

**THE APPLIED SCIENCE TECHNOLOGISTS & TECHNICIANS
OF BRITISH COLUMBIA**

(ASTTBC)

2011 CONSTRUCTION SAFETY CERTIFICATION POLICY

DISCLAIMER

This policy, prescribed by the Council of ASTTBC is issued to the ASTTBC Construction Safety Certification Panel as its operational document. The Policy is also provided on our website for the general information of all registrants, the public and potential applicants.

ASTTBC staff are available, upon request, to provide guidance and general explanation of the Policy. In the instance that further clarification is required, such interpretation will be made by the Panel or ultimately through special decisions of the Council of ASTTBC.

Constructive suggestions are welcomed and will be forwarded to the Panel.

CERTIFICATION POLICY
CONSTRUCTION SAFETY OFFICER & TRADES SAFETY COORDINATOR
September, 2011

CONTENTS

- 1.0 Constitution of the Certification Panel**
 - 1.1 Purpose of the Certification Panel
 - 1.2 Responsibilities of the Certification Panel
 - 1.3 Membership of the Panel
 - 1.4 Meetings & Quorum
 - 1.5 Expenses

- 2.0 Levels of Certification**
 - 2.1 Construction Safety Officer
 - 2.2 Trades Safety Officer
 - 2.3 Retired Members

- 3.0 Definition of Construction Safety Practice**

- 4.0 Profiles and Qualifications – Trades Safety Coordinator**
 - 4.1 Definition of Practice
 - 4.2 Eligibility for Certification
 - 4.3 Training Programs
 - 4.4 Prerequisites
 - 4.5 Challenging Prerequisites
 - 4.6 Training Period
 - 4.7 Training Curriculum
 - 4.8 Successful Completion Requirements
 - 4.9 Rewriting Examinations
 - 4.10 Challenge of TSC Course

- 5.0 Profiles and Qualifications – Construction Safety Officer**
 - 5.1 Definition of Practice
 - 5.2 Eligibility for Certification
 - 5.3 Training Programs
 - 5.4 Prerequisites
 - 5.5 Challenging Prerequisites
 - 5.6 Training Period
 - 5.7 Training Curriculum
 - 5.8 Successful Completion Requirements
 - 5.9 Rewriting Examinations
 - 5.10 Challenge of CSO Course

- 6.0 Assignment and Examination Questions**
 - 6.1 Final Examinations
 - 6.2 Assignment Questions
- 7.0 Certificates and Identity Cards**
 - 7.1 Training Agencies issue Certificates
 - 7.2 ASTTBC Issues Certificate and Card to CSO
 - 7.3 ASTTBC Issues Certificate and Card to TSC
- 8.0 Application Abeyance**
- 9.0 Cancellation of Certification**
- 10.0 Special Consideration**
- 11.0 Reclassification from TSC to CSO**
- 12.0 Transfer of Certification from Other Provinces**
- 13.0 Term of Certification**
- 14.0 Appeal Process**
- 15.0 Reinstatement of Registration**
- 16.0 Resignations**
- 17.0 Storage of Files**
- 18.0 Freedom of Information**
- 19.0 Construction Safety Program Information Bulletins**
- 20.0 Confidentiality Agreement**
- 21.0 Recording the Names of any Board members Who Excuse Themselves from Discussion or Leave Prior to Adjournment of Meeting**

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1.0 Constitution of the Construction Safety Certification Panel ('Panel')

1.1 Purpose of the Certification Panel

The Certification Panel ('Panel') established by the Council of ASTTBC for the purpose of certifying persons in construction safety will oversee the process for certification as a Construction Safety Officer (CSO), or Trades Safety Coordinator (TSC).

1.2 Responsibilities of the Certification Panel

1.2.1 The Panel will receive for information at regular intervals the names of those persons who have met the requirements for certification set out in this policy and who have been granted Construction Safety Officer or Trades Safety Coordinator.

The ASTTBC Registrar will send a written notice of any decision made by the Certification Panel to the applicant. If the decision made by the Panel is to refuse or defer certification of the applicant, reasons for the decision will be sent in writing to the applicant.

