

EXPRESSION OF INTEREST

(EOI)

For Companies Seeking BCCSA Approved Training Provider Status

for the following courses:

- Confined Space Entry/Monitor
- Fall Protection
- Respiratory Protection & Fit Tester

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INTRODUCTION

The BC Construction Safety Alliance (BCCSA) is calling for Expressions of Interest (EOIs) from individuals, sole proprietors, or corporations to deliver one or more of the following courses:

- Confined Space Entry/Monitor.....(7 hours of classroom training)
- Fall Protection(7 hours of classroom training)
- Respirator Protection and Fit Tester.....(Minimum of 3.5 hours classroom training)

* (See course descriptions below)

This EOI addresses part of the NCSO®/NHSA™ training requirements and establishes a minimum standard for high quality and consistent delivery of Approved Training Provider's course content.

Successful applicants will be audited every three years to ensure program standards are maintained. Successful applicants will also be asked to sign a Letter of Agreement each year and provide an update as to any changes that have occurred relative to administrative management, programs, resources, testing, instructors, and/or program delivery.

Approved Training Providers will be recognized as BCCSA trainers for the required courses. BCCSA will maintain an active list of Approved Training Providers on its website, promote them at BCCSA training sessions, and provide training information upon request. The BCCSA will not recommend one Training Provider over another.

COURSE DESCRIPTIONS

Here is the list of required courses and the topics that must be covered in each course:

Confined Space Entry/Monitor

Seven (7) hours of classroom training designed for workers who are required to enter and/or monitor entry into restricted/confined spaces. Course topics must include:

- British Columbia OH&S legislated standards
- Identification and definition of a confined space
- Requirements for working in or around restricted/confined space
- Risk/hazard assessment and control methods for restricted/confined space
- Atmospheric testing
- Entry and confined space permits
- Signage and tagging
- Emergency procedures
- Roles and responsibilities of workers, supervisors, managers, and confined space standby persons

Certification:

This course must have a written exam component and include equipment demonstration(s). Participants must achieve a minimum score of 80% for course certification.

Fall Protection

Seven (7) hours of classroom training designed to provide participants with information regarding legislated responsibilities and requirements of fall protection and the various fall protection systems available in industry. Students must be shown that an effective Fall Protection Plan will assist in creating a safe work environment for workers who perform their daily job-related activities at heights or depths. Course topics must include:

- Legislative requirements for fall protection
- Hierarchy of Fall Protection
- Assessing and controlling hazards
- Generic fall protection systems
- Basic requirements of an effective site-specific Fall Protection Plan
- Integrating a Fall Protection Plan into an existing Health & Safety Management System
- Active vs. passive fall protection systems
- Fall arrest and travel restraint systems
- Clearance calculations
- Donning a harness (theory & practical)
- Safety harness and lanyard inspection process (theory & practical)
- Ladder safety requirements
- Self-Rescue procedures (theory & practical)

Certification:

This course must have a written exam component with participants achieving a minimum score of 80% for course certification & includes various types of fall protection equipment demonstrations.

Respirator Protection & Fit Tester

Three and one-half (3.5) hours of classroom training designed for workers who are or may be exposed to air contaminants above the permissible exposure limits (PELs) or suggested exposure levels. Course topics must include:

- Legislative requirements for respirators
- Roles and responsibilities
- Hazard identification
- Respirator selection, use, and Assigned Protection Factor (APF)
- Types of respirators and filter ratings
- Pre-medical screening and medical evaluation
- Respiratory fit test record
- Cartridge classifications
- Fit test (theory & practical)
- Inspection, donning, and removal (theory & practical)
- Conducting a proper seal check (theory & practical)
- Maintenance, cleaning, and storage methods
- Respirator limitations and capabilities

Certification:

This course must have a written exam component with participants achieving a minimum score of 80% for course certification & includes equipment demonstration(s) of respirator use.

