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**LEAD & SILICA AWARENESS TRAINING**  
**Inc. Arsenic, Cadmium, Histoplasmosis objectives**

1. Introduction to Lead and Silica
2. Identification – LBPA on Bridges
3. Regulations and the Role of the Competent Person
4. Health Effects and Symptoms, Routes of Entry and Family Exposure Through cross Contamination
5. Engineering
6. Work Practices and Personal Hygiene
7. Personal Protective Equipment
8. Compliance with Regulation through Written Programs
9. Exposure Assessment and Monitoring
10. Record Keeping
11. Medical and Health Impact of Exposures to Paint
12. Introduction to Confined Space Entry
13. Hazard Communication
14. Respiratory Protection and Selection
15. Lead and Silica Checklist
16. Cadmium Overview
17. Arsenic Overview
18. Histoplasmosis
19. Metal Fume Fever (Zinc)

## **10/30 – HOUR OSHA CONSTRUCTION INDUSTRY TRAINING**

The ten-hour program is intended to provide a variety of instruction on construction industry safety and health standards. Three topics, each at least one hour in length, are required and three or more are to be taught from a secondary list.

The first three topics are:

1. Introduction to OSAH, OSH Act/General Duty Clause 5(a)(1), Subpart C: General Safety and Health Provisions, Competent Person, Record Keeping (CFR Part 1904)
2. Subpart K: Electrical
3. Subpart M: Fall Protection

The second list of topics is:

1. Subpart E: Personal Protective Equipment and Lifesaving Equipment
2. Subpart H: materials Handling, Storage, Use and Disposal
3. Subpart I: Tools – Hand and Power
4. Subpart L: Scaffolds
5. Subpart N: Cranes, Derricks, Hoists, Elevators and Conveyors
6. Subpart P: Excavations

## **10/30 – HOUR GENERAL INDUSTRY TRAINING PROGRAM**

The ten-hour program is intended to provide a variety of instruction on General Industry Safety and Health Standards. Four topics, each at least one hour long, are required and three or more topics have to be taught from a secondary list.

The first four topics are:

1. Introduction to OSHA, OSH Act/General Duty Clause 5(a)(1), Inspections, Citations and Penalties (CFR Part 1903)
2. Subpart D: Walking and Working Surfaces
3. Subparts E & L: Means of Egress and Fire Protection
4. Subpart S: Electrical

The second list of topics is:

1. Subpart H: Flammable and Combustible Liquids
2. Subpart I: Personal Protective Equipment
3. Subpart O: Machine Guarding
4. Subpart Z: Hazard Communication
5. Subpart Z: Introduction to Industrial Hygiene/Blood borne Pathogens, and/or Ergonomics
6. Safety and Health Programs

**ASBESTOS SUPERVISOR/CONTRACTOR  
TRAINING COURSE**

1. Identifying Asbestos
2. Asbestos Diseases and Medical Exams
3. Regulations
4. Respirators and Other Protective Equipment
5. Controls Methods, Set Up & Removal
6. Cleanup, Disposal & Maintenance
7. Other Health & Safety Issues
8. Hands-On: PPE, E.C., G.B., Equipment
9. Legal Considerations
10. Insurance & Bonding
11. Contract Specifications
12. Abatement Options & Considerations
13. Review
14. Exam

**ASBESTOS SUPERVISOR/CONTRACTOR**  
**REFRESHER TRAINING COURSE**

1. Identifying Asbestos
2. Asbestos Diseases and Medical Exams
3. Regulations
4. Respirators & Other Protective Equipment
5. Control Methods, Setup and Removal
6. Cleanup, Disposal & Maintenance
7. Other Health & Safety Issues
8. Legal Considerations
9. Insurance and Bonding
10. Contract Specifications
11. Case Studies
12. Abatement Options & Considerations
13. Project Log & Paperwork
14. Refresher Quiz

## **ASBESTOS WORKER/HANDLER**

1. Identifying Asbestos
2. Asbestos Diseases and Medical Exams
3. Regulations
4. Respirators \* Other Protective Equipment
5. Control Methods, Setup and Removal
6. Cleanup, Disposal and Maintenance
7. Other Health and Safety Problems
8. Regulatory Update
9. Case Studies
10. Hands-On Training/State of the Art
11. Exam



**ASBESTOS WORKER/HANDLER**  
**REFRESHER TRAINING COURSE**

1. Identifying Asbestos
2. Asbestos Diseases and Medical Exams
3. Regulations
4. Respirators & Other Protective Equipment
5. Control Methods, Setup and Removal
6. Cleanup, Disposal and Maintenance
7. Other Health and Safety Problems
8. Regulatory Update
9. Case Studies
10. Hands-On Training/State of the Art
11. Refresher Quiz

