Department-Approved Course Requirements: 8-Hour Suspended Scaffold Supervisor Refresher

REVISED 06/26

Course Required for: **Worker Training Licensee Continuing Education**

Purpose: This course is a requirement for an individual to maintain their designation as a **Suspended Scaffold Supervisor** in New York City. It is also a renewal requirement for the holder of a NYC **Special Riggers** license.

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 – 30 Trainees

NYC Requirement: **Per 2022 NYC Building Code §3314.4.5.3 Training for suspended scaffold supervisors.**

Individuals who exercise supervisory responsibility in accordance with the requirements of Sections 3314.4.1 through 3314.4.4 for the installation, adjustment, repair, maintenance, use, or removal of a suspended scaffold shall, at a minimum, have completed a department-approved training program or course that is at least 32 hours long and, **four years following completion of the 32-hour program or course, and every four years thereafter, complete a department-approved 8-hour refresher program or course.**

NOTE: In addition to completing this training course, individuals who supervise the installation or use of a suspended scaffold must be designated as a Foreman on behalf of the licensed Rigger or Sign Hanger.

Per 1 RCNY §104-06 Special Rigger

During the one (1) year immediately prior to renewal, the licensee must have successfully completed both:

- **A Department-Approved suspended scaffold supervisor course that is at least eight (8) hours in length and meets the requirements of Section 3314.4.5.3 of the New York City Building Code; and**
- A Department-Approved course that is at least eight (8) hours in length covering hoisting equipment, other than suspended scaffolds, utilized in the special rigger industry.

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.
- **Hands-On:** the instruction must be delivered onsite and in person. The students must physically handle the items. The procedure being instructed must be demonstrated and explained to the students first.
- **Handouts**
- **In-class Written Assessment**

Delivery Requirements: (cont'd)

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.
- **Hybrid:** a combination of In-Person and Virtual Live sessions. Virtual Live sessions are a shared online space where learners and trainers work together simultaneously. Usually, these interactions take place through a videoconferencing platform (ex. Zoom, Microsoft Teams)..Lectures/ Demonstrations may be delivered in a Virtual Live Classroom; however, the Hands-On portions must be delivered In-Person.

This course may NOT be delivered:

- **Virtual Live only**: a shared online space where learners and trainers work together simultaneously. Usually, these interactions take place through a videoconferencing platform (ex. Zoom, Microsoft Teams).
- **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.

Hybrid Training must comply with the following:

- The course must be approved by the Department.
- The provider must confirm the identification of the individual taking Virtual Live 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.
- For courses that include Hands-On training, providers may deliver the Hands-On portion of the training in-person and the remaining portion through either a live virtual classroom or live webinar.
- The provider must notify the Department when the Hands-On portion of the course/class is scheduled.
- All students must be scheduled at the same time to receive the Hands-On training.

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 an OSHA-authorized trainer for the Construction Industry 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.

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 Suspended Scaffolds • Types • Major components • Manufacturer's specifications • Limitations	Classroom Lecture/Discussion w A/V
2. Suspended Scaffold Incidents • Common causes and prevention • Incident statistics • Case studies with photos	Classroom Lecture/Discussion w A/V
3. OSHA 1926 Overview - Safety and Health Regulations for Construction • Subpart E - Personal Protective Equipment and Life-Saving Equipment (PPE) • Subpart L – Scaffolds • Subpart M – Fall Protection • Subpart X – Stairways and Ladders	Classroom Lecture/Discussion w A/V

4. NYC Code Review – All applicable:
• Codes
• Rules
• Department-related policy statements
• Regulatory notices
• Bulletins and memos, including:
  ○ Title 1 Rules of the City of New York
  ▪ 104-20 Supervisory Responsibilities of a Licensed Rigger
  ▪ 104-21 Supervisory Responsibilities of a Licensed Sign Hanger
  ▪ 104-22 Other obligations
  ○ All NYC Building Codes up to and including BC 2022, with emphasis on the scaffold sections (3314) in Chapter 33 Safeguards during Construction and Demolition
	Classroom Lecture/Discussion w A/V

5. NYC Department of Buildings – All applicable: • Administrative standard operating procedures • Policy and procedure notices • Permits (DOBNOW) • Department notifications (DOBNOW) • Forms • Filing and site documents • Plans • Inspection checklists/logs • Wind and weather advisories	Classroom Lecture/Discussion w A/V
6. General Principles of Fall Protection • Fall clearance • Total fall distance calculations • Minimizing fall forces • Guarding against falling objects and tool tethering	Classroom Lecture/Discussion w A/V
7. Personal Protective Equipment and Fall Arrest Systems • Selection • Donning, doffing harness and equipment, and fit test of harness • Inspection procedures • Care of equipment and systems	 Demonstration Hands-On Hands-On Demonstration
8. Lifelines, Rope, and Cable Grabs • Chaffing gear for lifelines and cables	Demonstration