1.2.2 Subject to the approval of the ASTTBC Council the Panel will establish and implement policies and procedures relating to:

- (a) Certification;
 - (b) Standards for Certification;
 - (c) Examinations;
 - (d) Levels of Certification;
- and such other matters as may be determined by ASTTBC Council.

1.2.3 The Panel will review its policies and methods every year and as necessary recommend changes to ASTTBC Council.

1.2.4 The Panel will, at the request of ASTTBC staff, appoint File Reviewers to assess whether applicants satisfy the requirements for certification. The decision of the Panel will be final, subject to the appeal provisions in 13.0.

1.3 Membership of the Panel

The Panel, whose experience is commensurate with their appointment, shall consist of a Chairperson and at least four (4) individuals appointed annually by ASTTBC Council. The Registrar of ASTTBC or his/her designate will act as Secretary to the Panel.

A Vice-Chairperson shall be appointed to act in the absence of the Chairperson.

1.4 Meetings & Quorum

1.4.1 The Panel will meet at such times and at such places as may be deemed necessary to fulfill the obligations of the Panel.

- 1.4.2 Panel decisions will require a simple majority. Three (3) Panel members present will constitute a quorum.
- 1.4.3 File Reviewers, who are required to attend a meeting of the Panel will do so in a non-voting capacity.
- 1.4.4 Guests at certification meetings must be invited by the Chair. Guest may only remain for those matters that they are required to address by the Panel.

1.5 Expenses

Properly authorized travel, subsistence and meeting expenses for members of the Panel will be reimbursed by the ASTTBC in accordance with current ASTTBC practices.

2.0 Levels of Certification

2.1 Construction Safety Officer

2.2 Trades Safety Coordinator

2.3 A 'Retired' Member or Registrant is defined as a current Member or Registrant in good standing with ASTTBC, who has reached the age of 55 or older, and has decided to become non-practicing or provide limited works and services per Council approved policy for 'Retired' status. The Member or Registrant must commit in writing not to engage in engineering or applied science technology or a scope of practice beyond the practice limits established by ASTTBC Council policy.

A 'Retired' Member or Registrant is permitted to volunteer, without remuneration, as a mentor or trainer in the field of engineering and applied science technology or carrying out no more than 100 hours of work per year for compensation. In all activities the 'Retired' Member must abide by the ASTT Act & Regulations and ASTTBC Council policies (including Code of Ethics and Continuing Professional Development requirements) regarding practice guidelines, standards and processes.

While a 'Retired Member or Registrant will be shown on the ASTTBC Registry as having 'Retired' status, the member or Registrant is not required to show '(Retired)' after their certified designation. 'Retired' members and Registrants are required to inform potential clients or employers of their practice limitations

3.0 Definition of Construction Safety

The practice of Construction Safety means the application of safe construction practice as it relates to the work site and as it affects the public, neighboring property and public utilities.

4.0 Profiles and Qualifications - Trades Safety Coordinator

4.1 Definition of Practice

Trades Safety Coordinator (TSC) means a person who understands and applies safe construction, installation or demolition techniques, as applicable, respecting the

supply, installation or use of materials at a construction site and their relationship to the work site, neighboring property, public utilities, and the public, has met all education and experience requirements for registration as a TSC, works in accordance with accepted standards of practice, and adheres to the ASTT Act, Regulations and Code of Ethics.

4.2 Eligibility for Certification

4.2.1 General Requirements

The Panel shall approve the certification of an applicant who proves to the satisfaction of the Panel:

- (a) completes in the proper manner the application form prescribed by the Board
- (b) demonstrates good character and reputation,
- (c) documents Canadian citizenship or permanent residency of Canada
- (d) the applicant is of the minimum age for certification which is 19 years old
- (e) the applicant's competency and experience meet the requirements of the Panel.

The Panel must approve the certification of an applicant unless there is insufficient documentation to substantiate the certification requirements. In the event of a refusal under 5.2.1(b) the matter must be in writing, recognized by the Chair and immediately referred to the Registrar for consideration by the Practice Review Board.

4.3 Training Programs

The TSC will complete TSC training through training programs found acceptable to the Panel (see Appendix A).

The Certification Panel reserves the right to require registration of any Agency offering a course recognized for certification with the Private Post-Secondary Education Commission of BC (PPSEC of BC)

4.4 Prerequisites

Prerequisites to entering these programs are:

- (a) Physical Fitness: Medical form to be completed by the candidate's Medical Doctor of choice, with all costs of the examination to be borne by the candidate. WCB Occupational First Aid Level 2 or level 3 will be accepted in lieu of medical examination.
- (b) Knowledge of English language: The ability to read and write home assignments and exams.
- (c) One year of on-site relevant construction experience: Written letter from senior signing authority of the employer OR letter from the union stating union membership is in good standing AND has been employed by a contributing employer for at least two months within the past year. Either letter must also indicate a minimum of one year of relevant construction experience.

Proof that the candidate meets all prerequisites shall be presented before completion certificate is issued by the training agency.

These prerequisites may be amended from time to time by the Panel following consultation with the training agencies and other stakeholders.

4.5 Challenging Prerequisites

An applicant may challenge the prerequisites as follows:

Completion of the time allotment for the TSC/Week 1 of the CSO course may be waived only if the candidate:

- (a) is a Registered Safety Professional OR
- (b) has successfully completed the diploma program in Occupation Health and Safety at BCIT or equivalent OR
- (c) has successfully completed the diploma program for Industrial Health and Safety personnel at WCB or equivalent OR
- (d) has five years experience in the industry in the role of Safety Coordinator. Documented proof must accompany application.

This does not waive the requirements of the prerequisites, the course fee, home assignments or the examination. Successful completion grade for challenging is 80% or greater.

However, all academics must be evaluated and offered full equivalency where appropriate.

4.6 Training Period

The Trades Safety coordinator (TSC) Course will consist of about thirty (30) hours of classroom instruction.

4.7 Training Curriculum

Course curriculum may include, but is not limited to:

- (a) Vancouver City Building Bylaw Requirements
- (b) Part 8 of the Vancouver City Building Bylaw
- (c) Applicable parts of the BC Fire Code for Construction and Demolition and the Vancouver City Fire Bylaw
- (d) Traffic control – City of Vancouver
- (e) City of Vancouver Engineering concerns – protection of Public and their rights and attitudes
- (f) Work Safety Inspections
- (g) Accident Investigations
- (h) Safety Responsibilities
- (i) Communication and Meetings
- (j) Occupational Health and Safety Programs
- (k) Occupational Health and Safety Regulations
- (l) Health and Safety Committees
- (m) Costs of Accidents
- (n) Health Hazards

- (o) Occupational First Aid Regulations
- (p) WCB Variances
- (q) Young Worker Training Initiative
- (r) Site Safety Orientations

4.8 Successful Completion Requirements

All participants must meet the following requirements for successful completion; unless there are extenuating circumstances, and in such case the applicant must be able to show that the course material has been covered:

- (a) Meet or exceed the prerequisites
- (b) Attend the full time allotment of the course
- (c) Complete the home assignments with a 75% or better grade
- (d) Complete the final examination with a 75% or better grade

4.9 Rewriting Examinations

Participants will be allowed to rewrite any assignments or examinations that do not meet the 75% grade once only, and must then pass the rewritten portion with a 85% or better grade. If unsuccessful in this attempt, a full retake of the course will be required. Rewrites must be taken no later than ninety (90) days from the original date of the assignment or examination.

4.10 Challenge of TSC Course

Completion of the class time allotment for TSC may be waived only if the candidate:

- (a) Is a Registered Safety Professional (CSP – Certified Safety Professional in the US, CRSP – Canadian Registered Safety Professional Association in Canada), OR
- (b) Has successfully completed the diploma program in Occupational Health and Safety at BCIT or equivalent, OR
- (c) Has successfully completed the diploma program for Occupational Health and Safety personnel at WCB, OR
- (d) Has five (5) years experience in the construction industry in the role of Safety Coordinator

The participant is still required to complete all requirements of the Course Prerequisites, Home assignments, and Final Examination. Successful completion grade for challenging is 75% or better grade on assignments and Examinations.

