

Course Required for: **Site Safety Training**

Purpose: This course is a required course that can help fulfill the requirement for an individual applying for a **Site Safety Training Card**. It does NOT grant the student a Scaffold Card.

Duration: 4 Hours of instructional time, excluding breaks and meals

A single session may not exceed 9 1/2 hours, including breaks and meals. If two or more sessions are delivered the same day to the same student roster, a break must be scheduled between the sessions.

Class Size: 1 – 50 Trainees

NYC Requirement: **Per Local Law 196 of 2017:**

In order to continue to operate in the City of New York, the designated construction worker is required to complete a minimum number of hours of approved site safety training and to carry site safety identification cards as proof of completion of the training. This course provides four (4) hours towards the satisfaction of that requirement.

Delivery Requirements: **This course contains:**

- **Demonstration(s):** shows how something is done while emphasizing its merits. The demonstration may be delivered either by a person or a video. Video Demonstrations may be delivered by a virtual live classroom; however, on-demand self-study modules are not permissible.
- **Classroom Lecture/Discussion w A/V (Audio-Visual):** oral presentation by an instructor to present information or teach students about a particular subject. The instruction may be delivered by a virtual live classroom; however, on-demand self-study modules are not permissible.
- **Handouts**
- **In-class Written Assessment**

This course may be delivered:

- **In-Person:** gathers participants in the same physical location at the same time. Provides face-to-face interaction with the opportunity for participants to share and discuss what they are learning. Allows Hands-On practical exercises.
- **Virtual Live:** a shared online space where learners and trainers work together simultaneously. Usually, these interactions take place through a videoconferencing platform (i.e., Zoom, Microsoft Teams).
- **Hybrid:** a combination of In-Person and Virtual Live sessions. Although this course does not have a Hands-On component, the course provider may deliver the course as a combination of In-Person and Virtual Live sessions
- **On-Demand:** self-paced and can be taken anytime and anywhere from a device with internet access. No live instructor needed. On-Demand is only acceptable for courses that grant credit for SST only. On-Demand classes do NOT grant a Supported Scaffold card.

**Delivery Requirements:
(cont'd)****Virtual Live training must comply with the following:**

- The course must be approved by the Department.
- The provider must confirm the identification of the individual taking such training by adhering to the actively proctored online format requirements:
 - The provider must confirm the identification of the individual prior to providing secure access to the online training.
 - The individual must attest that they are the individual who received the online access and will complete the training without assistance. The online program must have secure access and monitor participation during the course of training to ensure that the individual receiving the training is present for the entirety of the training.
- The provider must ensure that participants have their web-cameras activated and are on-camera for the duration of class.

Facility Requirements:**Per 1 RCNY §105-03 (d) (4) Course Facilities:****The course facilities must:**

- Have sufficient room to accommodate all expected attendees and the equipment needed to perform Hands-On exercises, where required as part of the course.
- Make provisions for the presentation of training material in all media types (computer, projector, video/ DVD player, etc.) and
- Comply with all applicable laws, rules, and regulations relating to occupancy, zoning, egress, fire detection, fire suppression, light, ventilation, cleanliness, sanitary facilities, emergency notification, and evacuation procedures.

Training may be held at construction sites, provided the above requirements are met.

Instructor Requirements:**Per 1 RCNY §105-03 (e) Course Instructors:****Course providers must require that course instructor(s):**

- Demonstrate that they are credentialed or trained in instructional methods and learning processes.
- Successfully demonstrate their ability to solve or resolve problems relating to the subject matter by possession of a recognized degree, certificate, licensure, or professional standing, or by extensive knowledge, training, and experience in the subject matter being taught.
- To the extent that the course instructor(s) holds, or has held, a trade license issued by the Department, it must be in good standing and not be surrendered to, suspended by, or revoked by the Department.
- Be authorized by the Occupational Safety and Health Administration (OSHA) as a trainer(s) for its Construction and Outreach Program.
- Comply with all applicable Federal, State, and local laws, rules, and regulations.
- Be in compliance with the Department's Industry Code of Conduct.

