



STATE OF NEW YORK
DEPARTMENT OF LABOR

APPENDIX A

SITE SAFETY MANAGER
D.O.T. CODE 168.167-062
O*NET CODE 29-9011.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

	<u>Approximate Hours</u>
A. <u>Preparing Required Field Paperwork/Project Pre-Planning</u>	1,000
1. Conducting field inspections; identifying hazards	
2. Making all appropriate entries in <i>Site Safety Log Book</i> ; demonstrating knowledge of technical writing skills	
3. Reading and understanding <i>Site Safety Plans</i>	
4. Developing <i>Site Safety Program</i>	
5. Investigating accidents; completing accident reports	
6. Conducting <i>Safety Orientation</i> ; providing information to construction site workers, demonstrating knowledge of presentation skills	
7. Preparing <i>Safety Notifications</i> for contractors, demonstrating knowledge of technical writing skills	
8. Conducting <i>Safety Meetings</i> , demonstrating knowledge of presentation skills; writing minutes of meetings	
9. Conducting <i>Toolbox Meetings</i> , demonstrating knowledge of presentation skills; writing minutes of meetings	
10. Evaluating Hazard Communication program; collecting Material Safety Data Sheets	
11. Knowing and understanding personal protective equipment requirements	
12. Conducting <i>Project Pre-Planning Meetings</i> ; developing agenda and presenting information to construction site workers on the following topics:	
a. excavations	
b. foundations	
c. concrete	
d. steel	
e. HVAC	
f. Carpentry	

- A. Preparing Required Field Paperwork/Project Pre-Planning – continued
 - g. elevators
 - h. cranes
 - i. façade
 - 1. curtain wall
 - 2. masonry
 - j. caulking/waterproofing

- B. Ensuring Safety in Excavation/Foundation Operations 500
 - 1. Conducting field inspections; identifying hazards
 - 2. Knowing, understanding, and enforcing safety requirements contained in local building code
 - 3. Understanding and enforcing personal protective equipment requirements
 - 4. Understanding and enforcing safety requirements with regard to:
 - a. sheeting/shoring/bracing
 - b. excavation protection
 - c. form work
 - d. scaffolding for forms
 - e. concrete
 - f. heavy equipment/motor vehicles
 - g. crane safety
 - h. material handling/rigging

- C. Ensuring Safety in Construction of Superstructures 2,000
 - 1. Concrete Hazard Identification (1,000 hours)
 - a. Knowing, understanding and enforcing safety requirements contained in local building code with respect to:
 - 1. netting/perimeter protection
 - 2. fire protection
 - 3. storage of material
 - 4. cranes (including collecting, reviewing, and filing permits and design drawings)
 - 5. re-shores
 - 6. egress
 - 7. fall protection

 - b. Knowing, understanding and enforcing OSHA requirements with respect to:
 - 1. personal protective equipment
 - 2. perimeter protection
 - 3. fire protection
 - 4. storage of material

C. Ensuring Safety in Construction of Superstructures – continued

5. crane safety
6. egress
7. fall protection (Subpart M)

2. Steel Erection Hazard Identification (1,000 hours)

- a. Knowing, understanding and enforcing safety requirements contained in local building code with respect to:
 1. netting/perimeter protection
 2. fire protection
 3. storage of material
 4. cranes (including collecting, reviewing, and filing permits and design drawings)
 5. re-shores
 6. egress
 7. fall protection
- b. Knowing, understanding and enforcing OSHA requirements with respect to:
 1. personal protective equipment
 2. perimeter protection
 3. fire protection
 4. storage of material
 5. crane safety
 6. egress
 7. fall protection (Subpart M)

D. Ensuring Safety During Façade Work/Enclosure of Building

500

1. Curtain wall
 - a. Knowing, understanding and enforcing safety requirements contained in local building code
 - b. Hoisting/rigging
 - c. Perimeter protection
 - d. Personal protective equipment requirements
2. Masonry
 - a. Knowing, understanding and enforcing safety requirements contained in local building code
 - b. Multi-point suspension scaffolds
 - c. Frame scaffolds
 - d. Fall protection
 - e. Material handling/washdown materials
 - f. Personal protective equipment requirements

- 3. Caulking/Façade Repair
 - a. Knowing, understanding and enforcing safety requirements contained in local building code
 - b. Personal protective equipment requirements
 - c. Suspension scaffolds
 - d. Fall protection/personal fall arrest systems

Total Hours 4,000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <http://www.labor.state.ny.us/workerprotection/publicwork/PDFs/Article8FAQS.pdf>.

APPENDIX B
SITE SAFETY MANAGER
RELATED INSTRUCTION

Safety and Health

- OSHA 30-hour Construction Outreach course (1926)
- 40-hour Hazwoper Training course
- Confined space training
- OSHA Disaster Site Worker course (OTI #7600)
- Fall protection
- Safety requirements contained in local building code
- Suspended scaffold class
- Ladder safety (stationary and portable)
- First aid – minimum 6.5 hours every 3 years (may include CPR hours)
- CPR (yearly renewal)

Hazardous Materials

Successfully complete a course approved by the New York State Department of Health for “**Asbestos Handler;**” no certificate required. However, employers are advised that they must be in compliance with New York State Department of Labor Industrial Code Rule 56 at all times.

Successfully complete, on a yearly basis, a course approved by the New York State Department of Health for “**Asbestos Handler Refresher;**” no certificate required.

Lead abatement

Blueprints

- Basic blueprint, plan and specification reading
- Site safety plans

Mathematics

- Basic arithmetic
- Applying math formulas (trade applications)
- Basic trade measurements

Trade Theory and Practice

- Recordkeeping
- Safety audit procedures
- Toolbox safety talks (how to hold and record)
- Plans and permits (city, state, and federal)
- Construction history in local area (if available)
- Computer training (word processing, spreadsheets, presentation software)

Site Safety Manager Related Instruction – continued

Interpersonal Workplace Skills

Sexual harassment prevention training – minimum 3 hours

Workplace stress and anger management

Oral and written communication skills

Industrial and labor relations (20 hours)

 History and background (6 hours, 1st year)

 Current laws and practices (14 hours, 2nd year)

Other Related Courses as Necessary

A minimum of 144 hours of Related Instruction is required for each apprentice for each year.