



Department-Approved Course Requirements: 1-Hour Materials Handling, Storage, Use and Disposal

Course Required for:	<input checked="" type="checkbox"/> Worker Training
Purpose:	This course is a general elective course that can help fulfill the requirement for an individual applying for a Site Safety Training Card. THIS IS AN AWARENESSLEVEL TRAINING ONLY and does not provide any other qualification or authorization outside of the Site Safety Training Card.
Duration:	1 Hour of instructional time, excluding breaks
Class Size:	1-40 Trainees
NYC Requirement:	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.
Facility Requirements:	<p>The Training Facility used by the Course Provider must:</p> <ul style="list-style-type: none">• 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, projectors, video/DVD players, 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. <p>Training may be held at construction sites, provided the above requirements are met.</p>
Instructor Requirement:	<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>
Curriculum Requirement:	All topics listed under Course Content Outline must be covered using the listed 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 trainee. The Instructional Delivery Materials used in this course must contain all current applicable NYC Construction Code references, current rules, policies and bulletins.

**Course Curriculum
Proposal Package
Review:**

A comprehensive review will be performed by the **Department of Buildings** to determine compliance with these Course Curriculum Requirements.

Instruction Delivery Method

Media:	Lecture/Discussion, Slide Presentation
Handouts:	Slides, references and handbook
Guided Learning:	Lecture

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 how to properly handle, store and dispose of construction material and debris
 - ii. Trainees will learn to recognize hazards and the appropriate controls associated with material handling, storage and disposal of construction material
2. Describe how good housekeeping can contribute to a better performing jobsite.
 - a. Prevent fire hazards
 - b. Prevent fall hazards
 - c. Prevent struck-by hazards
 - d. Control pests
 - e. Provides for clear thinking and ease of circulation through a jobsite
3. Illustrate various material-handling equipment
 - a. Material hoists
 - b. Truck mounted knuckle booms, truck mounted cranes
 - c. Pallet jacks
 - d. Concrete buggies
 - e. Wheelbarrow
 - f. Dollies
 - g. Roustabouts
 - h. Conveyors
 - i. Slings

- j. Powered Industry Trucks
 - i. Designation
- 4. Briefly describe proper lifting techniques 'Power Zone'
- 5. Illustrate, explain the consequences of improper material handling (can include BLS statistics)
- 6. Illustrate, explain and define safety controls and regulatory requirement for:
 - a. Combustible materials
 - b. Debris accumulation
 - c. Unsecured and Secured material and debris
 - d. Unenclosed perimeters (10 feet, 5 feet, 2 feet DOB rules)
 - e. Material and or debris storage around shafts
 - f. Explain rules relevant to storage of combustible debris
 - g. Explain that material handling equipment must be designed (or modified) for use and intended loads
 - h. Employer's responsibility in maintaining equipment
- 7. Illustrate, explain the proper methods of moving material and or debris across a public way such as a sidewalk, street or into the lane closure.
- 8. Resources:
 - a. Chapter 33
 - b. Fire Code
 - c. OSHA Subpart H, Title 29, 1926
 - d. Worker's Rights (See OSHA: <https://www.osha.gov/Publications/OSHA3146.pdf>)
 - e. OSHA Regional Map: <https://www.osha.gov/html/RAmap.html>
- 9. 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.
- 10. Written (Multiple Choice) Assessment