card. The applicants' first aid certificate must be valid at the time of application for the CSS.

Note:

- Applicant is not expected to maintain their first aid certification in order to keep their CSS designation.
- First Aid Level 1 is the minimum level acceptable for CSS certification.

**WHMIS:** Applicant must submit documentation outlining successful completion of WHMIS training. Course certificates **or** workplace training records will be accepted.

**Note:** Workplace training records must include the date(s) of training, name of applicant, and name of WHMIS instructor.

**CSTS:** Applicant must submit a copy of their CSTS certificate **or** a copy of their CSTS card. Alternatively, RSTS (Road Safety Training System) and PST (Petroleum Safety Training) will be accepted as equivalents.

### *CSS Required Experience*

#### **Compulsory Experience**

Applicant must submit a signed letter from their employer outlining that they have demonstrated a minimum of 5 years direct experience working on a construction site with the responsibility for administering the Occupational Health and Safety program. (i.e. the individual must have experience with accident investigations, inspections, job hazard analyses etc.) If the applicant has not been with the same employer for 5 years consecutively, they must obtain signed letters of reference from their various employers. Reference letters must be submitted to the CSN in a sealed envelope on company letterhead.

At minimum a reference letter must include:

- employer's name, title
- name of CSS applicant
- length of time with company
- information on the applicant's work experience
- employer's signature
- employer's contact information

#### **CSS Reference Letter Template**

The Construction Safety Network has provided a CSS Reference Letter Template for applicants wanting to meet the compulsory experience requirements of their CSS certification. Applicants must have their employer(s) print and sign the CSS Reference Template on company letterhead.

**Note:** The applicants' three years of practical construction work experience must have occurred within the past 10 years.

### *CSS Application of Training and Experience*

#### **Compulsory Application**

**Worksite Job Hazard Analysis:** Applicant must complete and submit a written worksite job hazard analysis (JHA). The applicants' JHA must:

- a. Identify a hazardous job in their industry
- b. List the steps involved with the identified job
- c. For each step listed in step b, list hazards that endanger (or may endanger) the health and/or safety of the worker performing the job
- d. Identify what is done to minimize and/or eliminate the hazards listed in step c. (For example discuss the use of personal protective equipment, guards, job specific training etc.)

**Company Safety Program Audit:** Applicant must complete and submit a valid COR audit.