5.0 Profiles and Qualifications – Construction Safety Officer

5.1 Definition of Practice

Construction Safety Officer (CSO) means a person who understands and applies safe construction practice as it relates to the work site and as it affects the public, neighboring property and public utilities, has met all education and experience requirements for registration as a CSO, works in accordance with accepted standards of practice, and adheres to the ASTT Act, Regulations and Code of Ethics.

5.2 Eligibility for Certification

5.2.1 General Requirements

The Panel shall approve the certification of an applicant who proves to the satisfaction of the Panel:

- (a) completes in the proper manner the application form prescribed by the Board
- (a) demonstrates good character and reputation
- (b) documents Canadian citizenship or permanent residency of Canada
- (c) the applicant is of the minimum age for certification which is 19 years old
- (d) the applicant's competency and experience meet the requirements of the Panel.

The Panel must approve the certification of an applicant unless there is insufficient documentation to substantiate the certification requirements. In the event of a refusal under 4.2.1(b) the matter must be in writing, recognized by the Chair and immediately referred to the Registrar for consideration by the Practice Review Board.

5.3 Training Programs

The CSO will complete the CSO training through training programs found acceptable to the Panel (see Appendix A)

The Certification Panel reserves the right to require registration of any Agency offering a course recognized for certification with the Private Post-Secondary Education Commission of BC (PPSEC of BC)

5.4 Prerequisites

Prerequisites to entering these programs are:

- (a) Physical Fitness: Medical form to be completed by the candidate's Medical Doctor of choice, with all costs of the examination to be borne by the candidate. Medical documentation must be kept on file with the Training Agency for a period of 5 years. WCB Occupational First Aid Level 2 or Level 3 will be accepted in lieu of medical examination.
- (b) Knowledge of English language: The ability to read and write home assignments and exams.
- (c) One year of relevant construction experience: Written letter from senior signing authority of the employer OR letter from the union stating union membership is in good standing AND has been employed by a contributing employer for at least two months within the past year. Either letter must also indicate a minimum of one year of relevant construction experience.

Proof that the candidate meets all prerequisites will be presented before completion certificate is issued by the training agency.

These prerequisites may be amended from time to time by the Panel following consultation with the training agencies and other stakeholders.

5.5 Challenging Prerequisites

An applicant may challenge the prerequisites as follows:

Completion of the time allotment for the TSC\Week 1 of the CSO course may be waived only if the candidate:

- (a) is a Registered Safety Professional OR
- (b) has successfully completed the diploma program in Occupation Health and Safety at BCIT or equivalent OR
- (c) has successfully completed the diploma program for Industrial Health and Safety personnel at WCB or equivalent OR
- (d) has five years experience in the industry in the role of Safety Coordinator. Documented proof must accompany application.

This does not waive the requirements of the prerequisites, the course fee, home assignments or the examination. Successful completion grade for challenging is 80% or greater.

However, all academics must be evaluated and offered full equivalency where appropriate.

5.6 Training Period

The Construction Safety Officer (CSO) Course will consist of about fifty (50) hours of instruction for the CSO and about thirty (30) hours for the TSC. This may be divided into in-class time and self-study.

5.7 Training Curriculum

Course curriculum may include, but is not limited to:

- (a) Traffic Control _ – City of Vancouver
- (b) Scaffolds, swing stages and elevating work platforms
- (c) Cranes and Rigging
- (d) Suspended slabs, fly tables, slab stripping, and re-shoring
- (e) Excavations and shoring
- (f) Electrical safety
- (g) Safety Program Audit
- (h) Guardrails, catch platforms, cocooning, floor openings, crane platforms and nets
- (i) Hazardous materials overview (HazMat overview, TDG and WHMIS)
- (j) Fall protection and P.P.E.
- (k) Low voltage
- (l) Lockouts
- (m) Developing safe work practices
- (n) Confined Space
- (o) Protection of utilities

5.8 Successful Completion Requirements

All participants must meet the following requirements for successful completion:

- (a) Meet or exceed the prerequisites

- (b) Attend the full time allotment of the Construction Safety Officer Certification Course
- (c) Complete the home assignments with a 75% or better grade
- (d) Complete the final examination with a 75% or better grade
- (e) Completion of the Construction Safety Officer Course may not take more than six (6) months from original start date.

