



Department-Approved Course Requirements: 1-Hour Tools Hand and Power

Course Required for:

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 AWARENESS-LEVEL 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:

The Training Facility used by the Course Provider 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, projectors, video/DVD players, etc.); and
- Comply with all applicable laws, rules & regulations relating to occupancy, zoning, egress, fire detection, fire suppression, light, ventilation, cleanliness, sanitary facilities, emergency notification & evacuation procedures.

Training may be held at construction sites, provided the above requirements are met.

Instructor Requirement:

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.

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.

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 & 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, Actual examples of broken, damaged tools that have been rendered inoperable; disabled from being energized and tagged accordingly.
- Handouts:** Slides and several tool manufacturers' user manuals, including at least one grinder manufacturer's user manual.
- Guided Learning:** From a manufacturer's manual have trainees find various information including proper use and proper personal protection equipment for each manual.

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 of 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 hazards and controls associated with the use of tools so they can recognize problems and avoid injury and misuse.
2. Describe hand tools and hand held power tools
 - a. Describe hazards associated with misuse of hand held power tools
3. Inform and describe how workers must be trained in the safe and proper use of tools.
4. Provide and describe (with illustration) general tool rules with graphic representations of proper and improper use:
 - a. Select tool that fits the work activity
 - i. Fits the work space available
 - ii. Reduces the force you need to apply to a point
 - iii. Ergonomic and fits in your hand
 - iv. Can be used in a comfortable work position
 - b. Keep all tools in good working order (avoid using dull tools, blades and bits).
 - c. Only use a tool for a task that the tool has been designed to be used for.
 - d. Inspect the tool before use.
 - e. Always follow manufacturer's instructions when operating any tool.
 - f. Always wear prescribed personal protection equipment.
 - g. Ensure tools are safe-guarded when not in use
5. Provide Power Tool Rules, such as:
 - a. Do not lift or carry power tools by electric power cord
 - b. Keep electric power cords out of the path of the power tool itself
 - c. Do not leave power tools unattended

- d. Do not stand in water or wet surfaces when running an electric power tool.
 - e. Use electric power tools with adequate power supply.
 - f. Do not use power tools or extension cords with a missing prong
 - g. Use only double insulated electrical tools
 - h. Use Ground Fault Circuit Interrupters on all 120 volt 15 & 20 amp branch circuits
 - i. Do not wear loose clothing, dangling objects or jewelry or any appendage that could be snagged and pulled into tool or work.
6. Provide general safety tips and rules for various tools such as:
- a. Circular Saws
 - b. Grinders and Abrasive-Wheel Tools
 - c. Table saws
 - d. Powder actuated tools
 - e. Fuel powered tools
 - f. Pneumatic tools including fasteners
 - g. Chop saws
 - h. Drills, hammer drills (Include survey as a precaution to determine if drilling into conductors, pipes etc.)
 - i. Demolition tools i.e. chipping guns, jack hammers (Include survey as a precaution to determine if chopping into conductors, pipes etc.)
7. Silica producing tools and safeguards
8. When working over other workers and public ways tether tools.
- a. Illustrate examples of injury to workers, members of the public and property (windshields)
 - b. Illustrate examples of different tethering devices such as retractable devices.
9. Describe proper Personal Protection Equipment for the use of all tools
10. Resources:
- a. OSHA CFR 1926.300
 - b. Worker's Rights (See OSHA: <https://www.osha.gov/Publications/OSHA3146.pdf>)
 - c. OSHA Regional Map: <https://www.osha.gov/html/RAmap.html>
11. Review of all Training Topics and perform exercise viewing tool manufacture's manuals.
12. 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.
13. Written (Multiple Choice) Assessment