



# Manufacturing Safety Officer (MSO) Application Form

This application form may be used to track course completion for those looking to apply for the MHSa Manufacturing Safety Officer (MSO) designation program. Once the application form is complete it may be submitted to the MHSa via email to [mso@mhsa.ab.ca](mailto: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 (Auditor Qualification/Recertification with valid status required)	2 credits
<input type="checkbox"/>	NAVIGATING ALBERTA OHS LEGISLATION	1 credit
<input type="checkbox"/>	WORKPLACE VIOLENCE & HARASSMENT	1 credit
<i>The following courses are required to be achieved through Alberta Worker's Compensation Board (WCB)</i>		
<input type="checkbox"/>	EMPLOYER INFORMATION SEMINAR	0.5 credit
<input type="checkbox"/>	RETURN TO WORK (MODIFIED WORK) SEMINAR	0.5 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
		<b>Total 14 credits</b>

MSO 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)

*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.*

**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 MSO designation)

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

<input type="checkbox"/>	<b>BASIC MACHINE GUARDING</b>	1 credit
<input type="checkbox"/>	<b>RIGGING ESSENTIALS (formerly Basic Rigging)</b>	1 credit
<input type="checkbox"/>	<b>EMERGENCY RESPONSE PLANNING</b>	0.5 credit
<input type="checkbox"/>	<b>FIRE EXTINGUISHER TRAINING</b>	0.5 credit
<input type="checkbox"/>	<b>FORKLIFT OPERATOR SAFETY TRAINING</b>	1 credit
<input type="checkbox"/>	<b>LOCK OUT TAG OUT</b>	0.5 credit
<input type="checkbox"/>	<b>OVERHEAD CRANE OPERATOR &amp; SUPERVISOR (formerly OHC standard/Advanced)</b>	1 credit
<input type="checkbox"/>	<b>WORKSTATION CRANE</b>	1 credit
<input type="checkbox"/>	<b>SAFETY AWARENESS</b>	1 credit
<input type="checkbox"/>	<b>TRAIN-THE-TRAINER</b>	2 credits
<input type="checkbox"/>	<b>MANUFACTURING &amp; INDUSTRIAL SAFETY TRAINING (online only)</b>	0.5 credit

*Courses offered in partnership with the MHSa or by approved 3<sup>rd</sup> party vendors may be accepted as elective credits. Please consult with an MHSa MSO Program Coordinator for the full list. Examples of approved 3<sup>rd</sup> party courses includes:*

<input type="checkbox"/>	<b>REASONABLE CAUSE SUPERVISOR TRAINING (Shift OHS)</b>	0.5 credit
<input type="checkbox"/>	<b>DEVELOPING &amp; MANAGING YOUR FIT FOR DUTY POLICY &amp; PROGRAM (Shift OHS)</b>	0.5 credit
<input type="checkbox"/>	<b>CRITICAL INCIDENT STRESS MANAGEMENT (SD Solutions Inc)</b>	2 credits
<input type="checkbox"/>	<b>FALL PROTECTION AUTHORIZED PERSON COMPREHENSIVE (3M)</b>	1 credit
<input type="checkbox"/>	<b>ADVANCED INDUSTRIAL FALL PROTECTION (3M)</b>	1 credit

*The following are approved accreditations recognized by the MHSa that may be applied to the Applicant's elective MSO credits*

MHSa e-learning offerings through the Bistrainer LMS platform. Course certificates must be forwarded to the MHSa 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 MHSa MSO Program Coordinator.	Applicable for a maximum of 2 credits for previously achieved post-secondary H&S courses.

**A total of 16 credits needs to be earned overall.**

**LETTER OF RECOMMENDATION**

A dated Letter of Recommendation must be provided to the MHSa from the applicant's employer confirming a minimum of 3 years working in the Manufacturing industry with a minimum of 50% of that time in a role pertaining to Health & Safety.

The letter must also detail:

- The MSO Applicant's start of employment date
- A Job description or list of duties for the Applicant
- Percentage of time the Applicant conducts safety related duties
- The employer's Name, Contact Information and Signature

MSO - Letter of Recommendation Attached

### **MSO 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 MSO 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.

### **MSO Code of Ethics & Maintenance**

Individuals who earn the MSO are expected to uphold a high level of knowledge and professionalism that is representative of Health and Safety standards within the Manufacturing Industry. Therefore, successful applicants will be provided with a Code of Ethics to sign and adhere to.

To maintain the MSO designation, MHSA certified auditor status and first aid certification must remain valid. Continued education and improvement in health and safety is recommended of all MSO designates.

***Maintenance requirements of the MSO designation are solely the responsibility of the holder.***

*Applicants who have previously achieved the Manufacturing Safety Administrator (MSA) certificate, may apply to become a Manufacturing Safety Officer (MSO) by achieving the minimum three (3) years of experience in manufacturing, upgrading their course load, and submitting a Letter of Recommendation.*