5.9 Rewriting Examinations

Participants will be allowed to rewrite any assignments or examinations that do not meet the 75% grade once only and must then pass the rewritten portion with a 85% or better grade. If unsuccessful in this attempt, a full retake of the course will be required. Rewrites must be taken no later than ninety (90) days from the original date of the assignment or examination.

5.10 Challenge of CSO Course

Challenge of the CSO course is not allowed.

6.0 Assignment and Examination Questions

6.1 Final Examinations

All Training Agencies will submit samples of final examinations as part of their application for ASTTBC approval as a 'Recognized Training Agency'. A common pool of final examination questions may be developed by ASTTBC for use by the Recognized Training Agencies.

6.2 Assignment Questions

Assignment questions may be drawn from the common pool of questions.

7.0 Certificates and Identity Cards

7.1 Training Agencies Issue Certificate

ASTTBC Recognized Training Agencies will issue a certificate upon successful completion of the course.

7.2 ASTTBC Issues Certificate and Card to CSO

ASTTBC will issue a certificate and Photo Identification Certification card to all CSO's.

7.3 ASTTBC Issues Certificate and Card to TSC

ASTTBC will issue a certificate and Photo Identification Certification card to all TSC's.

8.0 Application Abeyance

Applicant files will be put into abeyance if the applicant has failed to meet application file completion requirements within a period of two years. The Registrar is required to notify affected applicants of the status of their file and permit a request for file reactivation, provided that the applicant satisfies the Registrar that the outstanding application requirements will be fulfilled within a period of six months. Failure to notify the Registrar for an extension request, or to meet the six-month requirement, will result in the application file being put into permanent abeyance. Files put into permanent abeyance will require an applicant to re-submit a new application should they wish to apply at a future time.

9.0 Cancellation of Certification

- 9.1 The Practice Review Board only may initiate the process to cancel the certification if the certification was made in error, under false pretenses or if the applicant becomes ineligible for full certification.
- 9.2 The Panel must approve the certification of an applicant unless there is insufficient documentation to substantiate the certification requirements. In the event of a refusal the matter must be put in writing and referred to the Registrar.

10.0 Special Consideration

Special Consideration may be granted to an applicant at the discretion of the Panel. An applicant under this regulation may be required to submit to interview or provide an extended, advanced report indicative of a technology professional, detailed portfolio or any other submission, acceptable to the Panel. The burden of proof upon such applicants shall be stringent. They must be able to demonstrate broad technical competence and capability and provide evidence of having extensive work experience at the level of registration which they seek.

- (a) Applicants to be considered for special consideration must be functioning as a CSO for CSO Special Consideration or TSC for TSC Special Consideration and by any reasonable measure be considered to be a leading professional in their field. Some of the following criteria may be considered as guides when identifying applicants for Special Consideration:
- May be recognized by their peers as authorities in their field.
 - May have developed a successful business based on applied science.
 - May have written books or articles as authorities in their field.
 - May be instructing at the college/institute level.
 - May have invented or developed special processes.
 - May hold a B.Sc. or similar qualification in a science or technology discipline
 - May exhibit other attributes demonstrating professional excellence, acceptable to the Panel.
- (b) Typically, a candidate for Special Consideration should have approximately 10 years of acceptable, progressive experience as a-acceptable to the Board as a:
CSO for CSO Special Consideration
or TSC for TSC Special Consideration
This experience should clearly show increasing responsibility and technical development in major competency areas.

- (c) The applicant will be recognized for special consideration by the Panel, exclusively at its discretion.
- (d) As deemed appropriate by the Panel the candidate for Special Consideration shall complete a submission as:
 - (i) A comprehensive portfolio submission as outlined in the submission guide for special consideration candidates.
 - (ii) An extended, advanced and detailed technical report on a topic acceptable to the Panel, conclusively demonstrating the competencies and capabilities required for appropriate registration in a discipline.
 - (iii) An example of current, major project work and/or extensive professional development may also be acceptable to the Panel.

The Panel may at their discretion require additional substantiation of the above by a registered professional.

