



## Department-Approved Course Requirements: 1-Hour Health and Safety Programs in Construction

<b>Course Required for:</b>	<input checked="" type="checkbox"/> <b>Worker Training</b>
<b>Purpose:</b>	This course is a specialized elective course that can help fulfill the requirement for an individual applying for a Site Safety Training Card. <b>THIS IS AN AWARENESS-LEVEL TRAINING ONLY and does not provide any other qualification or authorization outside of the Site Safety Training Card.</b>
<b>Duration:</b>	1 Hour of instructional time, excluding breaks
<b>Class Size:</b>	<b>1-40 Trainees</b>
<b>NYC Requirement:</b>	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 (As per New York City Local Law 196 of 2017 also known as "LL196" or "Local Law"). This course provides one hour towards the satisfaction of that requirement.
<b>Facility Requirements:</b>	<p>The Training Facility used by the Course Provider must:</p> <ul style="list-style-type: none"><li>• Have sufficient room to accommodate all expected attendees and the equipment needed to perform hands-on exercises where required as part of the course.</li><li>• Make provisions for the presentation of training material in all media types (computer, projectors, video/DVD players, etc.); and</li><li>• Comply with all applicable laws, rules &amp; regulations relating to occupancy, zoning, egress, fire detection, fire suppression, light, ventilation, cleanliness, sanitary facilities, emergency notification &amp; evacuation procedures.</li></ul> <p>Training may be held at construction sites, provided the above requirements are met.</p>
<b>Instructor Requirement:</b>	<p>To deliver this course the instructor(s) must demonstrate that he or she is credentialed or trained in instructional methods and learning processes. The instructor(s) must also successfully demonstrate his or her 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.</p> <p>The instructor(s) must also be authorized by the Occupational Safety and Health Administration ("OSHA") as a trainer(s) for its Construction and Outreach Program.</p>
<b>Curriculum Requirement:</b>	All <b>topics</b> listed under <b>Course Content Outline</b> must be covered using the listed <b>Instructional Delivery Method</b> . 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 trainee. The <b>Instructional Delivery Materials</b> used in this course must contain all current applicable NYC Construction Code references, current rules, policies & bulletins.
<b>Course Curriculum Proposal Package Review:</b>	A comprehensive review will be performed by the <b>Department of Buildings</b> to determine compliance with these Course Curriculum Requirements.

## Instruction Delivery Method

<b>Media:</b>	Lecture/Discussion, Slide Presentation, video
<b>Handouts:</b>	Abbreviated Written Safety and Health Plan
<b>Guided Learning:</b>	Trainees will perform a Job Hazard Analysis for an ordinary task (group).

## Course Content Outline

1. Introduction
  - a. Instructor introduces topic and describes their qualifications and relevant experience for training this module.
  - b. Establish that all trainees can hear and fully understand you i.e. “raise your hand if you fully understand me” or “clap your hands if you fully understand me”
  - c. State basic classroom rules, bearings and decorum
    - i. Inform trainees of duration or training and breaks (if any)
    - ii. Remind trainees about limiting distractions (phone use, texting, sidebar conversations)
    - iii. Emergency procedures (location and means of egress, exits or other contingencies)
    - iv. Location of restrooms
  - d. Training Objectives and Expectations:
    - i. Trainees will become generally familiar with Health and Safety Programs (HASP)
    - ii. Trainees will learn how to look for and review topics that come from HASPs
2. Explain and describe the difference between “safety” and “health” in terms of acute exposures to injury and more chronic exposures to illness and disease respectively.
3. Common Terms in safety and health programs in construction
  - a. Elimination
  - b. Hierarchy of controls
  - c. Leading/Lagging Indicators
  - d. Metrics
  - e. Root cause Analysis
4. Explain how a system of safety works and the role of safety and health programs
5. Emphasize importance of an effective Injury and Illness Prevention Program (IIPP) and describe the context of program management and the policies, procedures and processes that grow from the same.
  - a. Describe safety and health programs as “living documents” subject to change and revision.
6. Provide research results and statistically illustrate results of studies that demonstrate the effectiveness of using program management (systems of safety and health) i.e. IIPP white paper at OSHA.gov. (See: <https://www.osha.gov/dsg/topics/safetyhealth/OSHAwhite-paper-january2012sm.pdf>)
7. Describe and Illustrate typical components of a safety and health program
  - a. Statement from upper management
  - b. “Buy-in” statement
  - c. Role and Responsibilities (Accountability)
  - d. Necessary and required trainings

- e. Policies and procedures specific to scope of work and project
  - f. Means of Critical Assessment
  - g. Means of Hazard Control (JHA)
  - h. Relevant hazards and controls
  - i. Hazard Communications Program and Safety Data Sheets (typically appendix)
  - j. Emergency Action Plan
  - k. Discipline Policies
8. Describe and illustrate an Injury and Illness Prevention Program (IIPP) and the relevance and importance of each component.
- a. Management commitment
  - b. Effective employee (and subcontractors) participation
  - c. Accountability, responsibility and transparency
  - d. Compliance with regulatory laws and codes
  - e. Benchmarking other successful organizations
  - f. Multilateral and open means of communications and collaboration
  - g. Communication and coordination on multiemployer sites
  - h. Hazard identification, assessment and controls (Job Hazard Analysis)
  - i. Education and training and instruction
  - j. Recordkeeping
  - k. A robust means of evaluation and monitoring
9. Group exercise where instructor asks trainees to find various directives within the text of a sample written safety and health program. Discussion-based
10. Resources:
- a. Worker's Rights (See OSHA: <https://www.osha.gov/Publications/OSHA3146.pdf>)
  - b. OSHA Regional Map: <https://www.osha.gov/html/RAmap.html>
11. Debriefing (Informal evaluation)
- a. Guided by instructor, trainees, in a class discussion talk about the course's content and means of delivery and provide verbal feedback to the instructor.
  - b. Instructor takes notes (either committing them to writing during discussion or ascribing them later into noted-comments).
  - c. Instructor applies lessons learned from debriefing to future trainings.
12. Written Assessment (Multiple Choice and questions with answers found in the sample safety and health program)