BCCSA BACKGROUND

The BC Construction Safety Alliance (BCCSA) is a not-for-profit association that provides services to over 52,000 construction companies employing over 220,000 workers. We are financed entirely by the BC construction, aggregate, and ready-mixed industries through a small percentage of their assessment premiums collected by WorkSafeBC.

BCCSA is governed by a Board of Directors who are representative of all areas of the construction industry: residential, road building, aggregate, ready-mixed, industrial, commercial, institutional, and heavy construction. Worker safety is our number one priority. To that end, we offer a range of services that (a) focus on injury prevention and creating or enhancing a culture of safety on construction sites: and (b) meet a diversity of needs among owners, managers, supervisors, and workers.

As a safety association recognized by WorkSafeBC, we promote and develop workplace health and safety in compliance with WorkSafeBC's regulations and guidelines. The BCCSA also acts as the construction industry's apolitical spokesperson on construction health and safety issues.

NCSO[®] DESIGNATION

BCCSA offers the National Construction Safety Officer designation (NCSO[®]). It was approved by the Canadian Federation of Construction Safety Associations (CFCSA) in 2017. The objective of the NCSO[®] program is to provide verification of a nationally recognized level of competency in relation to construction safety. Persons who achieve the NCSO[®] designation will possess a combination of three years of construction field experience, as well as practical and theoretical knowledge of various health and safety management skills and principles.

The NCSO[®] designation is intended to identify participants as individuals with a unique set of skills. These skills combine hands-on experience with the education required to support health and safety initiatives on the job. NCSO[®]s will be able to:

- Assist construction managers to implement and maintain a health and safety management system
- Recognize, assess, control, and evaluate health and safety hazards relevant to the work
- Communicate with management, inspection authorities, and other groups on health and safety issues
- Provide workers and other workplace parties with the relevant information and skills required for safe work

To attain the NCSO[®] designation, participants must:

- Complete the NCSO[®] application
- Complete all course requirements
- Provide proof of 3 years practical construction experience
- Complete the NCSO[®] exams

The training requirements consist of ten (10) mandatory courses and two (2) electives. Fall Protection is mandatory; Confined Space, and Respirator Protection courses are electives. The BCCSA delivers the other mandatory and elective courses apart from Level 1 First Aid.

NHSA™ DESIGNATION

The National Health and Safety Administrator (NHSA™) designation provides formal, entry-level training to individuals who are active in the administration of their company's health and safety program, but do not currently possess a minimum of three years construction safety related field experience. NHSA™ indicates to employers that the participant has practical and theoretical knowledge in various health and safety management skills and principles. An NHSA™ designation holder offers valuable administrative support to the company and NCSO® in implementing and maintaining the company health and safety program.

EOI SUBMISSION PROCESS AND EVALUATION APPLICATION EVALUATION CRITERIA

All applications will be reviewed and evaluated by the BCCSA. Incomplete applications or applications that fail to follow the application requirements will not be considered for review.

Applications are determined to be non-responsive and removed from consideration if any of the following occurs:

- The application is not received in a timely manner according to the terms of this EOI (see the section Timetable for Selection of Training Providers)
- The application does not follow the specified format
- The applicant's references do not fully support the submission
- The application is missing one or more of the submission requirements
- Submission requirements do not meet BCCSA standards

APPLICATION DELIVERY ADDRESS

All written EOI applications and fees should be mailed or couriered to:

Erin Linde
Director, Health and Safety Services
BC Construction Safety Alliance
Suite 400, 625 Agnes Street
New Westminster, BC V3M 5Y4

EOI TERMS AND CONDITIONS

The EOI is not a contract or an offer to enter a contract, but an EOI for the delivery of required courses for BCCSA NCSO®/NHTSA™ Program. The BCCSA reserves the right to reject any or all applications, whether completed properly or not, and whether it contains all required information or not. The BCCSA reserves the right to accept or reject applications in whole or in part, to discuss different or additional terms to those included in the EOI or in any applications on, or to amend or modify any term in the EOI. The BCCSA shall not be responsible for any cost incurred by the proponent in preparing the EOI or otherwise prior to the signing of a recognized approval letter with the BCCSA. The final decision is the sole decision of the BCCSA, and the respondents to the EOI have no appeal rights or procedures guaranteed to them.