Course Content Requirements	Instruction Delivery Method
9. Suspended Scaffold Use	
• Safe use and tethering of tools	Hands-On
• Safety hazards, including fire hazards	Classroom Lecture/Discussion w A/V
• Set-up/start-up procedures	Demonstration
• Attach to structurally sound objects	Demonstration
• Support methods:	Demonstration
○ C-hook	
○ Outrigger system	
▪ Counterweights	
▪ Shoring	
○ Pennant	
○ Parapet clamp	
○ Slings	
○ Monorail systems	
○ Davits	
○ Anchors	
• Masonry and concrete anchors (expansion, adhesive, screw)	
• Pull testing of anchorage devices	
• Safety hazard: power lines	Classroom Lecture/Discussion w A/V
• Safe loading of the platform	Classroom Lecture/Discussion w A/V
○ Max spans	
○ Guardrails	
○ Planking	
○ Debris netting	
• Raising and lowering the scaffold	Hands-On
• Maneuvering and drifting	Hands-On
• Shut down and securing the scaffold	Hands-On
10. Hoist, Platform, and Rigging Equipment Practices	Classroom Lecture/Discussion w A/V
• Electrical cables	
• Modular and corner scaffolds	
• Special rigging conditions	
• Scaffold motor types	
11. Maximum Intended Loads and Capacity Reducing Factors	Classroom Lecture/Discussion w A/V
12. Rope, Fall, Knot, and Hitch Configurations and Connections	Hands-On
• Rope (wire and fiber), hardware used in rigging, type, strength, application, manufacturers' specifications, limitations, and handling	
• Various applications and connection techniques using:	
○ Ropes, knots, and hitches-	
▪ Night	
▪ Clove	
▪ Rolling	
▪ Timber hitch	
▪ Bowline	
▪ Sheet bend	
▪ Square knot	
▪ Additional knots, bends, and hitches	

Course Content Requirements	Instruction Delivery Method

13. Wire Rope and Termination Techniques
• Fist Grip
• Connection and termination of wire/fiber rope
  ○ Fasteners
  ○ Knots
  ○ Hitches
  ○ Hooks
  ○ Shackles
  ○ Thimbles
  ○ Eyes
  ○ Tackle blocks, etc.
  ▪ Including: connection to suspended work platforms (i.e., scaffold platforms); hoist loads (materials, equipment)
	Classroom Lecture/Discussion w A/V

14. Inspection, Maintenance, and Repair of Ropes, Rigging, Equipment, and Hardware
• Inspection process and safety checklists, including:
  ○ What to inspect
  ○ How to inspect
  ○ How frequently to inspect
  ○ How to identify hazards
  ○ Steps to take if a hazard is discovered, including:
  ▪ Rigging systems
  ▪ Ropes
  ▪ Anchorage
  ▪ Individual scaffold components
  ▪ Slings
  ▪ Cable size for hoist motors, etc.
• Identification of wear, defects, and failure signs in all rigging equipment
• Handling, maintenance, repair/replacement of rigging equipment, rope, hardware, etc.
• Types of maintenance required for ropes and motors
  ○ Roles
  ▪ Who can maintain?
  ▪ Who can repair?
  ○ Safeguards to take before beginning maintenance or repairs
	Classroom Lecture/Discussion w A/V

15. Rejection Criteria for Equipment and Rigging Hardware	Demonstration
16. Basic Rope, Fall, Hoist, Block, and Rigging Set-Ups and Procedures	Hands-On
17. Electric Motors, Controls, and Cables • Service report for the motors • Pendant/remote control	Classroom Lecture/Discussion w A/V
18. Chemical Building Cleaning	Classroom Lecture/Discussion w A/V
19. Welding	Classroom Lecture/Discussion w A/V
20. Safety Checklists: Pre-Start, Scaffold Operation, and Shut Down	Classroom Lecture/Discussion w A/V
21. Emergency Situations and Preparedness Procedures	Classroom Lecture/Discussion w A/V
22. Industrial Rope Access (IRA)	Classroom Lecture/Discussion w A/V

Course Content Requirements	Instruction Delivery Method
23. Handouts • NYC Buildings Unsafe Condition (311) Notification Procedure • NYC/DOI Buildings Integrity Training Contact Information Sheet	Provide Copy to Trainee & Discuss
24. Review of all Training Topics	Discussion with Questions & Answers
25. Written (Multiple Choice) Assessment	Classroom
26. Hands-On Performance Assessment	On Scaffold