# **ASBESTOS ALLIED TRADES**

## **TRAINING COURSE**

1. Identifying Asbestos
2. Asbestos Diseases and Medical Exams
3. Regulations
4. Respirators and Other Protective Equipment
5. Other Health and Safety Problems
6. Control Methods, Setup & Decontamination
7. Hands-On; Setup & Decon
8. Review
9. Exam

# CPR/AED 1<sup>ST</sup> AID

## Objectives (8 Hours)

1. Introduction
2. Recognizing Emergencies
3. Protecting Yourself
4. Before Providing Care
5. Prioritizing care
6. Rescue Breathing
7. Cardiac Emergencies
8. Sudden Illness
9. Wounds
10. Injuries to Muscles, Bones and Joints
11. Heat and Cold Related Emergencies
12. Written Exam



## **FALL PROTECTION Objectives (4 Hours)**

1. Introduction to Fall Protection
2. Identification of Falls Hazards
3. Overview of OSHA: Employer & Employee Responsibility
4. Types of Fall Protection
5. Safe Work Practices
6. Personal Protective Equipment
7. Fall Hazard Assessment on the Job
8. OSHA Fall Protection Standard
9. Fall Protection and Steel Structures
10. Ladder Safety
11. Scaffolding Safety and Fall Protection
12. Aerial Lift Safety and Fall Protection
13. Suspended Scaffolding Safety and Fall Protection
14. Rescue



# SCAFFOLDING SAFETY

## Objectives

1. Safe Work Practices
  - a. Electricity
  - b. Falls
  - c. Falling Objects
  - d. Accessing the Scaffolding
  - e. Load Capacity
  - f. Material Handling
  
2. Erecting and Dismantling
  - a. Pre-planning
  - b. Inspecting Scaffolding Components
  - c. Load capacity
  - d. Platform Construction
  - e. Access Requirements
  - f. Fall Protection



## **CONFINED SPACE ENTRY Objectives**

1. What is Confined Space
2. What is a permit-Required Confined Space
3. Permit Space Hazards
4. What is Included on an Entry Permit
5. Proper Pre-Entry Procedures
6. Attendant and Entry Supervisor Duties
7. Contractor Procedures
8. Rescue Procedures



**RIGGING & HOISTING**  
**THE BASICS**  
**Objectives (4 Hours)**

1. Have some Knowledge concerning the basic equipment involved in rigging and hoisting.
2. Be familiar with proper handling and storage of rigging and hoisting equipment.
3. Be able to perform safety inspections on rigging and hoisting equipment to determine if the equipment is safe to use.
4. Have some knowledge of basic knot, loop and hitch tying.
5. Be familiar with rigging and hoisting safety rules and precautions.
6. Be familiar with hoisting procedures related to the glazing trade.
7. Be familiar with proper materials storage following a lift.
8. Have a working knowledge of the standard hand signals commonly used on the job.



## **ERGONOMICS**

**(4 Hours)**

1. Overview:
  - a. Back Injuries
  - b. Carpel Tunnel Syndrome
  - c. Cumulative Trauma Disorders
  
2. Ergonomics Awareness Pre-Training Survey
  
3. Back Anatomy
  - a. Spine
    - i. Intervertebral Discs
    - ii. Facet Joints
  - b. Muscles for Back Support
  - c. Nerve Roots
  
4. Conditions Causing Low Back Pain
  - a. Back Injury Mechanics
    - (i) Spinal Compression
  - b. Common Causes
    - (i) Disc Herniation
    - (ii) Disc Degeneration
    - (iii) Worn out Joints
  - c. Lifting Guide
  
5. Carpel Tunnel Syndrome
  - a. Intro
  - b. Median Nerve
  - c. Diagmosis
  - d. Treatment
    - (i) Non-Operative
    - (ii) Surgical
      - a. Steps in Open Tunnel Release
  
6. Cumulative Trauma Disorders



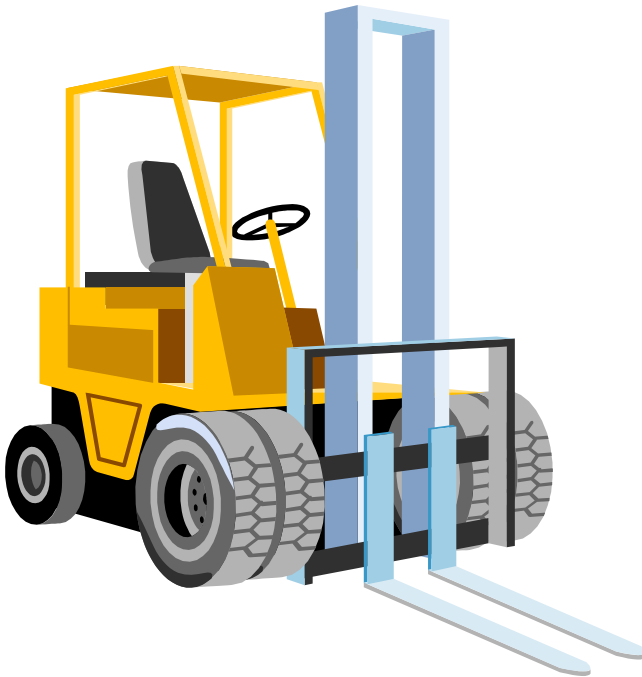
## **FORKLIFT/LULL TRAINING**

### **Objectives**

1. Related Topics
  - a. All operating instruction and precautions for the type of vehicle authorized to operate.
  - b. Similarities to and differences from the automobile.
  - c. Controls and instrumentation; what they do and how they work.
  - d. Power Plant operation and maintenance
  - e. Steering and maneuvering.
  - f. Visibility (including restrictions due to loading).
  - g. Fork and attachment adaptation, operation and limitations of their utilization.
  - h. Vehicle capacity
  - i. Vehicle stability
  - j. Vehicle inspection and maintenance
  - k. Refueling or charging, recharging batteries.
  - l. Operating limitations
  - m. Any other precautions listed in the owner's manual.
  
2. Workplace related topics
  - a. Surface conditions where vehicle will be operated.
  - b. Composition of probable load and unload stability.
  - c. Load manipulation, stacking and un-stacking.
  - d. Pedestrian traffic
  - e. Narrow aisles and other restricted places of operation.
  - f. Operating in hazardous classified locations.
  - g. Operating the truck on ramps and other sloped surfaces that could affect stability.
  - h. Other unique or potentially hazardous environmental conditions that may exist in the workplace.
  - i. Operating the vehicle in closed environments and other areas where insufficient ventilation could cause a buildup of CO or diesel exhaust.

### 3. “Hands-On” Training

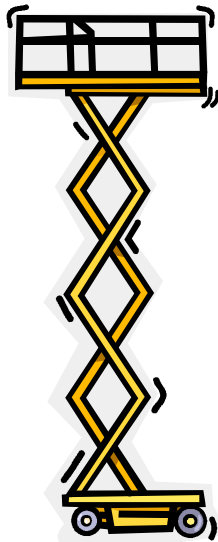
- a. Load charts and warning labels
- b. Work area/Site conditions
- c. Walk around inspection
- d. Starting
- e. The load, lifting and transporting
- f. Lifting and landing the load.
- g. Shutdown procedure
- h. Obstacle course



## MANLIFTING DEVICES

### Objectives

1. Be familiar with both boom and scissor lifts and their individual uses.
2. Know the safety rules and precautions pertaining to man lifting devices.
3. Be able to perform a visual inspection prior to operating a man-lift device.
4. Be familiar with all emergency related safety features associated with man lifting devices.
5. Be familiar with the actual operation of a man lifting device.
6. Before operating, read the owners/operators Manual.



## **HAZARD COMMUNICATION Objectives**

1. Know the provisions of the Hazard Communication Standard
2. Identify those employees to be trained.
3. Know the Hazardous Chemicals in your Workplace.
4. Make a list of the Hazardous Chemicals in your Workplace.
5. Instruct employees on how to use and interpret MSDS's.
6. Instruct employees on labeling requirements.
7. Review existing methods of controlling workplace exposures.
8. Review you current procedures for handling chemicals and compare with recommended practices identified on MSDS's and labels.
9. Create a record of employee/Supervisor training.
10. Establish a written emergency action plan.



# SOLVENTS & HAZARDOUS MATERIALS

## Objectives

1. Be aware of the many possible hazards involved with solvent handling and use.
2. Know what type of safety equipment should be worn and when.
3. be familiar with all the safety rules and regulations associated with solvent handling and use.
4. Be aware of solvent related emergency medical procedures.
5. Be aware of hazardous solvents and their effects.
6. Know basic solvent and solvent container disposal procedures.
7. Read all material safety data sheets (MSDS) Pertaining to the solvent you will be using Prior to use.