The BCCSA also reserves the right to remove any Training Provider at any time from their recognized list of providers for any reason.

The BCCSA may at any time request additional information about the Training Provider's instructors, administrative processes/policies or course material and may at any time conduct a quality assurance audit on any of the required courses at any location.

It is the Training Provider's responsibility to ensure the BCCSA remains updated (within 48 hours) on any changes to their course materials, administrative processes, or organizational structure.

LETTER OF AGREEMENT

All applicants are required to sign a Letter of Agreement (LOA) (see Appendix A). This LOA commits your organization to the Terms and Conditions of this BCCSA Expression of Interest (EOI) for Approved Training Providers. Further, by signing this letter, you commit your company to participating in the BCCSA Quality Assurance Program Audit process. The QA Program is designed to ensure the proper delivery of BCCSA approved courses, create accountability, and establish the minimum requirements for course administration and curriculum.

The BCCSA Quality Assurance Program Audit ensures that Approved Training Providers uphold the highest standards of professional excellence and are qualified to act as educational ambassadors of the Alliance. Approved Training Providers can proudly announce their credentials in the education marketplace to assure students that they will receive consistent and accurate information, presented professionally.

The BCCSA Quality Assurance Program Audit also requires that Approved Providers agree to a scheduled review of the elements of the Program. Providers will be notified in advance to ensure that they have enough time to gather the materials required for the Audit. Approved Providers should be prepared to provide at least three available dates within the timeframe BCCSA specifies (e.g., month of June).

BCCSA will send a quality assurance letter/email to confirm a date for a QA Program Audit at the place of business (office/training facility). Please make the required items available upon request.

BCCSA will review required documentation in person during the QA visit, or electronically as necessary, in advance. After the audit, BCCSA will give Providers an Audit Summary, which will indicate any areas of deficiency. Providers will then be expected to address those deficiencies in a Corrective Action Plan (CAP), which must be submitted to BCCSA within 30 days, or otherwise agreed upon by BCCSA.

EOI SUBMISSION REQUIREMENTS

In your EOI application, please provide the following information, documents, and materials.

COMPANY INFORMATION

Training Providers must demonstrate their competency in delivering one or more of the preceding courses. Companies will be selected based on their subject-related professional experience, instructors, training experience, and quality assurance process and policies.

Company Background

Provide a brief biography (100-150 words) of your company, including but not limited to:

- Company name and the year it was established
- Contact person and title
- Complete address
- WorkSafeBC employer ID number
- Proof of your comprehensive commercial liability and/or errors and omissions insurance to conduct the activities as a training provider

Course Submission Information

State which course(s) your company will be submitting for approval as a Training Provider. Outline the course costs (per student), process for registration, the name and location(s) of the courses, and scheduling methods.

References

Please attach three (3) client references, including names, organization, and contact information, which attest to your company's qualifications, experience, and ability to deliver the applicable courses, as well as instructor skills, qualifications, and experience for the applicable courses.

ADMINISTRATIVE PROCESSES

The following categories of requirements are the minimum set of administrative policy and processes that Training Providers must have in place and operational:

- Instructor Management
- Course Management
- Classroom Management
- Safety & Equipment Management
- Student Records & Statistics Management

Instructor Management

Training Providers must provide evidence that they have an instructor management policy and processes in place and documented, which include but are not limited to:

- Hiring criteria, which includes a combination of occupational health & safety education, subject matter expertise, and adult-education delivery experience
- How an instructor progresses from being hired to delivering the required courses and maintaining their credentials
- An instructor evaluation process to monitor and evaluate instructional delivery and to provide feedback for continuous improvement
- An Instructor Code of Ethics requiring that instructors adhere to high standards of practice when providing instruction
- A process in place for removing instructors who demonstrate poor performance

