

Course Required for:	License Qualification Worker Training
Purpose:	This course is one of the prerequisites that an applicant must successfully complete before being eligible to apply for a Site Safety Manager Certificate Examination. In addition, this course fulfills the training course requirements for Site Safety Coordinator and Construction Superintendent Certification in New York City.
Duration:	40 Hours of instructional time, excluding breaks & meals. 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.
Class Size:	1 – 50 Trainees
NYC Requirement:	Per § 28-402.2 of the NYC Administrative Code: Qualifications. All applicants for a Site Safety Manager Certificate shall submit satisfactory proof to the Licensing Unit establishing that the applicant: • Has, within one (1) year prior to application, satisfactorily completed a course that is at least forty (40) hours in length and approved by the department in construction and demolition site safety; • Possesses a valid Site Safety Training (SST) Supervisor Card; and • Meets designed experience criteria Per § 28-403.2 of the NYC Administrative Code: Qualifications. All applicants for a Site Safety Coordinator Certificate shall submit satisfactory proof to the Licensing Unit establishing that the applicant: • Has, within one (1) year prior to application, satisfactorily completed a course that is at least forty (40) hours in length and approved by the department in construction and demolition site safety; • Possesses a valid Site Safety Training (SST) Supervisor Card; and • Meets designated experience criteria: Per 1 RCNY §3301-02 Qualification (b)(3)(v) All applicants for Construction Superintendent Registration are subject to the provisions of Article 401 of Chapter 4 of Title 28 of the New York City Administrative Code and must submit satisfactory proof establishing that the applicant has, among other requirements: • Satisfactorily completed, within two (2) years prior to the date of application, a course that is at least ten hours (10) in length and approved by the United States Department of Labor Occupational Safety and Health Administration (OSHA) in construction industry safety and health; and also meets one of the following: • Has five (5) years of full time experience in the United States, within ten (10) years prior to the date of the application, as verified by employer affidavit, working with plans in a relevant construction trade in furtherance of the construction, vertical or horizontal enlargement, or full demolition of a building or structure, and has satisfactorily completed, within one (1) year prior to the date of the application, a course in site safety that is at least 40 hours in length and approved by the department.

Delivery Requirements:

This course contains:

- **Classroom Lecture/Discussion w A/V (Audio-Visual):** oral presentation by an instructor to present information or teach students about a particular subject.
- **Handouts**
- **In-class Written Assessment**

This course may be delivered:

- **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

This course may NOT be delivered:

- **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 courses that are for SST only.

Virtual Live training must comply with the following:

- 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:
 - 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.
- Be in compliance with the Department’s Industry Code of Conduct.

In addition, course providers must require that course instructors:

- Have 10 years of documented experience in the field of Construction Safety or Management, OR possess a valid Site Safety Manager Certification.

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 Site Safety Management • Site Safety Training and requirements for SST Cards • Site Safety Manager and Coordinator description • Construction Superintendent description • Concrete Safety Manager description • Fire Safety Manager description	Classroom Lecture/Discussion w A/V
2. Construction Site Incidents • Notification protocol ◦ Chapter 33 ◦ Local Law 78 of 2017 • Common causes and prevention of incident statistics • Case studies with photos	Classroom Lecture/Discussion w A/V
3. