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

REVISED 10/25

Course Required for: **Worker Training**

Purpose: This course is a requirement for an individual **to continue to use or work on a Suspended Scaffold** in New York City.

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 – 50 Trainees

NYC Requirement: **Per 2022 NYC Building Code §3314.4.5.4 Training for suspended scaffold installers, adjusters, repairers, maintainers, users, or removers.**

Individuals who install, adjust, repair, maintain, use, or remove a suspended scaffold shall, at a minimum, have completed a Department-Approved training program or course that is at least 16 hours long and, four years following completion of the 16-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 use a Suspended Scaffold may also need to possess a Certificate of Fitness from a licensed rigger or sign hanger.

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**

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.

Delivery Requirements: (cont'd)

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 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.

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	Classroom Lecture/Discussion w A/V
2. Suspended Scaffold Incidents • Common Causes & Prevention • Incident Statistics • Case Studies with Photos	Classroom Lecture/Discussion w A/V
3. OSHA 1926 Overview - Safety & Health Regulations for Construction • Subpart E - Personal Protective Equipment & Life-Saving Equipment (PPE) • Subpart L – Scaffolds • Subpart M - Fall Protection • Subpart X – Stairways & Ladders	Classroom Lecture/Discussion w A/V
4. NYC Construction Codes Overview - all applicable: • Codes • Rules • Department-related policy statements • Regulatory notices, • Bulletins & Memos including: o 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 o All NYC Building Codes with emphasis on the scaffold Sections (3314) in Chapter 33 Safeguards during Construction & Demolition	Classroom Lecture/Discussion w A/V
5. NYC Department of Buildings (DOB) Overview - navigate DOB's website to cover all applicable • Administrative standard operating procedures • Policy & Procedure Notices • Permits/Department Notifications • Forms • Filing and site documents • Plans • Inspection checklists/logs; and • Wind & 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 & Tool Tethering	Classroom Lecture/Discussion w A/V
7. Personal Protective Equipment & Fall Arrest Systems • Selection • Donning & Doffing Harness and Equipment & Fit Test of Harness • Inspection Procedures • Care of Equipment & Systems	Demonstration

Course Content Requirements	Instruction Delivery Method
8. Suspended Scaffold Use	
• Safe Use and Tethering of Tools	Demonstration
• Safety Hazards, including Fire Hazards	Demonstration
• Set-Up/Start-Up Procedures	Demonstration
• Attach to structurally sound objects with: ○ C-Hook ○ Outrigger System, ○ Pennant & ○ Parapet Clamp	Demonstration
• Safety Hazard Power Lines	Classroom Lecture/Discussion w/AV
• Safe Loading of the Platform	Classroom Lecture/Discussion w/AV
• Raising and lowering the scaffold	Hands-On
• Shut down and securing the scaffold	Hands-On
9. Hoist, Platform & Rigging Equipment Practices • Electrical Cables • Modular & Corner Scaffold • Special and Unusual Rigging Conditions	Demonstration
10. Maximum Intended Loads & Capacity Reducing Factors	Demonstration
11. Rope, Knot & Hitch Configurations & Connections • Various Applications & Connection Techniques using: – Ropes, knots & hitches- night, clove, rolling, timber hitch – Bowline – Sheet bend – Square knot – Additional knots, bends, and hitches	Hands-On
12. Wire Rope & Termination Techniques • Fist Grip	Demonstration
13. Basic Rope, Hoist, Block & Tackle, and Rigging Set-Ups & Procedures	Hands-On
14. Lifelines, Rope & Cable Grabs • Chaffing Gear for Lifelines & Cables	Classroom Lecture/Discussion w/AV
15. Electric Motors, Controls & Cables • Service Report for the Motors • Pendant/Remote Control	Classroom Lecture/Discussion w/AV
16. Suspended Scaffold Inspections: Equipment & Rigging Hardware	Demonstration
17. Rejection Criteria for Equipment & Rigging Hardware	Demonstration
18. Safety Checklists: Pre-Start, Scaffold Operation & Shut Down	Demonstration
19. Emergency Situations & Preparedness Procedures	Classroom Lecture/Discussion w AV
20. Handouts • NYC Buildings Unsafe Condition (311) Notification Procedure • NYC/DOI Buildings Integrity Training Contact Information Sheet	Provide Copy to Trainee & Discuss
21. Review of all Training Topics	Discussion with Questions & Answers
22. Written (Multiple Choice) Assessment	Classroom