Training Providers must provide a list of current qualified instructors that includes:

- Instructor name
- Identification number
- Date instructor was officially approved by Training Provider
- Courses qualified to train (only include those relative to this EOI)
- Credentials that qualify instructors to teach applicable courses
- Signed copies of the Instructor Code of Ethics

Course Management

Training Providers must provide evidence that they have a course management policy and processes in place that ensures all instructors professionally manage, deliver, and continuously update the approved course. These processes must address but are not limited to:

- How often reviews and/or revisions of all course material (including exams) are conducted
- A means by which instructors are informed of any updates and/or changes to course material, and changes to administrative policy and processes
- A means by which participants provide feedback on the course and the instructor
- How often participant feedback forms are evaluated

Classroom Management

Training Providers must have documented processes in place that direct and provide guidance to instructors to ensure classroom activities are managed consistently and similarly by all instructors. Classroom management processes are to include but are not limited to:

- A process for all instructors to follow in the event participants arrive late for the start of the approved course or leave prior to the end of the training session
- Stating the maximum and minimum class size for each required course
- Describing the actions required by instructors to ensure the integrity of the theory and practical testing is adhered to
- Ensuring appropriate learning space for classroom training is equipped with a seat and solid writing surface for each student
- Ensuring that classroom space is used exclusively for the training, with sufficient space to conduct practical exercises

Safety & Equipment Management

Training Providers must have documented safety processes in place that direct and provide guidance to instructors to ensure all training activities associated with the training program are conducted in a safe environment.

Training Providers must be able to demonstrate that they have documented safety & equipment management processes that include but are not limited to:

- Ensuring instructor's review all safety requirements with participants at the beginning of the training program for both classroom and field training
- Requirement for instructors to inspect maintain all tools, materials, and equipment prior to classroom training and/or participant use
- Ensuring all classroom tools, materials, and equipment are regularly maintained and in good working order as per manufacturer's specifications and regulatory requirements

Training Providers must provide a detailed list of equipment used for the practical portion of the required course, which includes but is not limited to:

- Manufacturer Name
- Model
- Date of Manufacture

Student Records & Statistics Management

Approved Providers must provide select records that demonstrate the success rates of students enrolled in courses. These records must be protected from loss or harm and must be managed in a safe and secure manner for both paper and electronic documentation.

As part of Quality Assurance, Approved Providers need to prepare a block sampling* of the following records:

- Course completion (pass/fail records)
- Attendance
- Exam scores
- Student Feedback forms

*Block sampling - samples from the previous six to twelve months

Providers must also submit information on how they:

- Store, collect, and maintain custody of electronic and/or paper Student Records
- Ensure confidentiality of Student Records
- Make records and statistics accessible via a searchable database in accordance with the Personal Information Protection Act (PIPA).

COURSE MATERIAL

Training Providers must submit a copy of all relevant course instructional material, including but not limited to:

- Learning Outcomes
- Instructor manual, including instructor notes
- PowerPoint, including notes
- Participant manual/handouts
- Proficiency exam

Training Providers must include a **course matrix** that relates lesson plans to the learning outcomes and resources used in the course.

Training Providers must ensure that all course material used for the applicable courses contains:

- Written lesson plans, achievable learning outcomes, instructor notes of good reproductive quality, compliant with copyright rules, and a copy of participant resources for each participant
- Appropriate literacy level for learners
- Compliant with all regulations

CERTIFICATE OF COMPLETION

Training Providers must have a process in place to ensure that each participant who successfully completes the required course receives an individual, numbered certificate of completion with expiry date (if applicable).

Training Providers must submit a sample of a Certificate of Completion for each course relevant to this application.

EXAM(S)

Training Providers must provide a copy (or copies) of any final exams administered as part of their course delivery.

