



Department-Approved Course Requirements: 2-Hour Site Safety Plan (SSP)

Course Required for:

Worker Training

Purpose:

This course is an 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:

2 Hours 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 two hours 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 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 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 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, Sample Site Safety Plans for groups

Handouts: Slides, references and handbook

Guided Learning: Trainees will examine Site Safety Plans and find issues or topics for further inquiry for class discussion. Trainer may embed errors in the plans inconsistent with Code.

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 plans and site safety plans
 - ii. Trainees will be able to recognize issues with a site safety plan
2. Explain that necessity of using site safety and logistics plans for site safety management.
 - a. Explain regulatory requirements for site safety plans
 - i. What projects require Site Safety Plans
 - ii. Who creates the Site Safety Plan
 - iii. Where must the Site Safety Plan be kept on the jobsite
 - b. How to follow the Site Safety Plan
3. Basic 'blueprint' reading: In slideshow, describe the various viewing perspectives of drawings to acquaint trainees with parts of drawings, typical symbols, hatches and notes.
 - a. Viewing Perspectives
 - i. Plan view (bird's eye)
 - ii. Section details (through)
 - iii. Elevation (plain view)
 - iv. Isometric (3-dimensional)
 - b. Typical symbol depictions
 - c. Standard symbols and abbreviations
 - d. Typical hatches and representative depictions
 - e. Notes

4. Describe and graphically illustrate, both in line drawing and in actual photographic representation the New York City Department of Building's required components of a Site Safety Plan and respective corresponding Importance:
 - a. Sidewalk Sheds (including rules pertaining to 5 feet and 20 feet)
 - b. Typical roof protections
 - c. NYCDOT and Manual for Uniform Traffic Control Devices (MUTCD)
 - d. Safety Zones
 - e. Various Lane Closures DOT stipulation and permits
 - f. Various Sidewalk closures and interruptions DOT stipulation and permits
 - g. Fences and gates (with protocol from Chapter 33)
 - h. Viewing panels
 - i. Informational panels
 - ii. Hunter Green color
 - iii. Height
 - iv. Types of construction
 - i. Use of flaggers utilizing MUTCD (flags use and slow/stop paddle use)
 - j. Supported of Suspended Scaffolds
 - k. Horizontal and Vertical Nets Depictions and Specifications
 - l. Hoists locations and call-out capacities
 - m. Crane swings and staging areas
 - n. Sheeting/ Shoring, Foundation/ Excavation
 - o. Horizontal netting
 - p. Cross streets and paths
 - q. Fire hydrant and Standpipe
 - r. Lot Dimension and lot lines Meets and Bounds (hatches, lines)
 - s. Various signage
 - t. Ramps (ratio, slope)
 - u. Utility poles, hydrants, trees, street furniture
 - v. Placement and positioning of flaggers
 - w. List of various equipment to be used doing excavation work
 - x. Jersey Barricade, movable timber barriers
 - y. General information and notes sheets
 - z. Means and Methods Explanation
 - aa. Mandatory Contact Information
5. Communication and Coordination on Multiemployer Worksites
6. Template of Site Safety Plan with Definitions
7. Resources:
 - a. Chapter 33
 - b. New York City Department of Transportation
 - c. MUTCD
 - d. Worker's Rights (See OSHA: <https://www.osha.gov/Publications/OSHA3146.pdf>)

- e. OSHA Regional Map: <https://www.osha.gov/html/RAmap.html>
- 8. 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.
- 9. Written Assessment
 - a. Multiple choice
 - b. Utilize drawings so that trainees can read drawings and answer questions from accompanied drawings in hand written explanation.
 - c. True false
 - d. Illustrative representations
 - e. Calculations