- (e) The applicant may also be required to submit to interview by an appointee(s) of the Panel.
- (f) The applicant may also be required to pass an examination in professional practice.
- (g) The Panel reserves the right to commission an ‘on-site’ work audit of any applicant for special consideration. This service is subject to fees, payable by the applicant, as may be approved by Council from time-to-time.
- (h) The Panel may exercise reasonable discretion in all matters relating to ‘Special Consideration’.

11.0 Reclassification from TSC to CSO

TSC’s may apply for reclassification from TSC to CSO at any time upon completion of all requirements and submission of the appropriate application form.

12.0 Transfer of Certification from Other Provinces to BC

The Panel may accept for certification an applicant from other provincial associations however, the level of certification will be dependent upon a full review of academic and experience qualifications until such time as identical registration policies and procedures are established and recognized.

13.0 Term of Certification

- 12.1 Certification is granted on the understanding that a CSO and TSC continues to practice in the field and is able to competently perform works at the level of certification granted.
- 12.2 Certification is renewed annually upon payment of annual renewal fees.
- 12.3 Applicable upgrading courses are recommended by the Training Agencies every 5 years. This requirement is also mandated by the ASTT Act and Regulations (By-laws) which requires ongoing, self-directed, continuing professional development by all ASTTBC registrants.

14.0 Appeal Process

The Process for an Appeal is:

- (a) Within 30 days of notification of classification an applicant may request a second review of the file by an alternate File Reviewer.
- (b) An applicant whose applications for registration have been refused by the Construction Safety Certification Panel may, within 30 days of receiving a notice of final refusal, request the Council to review the application by serving on the Registrar a written request for a review by the Council setting out the reasons why, in his/her opinion, his/her registration as a member should be approved.
- (c) Where an applicant or registrant has applied to Council for leave to appeal a decision of the Construction Safety Certification Panel and the Council may, in its sole discretion, decide either to deny leave to appeal or, alternatively, to grant leave to appeal in which latter case it shall hear such appeal at a time of its choosing. In either case, the applicant or registrant shall be advised forthwith by the Registrar of Council's decision concerning leave.
- (d) An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision appealed from and state the specific reasons for appeal and shall be served upon the Registrar not more than thirty (30) days after the date that the decision of the Construction Safety Certification Panel was communicated to the investigated person.
- (e) In a timely manner the Council, on receiving a written notice of an appeal from the Registrar, shall have served on the applicant or registrant a notice of its willingness or not to hearing of an appeal, (stating the date, time and place on and at which council will seek to hear the appeal).
- (f) Any member of Council who has participated in any way in the decisions of the Construction Safety Certification Panel which gave rise to the decision being appealed shall not participate in any deliberations or in any appeal before Council.
- (g) In a timely manner, Council on receiving a written notice of an appeal may do any or all of the following:
 - i) decide if an appeal is warranted and grant or deny leave to appeal
 - ii) as it sees fit make any adjournment of the proceedings
 - iii) refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the Registrar
 - iv) receive further evidence in any manner it deems fits from and of the parties involved in the decision appeal
 - v) make a decision that ought to have been made by the Construction Safety Certification Panel
 - vi) quash, verify or confirm the decision of the Construction Safety Certification Panel or substitute or make a decision of its own
- (h) An investigated person may appeal, on any questions of law, fact or both, from a decision or direction of the Council to the court at any time within thirty (30) clear days from the date of the decision or direction.

15.0 Reinstatement of Registration

Previous registrants applying to reinstate their registration must...

- (a) Complete a reinstatement application form.
- (b) Provide two copies of legal identification (eg Canadian Passport and Canadian Birth Certificate OR Provincial Driver's License and Citizenship Card or Passport OR other Canadian/Provincial Government photo identification and Birth Certificate).
- (c) Successfully complete a Professional Practice and Ethics Exam.

- (d) Complete the Canadian Technology Human Resources Board (CTHRB) Professionalism in Practice Module.
- (e) Sign ASTTBC's Privacy Policy declaration.
- (f) Supply a resume which includes details of continuing education and additional work history acquired since original registration granted.
- (g) Provide two (2) technical references at the discretion of the Registrar.
- (h) Because archived files are eventually purged, an applicant may be required to supply additional information to ensure the application is complete and current before being considered for reinstatement.
- (i) There is no time limitation in which an application for reinstatement must be made, ie from the time the applicant ceased being registered to the time of the application for reinstatement.
- (j) Submit with the Application the current 'Reinstatement Fee'.
- (k) Pro-rated dues for the current year will be due and payable upon acceptance for reinstatement. There is no requirement to pay dues from the last year in which the applicant was registered.
- (l) The Registrar may waive or vary any or all of the foregoing.
- (m) All Applications for Reinstatement will be considered by the Construction Safety Certification Panel.