APPLICATION FEES

All applications must include the following fees, which are non-refundable.

\$750 Application Fee for first course; \$500 for additional courses (submit with application)

Examples:

1. Submit to become a Training Provider for Fall Protection – Fee is \$750
2. Submit to become a Training Provider for Fall Protection and Confined Space Entry/Monitor – Fee is \$1250

Annual Fee

- \$250.00 hereafter

APPENDIX A

LETTER OF AGREEMENT

**Note, this is not an official letter of agreement. The actual letter will be drafted and sent to the company from BCCSA.*

Letter of Agreement between BCCSA and _____

Erin Linde

Director, Health and Safety Services BC Construction Safety Alliance Suite 400, 625 Agnes Street

New Westminster, BC V3M 5Y4

Email: elinde@bccsa.ca

Current date

Recipient's name

Recipient's title

Recipient's company name

Physical address

City, province, postal code

Dear [insert recipient's name],

By signing this letter, [insert recipient's company name] commits to the Terms and Conditions of this BCCSA Expression of Interest (EOI) for Approved Training Providers.

Further, by signing this letter, [insert recipient's company name] commits to participating in the BCCSA Quality Assurance Program Audit. This program is designed to ensure the proper delivery of BCCSA approved courses, create accountability, and establish the minimum requirements for course administration and curriculum.

The BCCSA Quality Assurance Program Audit ensures that Approved Training Providers uphold the highest standards of professional excellence and are qualified to act as educational ambassadors of the Alliance. Approved Training Providers can proudly announce their credentials in the education marketplace to assure students that they will receive consistent and accurate information, presented professionally.

The BCCSA Quality Assurance Program Audit also requires that Approved Providers agree to a scheduled review of the elements of the Program. Providers will be notified in advance to ensure that they have enough time to gather the materials described in this document. Approved Providers should be prepared to provide at least three available dates within the timeframe BCCSA specifies (e.g., month of June).

BCCSA will send a quality assurance letter/email to confirm a date for a QA Program Audit at the place of business (office/training facility). Please make the required items available upon request.

BCCSA will review required documentation in person during the QA visit, or electronically as necessary, in advance. After the audit, BCCSA will give Providers an Audit Summary, which will indicate any areas of deficiency. Providers will then be expected to address those deficiencies in a Corrective Action Plan (CAP), which must be submitted to BCCSA within 30 days, or otherwise agreed upon by BCCSA.

If an advanced review of the documentation is required, this will be stated in the correspondence between the BCCSA and the Approved Provider. Documents can be submitted via email to:

qatraining@bccsa.ca

BCCSA will communicate the outcome of the QA Program Audit within 12 weeks after quality assurance visits and document review to confirm Training Provider status.

If you have any questions or concerns, please email the BCCSA Quality Assurance Program department at:

qatraining@bccsa.ca

Please sign and date on the lines below to signify that you agree to the terms of this letter. Please return one copy to the address above and save a copy for your records.

Sincerely,
BCCSA

[current date]

Recipient's signature

Date they received and signed the letter

APPENDIX B

APPLICATION SUBMISSION CHECKLIST

Use this checklist as a confirmation that you have provided all the information/documentation required for your submission, along with your non-refundable application fee.

Company Information

- Company background
- Course submission
- References

Administration Processes

Instructor Management

- Instructor management process
- List of qualified instructors
- Instructor credentials
- Signed copies of Instructor Code of Ethics for all instructors

Course Management

- Course management process

Classroom Management

- Classroom Management Process

Safety & Equipment Management

- Safety & equipment process

Student Records and Statistics Management

- Block sampling
- Records in accordance with the Personal Information Protection Act

Company Information

- Course materials
- Course matrix

Certificate of Completion

- Copy of certificate of completion for each course

Exam(s)

- Copy of any final exam(s)

Fees

- Applicable Application Fee

Letter of Agreement

- Signed Letter of Agreement