



Manufacturing Safety Administrator (MSA) Application Form

This application form may be used to track course completion for those looking to apply for the MHSA Manufacturing Safety Administrator (MSA) certification program. Once the application form is complete it may be submitted to the MHSA via email to mso@mhsa.ab.ca.

APPLICANT INFORMATION	
Name	
Application Date	
Email Address	
Phone Number	
Current Title/Position	
Company Name	
Company Address	
Company Phone	

COMPULSORY TRAINING		
<i>The following courses are required to be achieved through the MHSA (within 5 years from application date)</i>		
<input type="checkbox"/>	JOINT H&S COMMITTEE/REPRESENTATIVE	1 credit
<input type="checkbox"/>	SAFETY BASICS	2 credits
<input type="checkbox"/>	HAZARD ASSESSMENT	1 credit
<input type="checkbox"/>	PRINCIPLES OF WORKPLACE INVESTIGATION	1 credit
<input type="checkbox"/>	LEADING SAFETY	2 credits
<input type="checkbox"/>	SAFETY AUDITOR	2 credits
<input type="checkbox"/>	NAVIGATING ALBERTA OHS LEGISLATION	1 credit
<input type="checkbox"/>	WORKPLACE VIOLENCE & HARASSMENT	1 credit
<i>The following course may be taken through the MHSA, or any other government approved training provider</i>		
<input type="checkbox"/>	INTERMEDIATE FIRST AID or higher (formerly Standard First Aid)	2 credits
		Total 13 credits
MSA Applicants must satisfactorily complete a Safety Proficiency Review of the following documents:		
<input type="checkbox"/>	FORMAL HAZARD ASSESSMENT (developed or revised by the applicant)	
<input type="checkbox"/>	FIELD LEVEL HAZARD ASSESSMENT (developed or revised by the applicant)	
<input type="checkbox"/>	EMERGENCY RESPONSE RECORD OR DRILL (conducted by the applicant)	
<input type="checkbox"/>	WORKSITE INSPECTION RECORD (conducted by the applicant)	
<input type="checkbox"/>	INCIDENT INVESTIGATION REPORT (conducted by the applicant)	
<input type="checkbox"/>	SAFETY MEETING MINUTES (conducted by the applicant)	
<i>The proficiency documents will be reviewed by the MHSA MSO Program Coordinator for competency assessment. The MSO Program Coordinator will provide any necessary feedback or suggestions for revision to ensure all documents meet the required legislative standards. Upon successful review of these documents, a certificate of MSO Safety Proficiency will be administered.</i>		

ELECTIVE PROGRAM COMPLETION

(Applicants must achieve a minimum of two (2) elective program credits within 5 years of the application date to qualify for their MSA certification)

The following are courses that are currently offered through the MSHA via in-person and/or virtual instructor-led training

<input type="checkbox"/>	BASIC MACHINE GUARDING	1 credit
<input type="checkbox"/>	RIGGING ESSENTIALS (formerly Basic Rigging)	1 credit
<input type="checkbox"/>	EMERGENCY RESPONSE PLANNING	0.5 credit
<input type="checkbox"/>	FIRE EXTINGUISHER TRAINING	0.5 credit
<input type="checkbox"/>	FORKLIFT OPERATOR SAFETY TRAINING	1 credit
<input type="checkbox"/>	LOCK OUT TAG OUT	0.5 credit
<input type="checkbox"/>	OVERHEAD CRANE OPERATOR & SUPERVISOR (formerly OHC Standard/Advanced)	1 credit
<input type="checkbox"/>	WORKSTATION CRANE	1 credit
<input type="checkbox"/>	SAFETY AWARENESS	1 credit
<input type="checkbox"/>	TRAIN-THE-TRAINER	2 credits
<input type="checkbox"/>	MANUFACTURING & INDUSTRIAL SAFETY TRAINING (online only)	0.5 credit
<i>Courses offered in partnership with the MSHA or by approved 3rd party vendors may be accepted as elective credits. Please consult with an MSHA MSO Program Coordinator for the full list. Examples of approved 3rd party courses includes:</i>		
<input type="checkbox"/>	REASONABLE CAUSE SUPERVISOR TRAINING (Shift OHS)	0.5 credit
<input type="checkbox"/>	DEVELOPING & MANAGING YOUR FIT FOR DUTY POLICY & PROGRAM (Shift OHS)	0.5 credit
<input type="checkbox"/>	CRITICAL INCIDENT STRESS MANAGEMENT (SD Solutions Inc)	2 credits
<input type="checkbox"/>	FALL PROTECTION AUTHORIZED PERSON COMPREHENSIVE (3M)	1 credit
<input type="checkbox"/>	ADVANCED INDUSTRIAL FALL PROTECTION (3M)	1 credit
<i>The following are approved accreditations recognized by the MSHA that may be applied to the Applicant's elective MSO credits</i>		
MSHA e-learning offerings through the BISTrainer LMS platform. Course certificates must be forwarded to the MSHA MSO Program Coordinator.		0.5 credits per course, up to a maximum of 2 full credits.
Post-Secondary equivalency may be accepted for those individuals with an OHS Certificate, a CRSP/CRST designation or other formal health and safety education. Documentation must be forwarded to the MSHA MSO Program Coordinator.		Applicable for a maximum of 2 credits for previously achieved post-secondary H&S courses.

A total of 15 credits needs to be earned overall.

MSA Examination

Upon receipt of a completed application, a basic study guide will be provided by the MHSA to allow the Applicant to prepare themselves for the exam. The cost of the Exam is \$100 payable to the MHSA at the time of booking.

The MSA Examination is a closed-book exam, save for the use of an Alberta OHS Act, Regulations & Code book, and is structured based off the compulsory courses listed above. The Applicant will be given three (3) hours to write the exam and all writing materials will be provided by the MHSA. A score of 80% or greater must be achieved to earn the MSO designation or MSA certification. The MHSA MSO Program Coordinator will administer a certificate of achievement to successful candidates.

Upgrading

MSA applicants that earn their Manufacturing Safety Administrator certification will have the opportunity to advance to an MSO (Manufacturing Safety Officer) under the following conditions:

- the minimum 3 years of experience in manufacturing H&S has been met,
- their training is updated to include the WCB Employer Information Seminar & Return to Work Seminar,
- they have qualified as an MHSA certified Auditor,
- they submit a letter of recommendation from their employer detailing the required information (as noted on the MSO application form).

