



Department-Approved Course Requirements:
8-Hour Concrete Safety Manager Refresher

REVISED 10/25

Course Required for:	Licensee Continuing Education
Purpose:	This course is a renewal requirement for the holder of a NYC Department of Buildings Concrete Safety Manager License .
Duration:	<p>8 Hours of instructional time, excluding breaks & meals</p> <p>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.</p>
Class Size:	1 – 50 Trainees
NYC Requirement:	<p>Per 1 RCNY §104-06 (b) (1)</p> <p>Concrete Safety Manager. During the one (1) year immediately prior to renewal, the licensee must have successfully completed a Department-approved course that is at least eight (8) hours in length in concrete operations.</p>
Delivery Requirements:	<p>This course contains:</p> <ul style="list-style-type: none">• 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.• Handouts• In-class Written Assessment <p>This course may be delivered:</p> <ul style="list-style-type: none">• 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.• Virtual Live: a shared online space where learners and trainers work together simultaneously. Usually, these interactions take place through a videoconferencing platform (ex. Zoom, Microsoft Teams).• Hybrid: a combination of In-Person and Virtual Live sessions. Although this course does not have a Hands-On component, the course provider may deliver the course as a combination of In-Person and Virtual Live sessions <p>This course may NOT be delivered:</p> <ul style="list-style-type: none">• 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 SST courses. <p>Virtual Live training must comply with the following:</p> <ul style="list-style-type: none">• The course must be approved by the Department.• The provider must confirm the identification of the individual taking such training by adhering to the actively proctored online format requirements:<ul style="list-style-type: none">○ 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.

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.
- Comply with all applicable Federal, State, and local laws, rules, and regulations, and the Department's Industry Code of Conduct.

In addition, course providers must require that course instructors:

- Demonstrate that they possess a valid Concrete Safety Manager or Site Safety Manager Certificate.

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 Concrete Safety Management <ul style="list-style-type: none">• Site Safety Manager & Coordinator Description• Construction Superintendent Description• Concrete Safety Manager Description• Fire Safety Manager Description	Classroom Lecture/Discussion w A/V
2. Concrete Construction Site Incidents <ul style="list-style-type: none">• Common Causes & Prevention• Incident Statistics• Case Studies with Photos	Classroom Lecture/Discussion w A/V
3. Responsibilities of a Concrete Safety Manager/Certification <ul style="list-style-type: none">• Building & Construction Sites that require a Concrete Safety Manager• Concrete Safety Managers- Duties from Title 1 Rules of the City of New York – Chapter 33 §3310-02.• Day in the Life of a Concrete Safety Manager using the Concrete Safety Manager Inspections Checklist• Steps to get or renew a Certificate• Discipline/suspension/revocation of a Certification	Classroom Lecture/Discussion w A/V Classroom Lecture/Discussion w H/O (Provide Copy)
4. OSHA 1926 Overview <ul style="list-style-type: none">• Safety & Health Regulations for Construction• Focus on Subpart Q – Concrete & Masonry Construction	Classroom Lecture/Discussion w A/V
5. NYC Codes Overview – cover all applicable codes, rules, related Department policy statements, regulatory notices, bulletins, and memos, including: <ul style="list-style-type: none">• Title 1 Rules of the City of New York<ul style="list-style-type: none">◦ Chapter 3300 §3310-02 Concrete Safety Managers• NYC Fire Code'08<ul style="list-style-type: none">◦ Chapter 14 Fire Safety during Construction, Alteration & Demolition• NYC Department of Transportation (DOT)<ul style="list-style-type: none">◦ Regulations & Permits◦ Traffic & Traffic Control◦ Manual on Uniform Traffic Control Devices• NYC Department of Environmental Protection (DEP)<ul style="list-style-type: none">◦ Regulations for Concrete Disposal BC 3320• Building Code '68 – All applicable concrete sections still in effect• Construction Codes '08 - General Administrative Provisions• Building Code '08 – All applicable sections, including:<ul style="list-style-type: none">◦ Update Pages/Local Laws promulgated after July 1, 2008◦ Chapter 1 Administration - Permits, Maintenance, Enforcement & Licensing◦ Chapter 19 Concrete◦ Chapter 35 Reference Standards• Building Code '22 – All applicable sections, including:<ul style="list-style-type: none">a. Chapter 17 Structural Tests and Special Inspectionsb. Chapter 18 Soils and Foundations, including:<ul style="list-style-type: none">• 1812.1.1 Materials• 1812.1.3 Concrete or Grout Placement• 1815.7 Grout Sampling and Testingc. Chapter 19 Concreted. Chapter 33 Safeguards during Construction or Demolition	Classroom Lecture/Discussion w A/V

Course Content Requirements	Instruction Delivery Method
6. NYC Department of Buildings Overview – cover all applicable: <ul style="list-style-type: none">• Administrative standard operating procedures,• Policy & procedure notices,• Permits/department notifications,• Forms,• Filing & site documents,• Plans,• Inspection checklists/logs and• Wind & weather advisories	Classroom Lecture/Discussion w A/V
7. Concrete Construction & Stripping Operations <ul style="list-style-type: none">• Formwork Design• Rebar Handling• Concrete Pumping• Hazardous Materials BC 3313• Material Handling Equipment BC 3320• Shoring & Reshoring• Protection of Pedestrians BC 3307• Safety Netting BC 3308	Classroom Demonstration w A/V Classroom Demonstration w A/V Classroom Demonstration w A/V Classroom Lecture/Discussion w A/V Classroom Demonstration w A/V Classroom Demonstration w A/V Classroom Demonstration w A/V Classroom Demonstration w A/V
8. Concrete Inspection Operations <ul style="list-style-type: none">• Pre-Placement,• Placement &• Post-Placement	Classroom Demonstration w A/V
9. Rigging, Scaffold, Hoisting, Lift, & Crane Operations <ul style="list-style-type: none">• Scaffolds BC 3314• Material Hoists BC 3317• Personal Hoists BC 3318• Cranes & Derricks BC3319 including Signaling	Classroom Demonstration w A/V
10. Site Safety Plan Requirements for Concrete	Classroom Lecture/Discussion w A/V
11. Safety Protocols for Concrete – including: <ul style="list-style-type: none">• Fall Protection for existing & new concrete-embedded fall arresting systems	Classroom Lecture/Discussion w A/V
12. Jobsite Concrete Safety Violations	Classroom Lecture/Discussion w A/V
13. Safe Use of Concrete Tools on the Jobsite	Classroom Lecture/Discussion w A/V
14. Recurring Jobsite Concrete Safety Problems	Classroom Lecture/Discussion w A/V
15. Jobsite Emergency Situations & Preparedness Procedures	Classroom Lecture/Discussion w A/V
16. Handouts <ul style="list-style-type: none">• NYC Buildings Unsafe Condition (311) Notification Procedure• NYC/DOI Buildings Integrity Training Contact Information Sheet• Building Bulletin 2021-003• Concrete Safety Manager Inspections Checklist	Provide Copy to Trainee & Discuss
17. Review all Training Topics	Discussion with Questions & Answers
18. Written (Multiple Choice) Assessment	Classroom