Instructor Requirements:
(cont'd)

Per 1 RCNY §105-03 (h) Site Safety Training (SST) Course Instructors:

For the purposes of providing training in accordance with section 3321.1 of the Building Code and this section 105-03, a Site Safety Training (SST) provider, as defined in item 1 of the definition of "Site Safety Training (SST) Provider" in section 202 of the Building Code, means a course instructor as used in this section 105-03. In addition to the foregoing requirements for course instructors, **an SST course instructor must meet one of the following requirements:**

- (1) **has successfully completed all applicable OSHA or Department requirements for conducting OSHA 10-hour classes and OSHA 30-hour classes and is authorized to conduct such classes**, except that such course instructor is not required to possess a degree, certificate, licensure, or demonstrate any professional standing as required by subdivision (e), beyond what is required in this paragraph;
- (2) **is providing training through a 100-hour training program; or**
- (3) **is approved by the Department to conduct a 40-hour Site Safety Manager training course** in accordance with Article 402 of Chapter 4 of the Administrative Code.

Course Requirements:

Each section of the Course Content Requirements must be covered using its designated Instructional Delivery Method. The time dedicated to each outline topic should be appropriate for the course content and can vary depending on the trade or job performed by the licensee.

The Instructional Materials used in this course must contain all current applicable NYC Construction Code references, current rules, policies, and bulletins.

All statistics referenced should reflect the latest publicly available statistics. The selection of Case Studies should prioritize incidents in NYC since the prior renewal period and contain relevant and illustrative photos where available.

Refresher or Renewal Courses should focus on the updates since the prior renewal period.

Course Content Requirements

| | Instruction Delivery Method |
|--|------------------------------------|
| 1. Introduction to Supported Scaffolds | Classroom Lecture w A/V Support |
| <ul style="list-style-type: none"> • Types <ul style="list-style-type: none"> ◦ Frame ◦ Rolling Towers, ◦ Tube & Clamp and ◦ System Scaffold • Major Components <ul style="list-style-type: none"> ◦ Braces ◦ Tiebacks and ◦ Guardrail Systems | |
| 2. Supported Scaffold Incidents | Classroom Lecture/Discussion w A/V |
| <ul style="list-style-type: none"> • Common Causes & Prevention • Incident Statistics • Case Studies w/Photos | |
| 3. OSHA 1926 Overview - Safety & Health Regulations for Construction | Classroom Lecture/Discussion w A/V |
| <ul style="list-style-type: none"> • Subpart E - Personal Protective Equipment & Life-Saving Equipment (PPE) • Subpart L – Scaffolds • Subpart M - Fall Protection • Subpart X – Stairways & Ladders | |
| 4. NYC Construction Codes Overview –cover all applicable: | Classroom Lecture/Discussion w A/V |
| <ul style="list-style-type: none"> • Codes, • Rules, • Related department policy statements, • Regulatory notices, • Bulletins & memos including: <ul style="list-style-type: none"> ◦ All NYC Building Codes with emphasis on the scaffold sections (3314) in Chapter 33 Safeguards during Construction & Demolition | |
| 5. NYC Department of Buildings Overview - navigate the NYCDOB website to cover all applicable | Classroom Lecture/Discussion w A/V |
| <ul style="list-style-type: none"> • Administrative standard operating procedures, • Policy & procedure notices • Permits/department notifications, • Forms, • DOBNow Filing & site documents, • Plans, • Inspection checklists/logs and • Wind & weather advisories | |
| 6. General Principles of Fall Protection | Classroom Lecture/Discussion w A/V |
| <ul style="list-style-type: none"> • Fall Clearance, • Total Fall Distance Calculations, • Minimizing Fall Forces, • Guarding Against Falling Objects and Tool Tethering | |
| 7. Personal Protective Equipment & Fall Arrest Systems | Demonstration |
| <ul style="list-style-type: none"> • Selection, • Donning & Doffing Harness & Equipment w/Fit Test • Inspection Procedures • Care of Equipment & Systems | |
| 8. Supported Scaffold Use | Demonstration |
| <ul style="list-style-type: none"> • Safe Use and Tethering of Tools • Safety Hazards & Protection • Hazards <ul style="list-style-type: none"> ◦ Fire ◦ Electrical ◦ Material Handling & Overloading • Maximum intended load & load handling | |

Course Content Requirements

9. Supported Scaffold Inspections: Equipment & Hardware
 - Inspection Checklists & Reports
10. Emergency Situations & Preparedness Procedures
11. Handouts
 - [NYC Buildings Unsafe Condition \(311\) Notification Procedure](#)
 - [NYC/DOI Buildings Integrity Training Contact Information Sheet](#)
12. Review of all Training Topics
13. Written (Multiple Choice) Assessment

Instruction Delivery Method

- Classroom Lecture/Discussion w A/V
- Demonstration
- Provide Copy to Trainee & Discuss
- Discussion with Questions & Answers
- Classroom