Department-Approved Course Requirements: 8-Hour Hoisting Machine Operator Refresher

REVISED 06/26

Course Required for: **Licensee Continuing Education**

Purpose: This course is one of the prerequisites an applicant must successfully complete before being eligible to **renew a license as a Hoisting Machine Operator**, or a **Limited Hoisting Machine Operator** license for an Articulating Boom Crane, Mini Crane, or Telehandler.

Duration: 8 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 – 40 Trainees

NYC Requirement: **Per 1 RCNY 104-06 (b)(5) Hoisting Machine Operator:**

During the one (1) year immediately prior to renewal, the licensee must have successfully completed a Department-approved course that is at least eight (8) hours in length covering those provisions of the administrative code and regulations that are unique to New York City for the operation of a hoisting machine and the unique hazards of operating a hoisting machine within New York City.

NOTE: In addition to this training, licensees must also hold valid national crane operator certification(s)

Language Requirement: All courses for a license or certificate of competence must be delivered in English.

Per §28-401.6 of the NYC Administrative Code: Qualifications of applicant.

All applicants for a license or certificate of competence shall be able to read and write the English language.

Per 1 RCNY §105-03 (d)(1)(i)

All courses must comply with the Department's course requirements published on its website, which lists the relevant citations for statutory or other requirements listed in this paragraph.

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 (ex. 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

Delivery Requirements: **This course may NOT be delivered:**

(cont'd):

- **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 are SST only.

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.
- Hold either a valid Hoisting Machine Operators license from the City of New York or hold a valid national certification for crane operation.
- Comply with all applicable Federal, State, and local laws, rules, and regulations,
- Be in compliance with the Department's Industry Code of Conduct.

In addition, course providers must require that course instructors:

- Be a Qualified Person with documented crane operator experience acceptable to the Department covering the Course Content Requirements in this document.
- Be an OSHA authorized trainer for the Construction Industry Outreach Program.

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	Classroom Lecture/Discussion
2. Crane and Hoisting Machine Incidents • Common causes of incidents with cranes and hoisting machines • Historical crane and hoisting machine incidents in NYC and other major cities	Classroom Lecture/Discussion w A/V
3. OSHA 1926 Overview • OSHA Crane and Derrick Standards (Subpart CC)	Classroom Lecture/Discussion w A/V
4. NYC Licensing • Hoisting machines that require a licensed operator • Hoisting machines that are exempt from the requirements • Steps to get or renew a license • Discipline/suspension/revocation of license	Classroom Lecture/Discussion w A/V
5. NYC Code Review - All applicable: • Codes • Rules • Related department policy statements • Regulatory notices • Bulletins and memos – Including: 2022 Building Code ○ Chapter 33 ▪ 1 RCNY 3316-01(d)(8) ▪ 1 RCNY 3319-01 ▪ 1 RCNY 3319-02	Classroom Lecture/Discussion w A/V
6. NYC Department of Buildings – All applicable: • Administrative standard operating procedures • Permits/department notifications • Forms • Filing and site documents • Plans • Inspection checklists/logs • Wind and weather advisories	Classroom Lecture/Discussion w A/V
7. NYC Department of Transportation (DOT) – All applicable requirements by the NYC Department of Transportation to operate a crane/derrick: • Codes • Rules • Regulations • Operating procedures • Policy procedures • Permits/notifications • Forms • Filing and site documents • Plans, etc.	Classroom Lecture/Discussion w A/V
8. NYC Transit Authority (NYCTA) – All applicable requirements by the NYC Transit Authority to operate a crane/derrick near TA infrastructure: • Codes • Rules • Regulations • Operating procedures • Policy procedures • Permits/notifications • Forms • Filing and site documents • Plans, etc.	Classroom Lecture/Discussion w A/V

Course Content Requirements	Instruction Delivery Method
9. Inspection of Machinery and Ropes • Daily • Periodic • Annual	Classroom Lecture/Discussion w A/V
10. Maintenance and Repair of Machinery and Ropes • Maintenance and repair requirements • Safeguards before beginning maintenance or repairs	Classroom Lecture/Discussion w A/V
11. Reading Plans	Classroom Lecture/Discussion w A/V
12. Cranes and Hoisting Machine Setup • Grounding conditions • Deviation from plans not permitted • Founding of crane/hoisting machine, outrigger, placement, and cribbing • Danger to underground infrastructure, excavations, foundations, etc.	Classroom Lecture/Discussion w A/V
13. Cranes and Hoisting Machinery Operations • Operating manuals • Starting up • Hazards of operating in a dense urban environment • High wind hazards • Operating near power lines • Prohibition against hoisting over pedestrians, traffic, and adjoining buildings • Prohibition against hoisting a suspended load from a fork • Requirements for shutting down and securing the crane	Classroom Lecture/Discussion w A/V
14. Reading Load Charts • NYC approved load charts	Classroom Lecture/Discussion w A/V
15. Operational Aids and Safety Devices • Types of aids and safety devices • Functions and what steps to take if operational aid/safety devices are not working • Acceptable means to substitute for a malfunctioning aid/safety device	Classroom Lecture/Discussion w A/V
16. Lifting Loads • Weights and materials • Center of gravity • Rigging requirements • Critical picks • Securing suspended loads	Classroom Lecture/Discussion w A/V
17. Signaling and Communication	Classroom Lecture/Discussion w A/V
18. Important Additional Information • General construction hazards and fall protection • Incident reporting protocols	Classroom Lecture/Discussion w A/V
19. Handouts • **NYC Buildings Unsafe Condition (311) Notification Procedure** • **NYC/DOI Buildings Integrity Training Contact Information Sheet**	Provide Copy to Trainee & Discuss
20. Review all Training Topics	Discussion w/Questions & Answers
21. Written (Multiple Choice) Assessment	Classroom