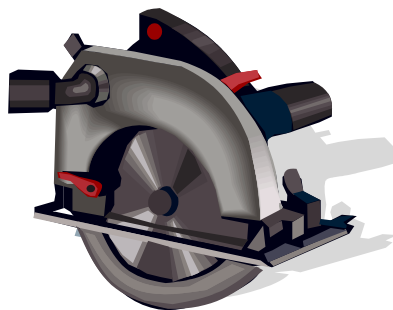
## LOCKOUT / TAGOUT Objectives

1. Affected personnel will learn...
  - a. Why lockout/tagout procedures are necessary
  - b. An overview of lockout/tagout procedures.
  - c. How to prevent incidents.
2. Authorized personnel will learn...
  - a. The importance of following proper procedures.
  - b. Proper steps for lockout/tagout.
  - c. Special situations during lockout/tagout.



## **MACHINERY & MACHINE GUARDING Objectives**

1. General Requirements for all Machines
  - a. Machine Guarding
  - b. Anchoring fixed machinery
2. Woodworking Machinery Requirements
  - a. Construction, General
  - b. Controls and Equipment
  - c. Specific Requirements
3. Abrasive Wheel Machinery
  - a. Machine Guarding
  - b. Guard Design
  - c. Work Rests
  - d. Angular Exposure
  - e. Exposure Adjustment
  - f. Mounting
4. Mechanical Power Press
5. Mechanical Power – Transmission Apparatus



# COMMUNICATION

## Objectives

1. Identify elements of verbal and non-verbal communication and describe their importance.
2. Define the basic communication process and identify common barriers to effective communication.
3. Identify the four personality types and describe ways to productively work with each.
4. Identify good listening skills and explain their importance.
5. Identify strategies for resolving conflicts in a positive manner.
6. Explain the serious nature of sexual harassment and the importance of supporting a no harassment work environment.





# **FOREMAN TRAINING**

## **Objectives (4 Hours)**

1. Describe the role of the foreman.
2. State the key role of the foreman in maintaining safety rules and regulations.
3. Describe how to establish and maintain good relationships with co-workers, supervisors and other trades.
4. Describe productive motivational techniques.
5. Explain the importance of properly performing personnel functions in accordance with the union agreement and company policies.
6. Explain the importance of developing and using effective communications skills.
7. Describe the proper planning and organizational skills needed to successfully complete a job.
8. Describe the “leadership” qualities needed to be an effective foreman.



## **SUPERVISOR TRAINING PROGRAM**

### **Objectives**

1. Define the Supervisor Role: Transition Into Management
  - a. Understand the definition of Supervisor
  - b. Recognize the Role of Supervisor as Manager
  - c. Differentiate the attributes of Managers vs. Craft Workers
  - d. Understand the names and definitions of the classical functions of management.
  
2. Industry Overview: Cost Realities
  - a. Understand how your job fits into the world of construction.
  - b. Understand fixed vs. variable costs
  - c. Recognize the cost basis for competing
  
3. Building Effective Teams: Team Building at the Crew Level
  - a. Learning to develop teams
  
4. Verbal Communication: Communicating with the Crew
  - a. Define the scope and importance of verbal communication
  - b. Discuss the effectiveness of verbal communication
  - c. Review techniques for improving verbal communication
  
5. Written Communication: Jobsite Documentation
  - a. Reinforce the importance of written communication
  - b. Review four key jobsite documents
  
6. Labor Relations: Current Employment Laws for the Const. Indus.
  - a. Briefly review current employment laws
  - b. Discuss what to do and not to do in interviews
  - c. Review termination procedures
  
7. Safety: Safety Fundamentals
  - a. Understand what a safety program is.
  - b. Understand the supervisor's role and responsibilities in the safety program
  - c. Be able to recognize and correct job hazards.
  
8. Tool and Material Management: Finishing Project Supervision

- a. Learning to better manage tools and materials.
9. The contract As A Management Tool: Contract Fundamentals
  - a. Understand what a contract is
  - b. Understand how the contract impacts the job
  - c. Recognize good and bad language
10. Managing Production: Introduction to Construction Operations
  - a. Recognize the value in production studies
  - b. Learn how to observe and analyze production
  - c. Introduce several analytical tools
  - d. Consider the interaction of activities
11. Performance Management: Understanding Human Nature  
Motivating and Leading
  - a. Understand some of the common elements of human motivation
  - b. Recognize these elements in the context of a Hierarchy of needs
  - c. Understand the concepts of Satisfaction and Dissatisfaction, Motivation and De-motivation.
  - d. Be aware of the basic tenets of theory X and Theory Y.
12. Planning and Scheduling: Scheduling Fundamentals and the Bar Chart
  - a. Define a Schedule
  - b. Understand who needs a schedule
  - c. Understand the importance of a schedule
  - d. Overview various types of schedules, and the benefits and limitations of each
  - e. Understand the Bar Chart
13. Understanding Costs: Estimating costs
  - a. Understand the Estimating, Cost Accounting, Budgeting, Cost Reporting, Cost Control, Historical Information Database System
  - b. Recognize that to learn about costs and their importance, understanding the estimate is a good place to begin.
  - c. Understand types of estimates
  - d. Learn elements of estimating terminology
  - e. Understand the basic elements of the estimating process.