16.0 Resignations

The ASTTBC Registrar has the authority to resign an individual who has made such a request in writing. The Registrar will send a letter to the individual stating that his/her certificate and ID card are no longer valid and that the City of Vancouver has been notified. Notification of resignations will appear on the next Panel Agenda.

17.0 Storage of Files

The Registrar will maintain the complete file of all CSO's and TSC's who were struck, resigned or deceased.

Five years following being struck, resigned or deceased the Registrar will remove and destroy the file by shredding all information from the file except for the following:

- (a) Original application forms
- (b) Registrar's letters of acceptance
- (c) Registrar's letters with respect to cancellation of registration
- (d) Any other significant correspondence

The Registrar will then place these files into long term storage.

(It is desirable and requested, that staff retain information for as long as is reasonably practical.)

18.0 Freedom of Information

- (a) Applicant's files are treated as confidential documents insofar as is practical. Access to them is privileged to ASTTBC Registration Staff, the Panel and designated File Reviewers, or others as may be reasonably authorized by the Registrar. In exceptional circumstances the file may be disclosed, on a confidential basis, to external audit teams.
- (b) An applicant, or registrant, may apply to the Registrar for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the Council of ASTTBC.

(b 1) Based on advise from ASTT Legal Counsel, ASTT Council has passed the following Motion on February 25, 1999:

That ASTTBC Council authorize the release of files for review by the applicant or registrant during working hours. If the Registrar has cause to refuse, the matter shall be referred to Council.

19.0 Construction Safety Program Information Bulletins

Information bulletins that have direct impact on the TSC/CSO Courses, should be reviewed by the Panel prior to distribution. Advertising and promotional materials referencing ASTTBC approval of a training program must be in keeping with the ASTTBC policies and guidelines for such statements.

20.0 Confidentiality Agreement

**ASTTBC Construction Safety Certification Panel
CONFIDENTIALITY AGREEMENT.....**

To be signed by all members of the ASTTBC Construction Safety Certification Panel.

ASTTBC is a professional association with information on individuals that may be regulated under privacy legislation. Panel information may involve access to information that may be restricted, confidential or highly sensitive. Therefore, conditions of being a panel member are as follows:

“All records, files, publications, minutes, documents, passwords, intellectual material and information created or used during the term on the Panel, shall remain the property of ASTTBC. All computer software, forms, graphics or designs used or developed in conducting the affairs of ASTTBC shall remain the property of ASTTBC.

The Panel person hereby acknowledges all such records will be held in strict confidence. In the event of termination, all such records or property outlined above will be delivered to the Panel Chairman, or his designated representative”.

It is also understood that discussions pertaining to Panel activities and decisions are confidential and may never be disclosed to a third party other than to Officers and designated staff of ASTTBC, or if required under applicable legislation.

Panel members are also required to have read and adhere to the Practice Review Board Policy on Bias.

Print Name: _____

Signature: _____

Date: _____

21.0 Recording the Names of any Panel Members Who Excuse Themselves from Discussion or Leave Prior to Adjournment of Meeting.

(a) The Practice Review Board approved the Policy for recording the names of any Panel members who excuse themselves from discussion, leave the room or leave prior to adjournment of the meeting and that the time the member left is recorded. If the member returns to the meeting, this time also needs to be noted in the Minutes.

(b) This Policy is to become part of the PRB Operating Policies and Procedures Manual and applies to the Construction Safety Certification Panel also.

Kathy/CSO/Policy Approved September, 2011

APPENDIX 'A' – Construction Safety Certification Policy

RECOGNIZED TRAINING AGENCIES

- 1. BC Institute of Technology**
- 2. Care Institute of Safety and Health**
- 3. ER Plus Risk Management Group Inc.**