## **BLUE PRINT READING – INTRO**

### **Objectives**

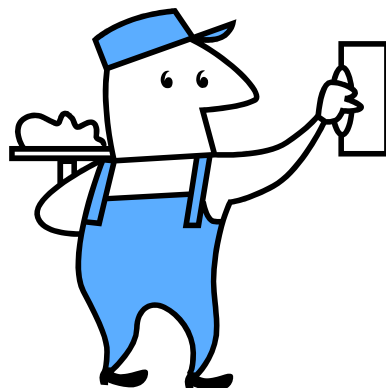
1. Define and describe the purpose of a set of plans and the importance of the specifications.
2. Identify various symbols, abbreviations and lines used in plans and drawings.
3. Define the meaning of “Scale”
4. Explain how an architect’s scale is used to measure lines.
5. Identify the various views included in a set of plans and their relationship to each other.
5. Describe proper handling procedures for plans and drawings.



## DRYWALL FINISHING

### Objectives

1. Application of tape (hand)
  - a. Butts seams and angles
  - b. Paper or Fiber
2. Application of 1<sup>st</sup> coat over tape (hand)
3. Application of 2<sup>nd</sup> coat over tape (hand)
4. Detail Work
  - a. Touching up bad joints
  - b. Taping and finishing around pipes and tubs
  - c. Nail spotting – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> coats
  - d. Filling metal corner guards, metal corners and trim
  - e. Application of paper type metal corners and trim.
5. Finishing of Angles (hand)
6. Finishing, Sanding and Final Check Out
7. Application of Texture (Includes Spray Application)
  - a. Application of rough decorative simulated acoustic
  - b. Spray application of fog and spatter wall texture
  - c. Hand rolled texture
8. Final Cleanup
  - A. Floors, Jambs, window frames, etc...



## **WALLCOVERING (12 Hours)**

1. Review what skills are necessary to be a wall covering installer.
2. List the substrates to which wall coverings may be applied.
3. Talk on the importance of a properly prepared surface.
4. Review the variety of materials possible including liners.
5. List the various materials used as adhesives.
6. Summarize the general history of wall covering.
7. Talk on the differences in widths and lengths.
8. Talk on the importance of using materials of the same batch/run.
9. Describe methods commonly used to estimate including taking patterns into account.



# **SPRAY PAINTING**

## **Objectives**

1. Spray Painting Safety Awareness
  - a. Introduction to spray equipment
  - b. What is a safe work environment
  - c. Understanding significant hazards in using spray equipment
  - d. Personal Protective Equipment
  
2. Airless Spray Systems
  - a. How the airless system works
  - b. How the airless spray system pump operates
  - c. Airless spray gun operation
  - d. Airless spray gun techniques
  - e. Spray tips
  - f. Setup, maintenance and cleaning of airless spray equipment
  - g. Special safety practices for airless spray
  - h. Plural component spray and other specialized equipment
  
3. Conventional Air Spray Systems
  - a. Air and material supply and control equipment
  - b. The spray gun
  - c. Operation of the conventional air spray system
  - d. Spray gun techniques
  - e. Trouble shooting and maintenance

4. High Volume Low Pressure Spray Systems (HVLP)

- a. Describe how HVLP systems work
- b. Describe the advantages of using a HVLP system
- c. Describe the disadvantages of a HVLP system
- d. Describe the major components of a HVLP system
- e. Create different fan patterns
- f. Perform maintenance on HVLP system Equipment

5. Electrostatic Spray System

- a. Describe the advantages of electrostatic spray painting
- b. Explain the principles of the electrostatic spray painting
- c. Demonstrate proper electrostatic spray gun techniques
- d. Work safely with electrostatic spray equipment
- e. Describe or explain the following basic terms:
  - (i) Polarity
  - (ii) Wrap – Around
  - (iii) Wrap Back
  - (iv) Power Transformer

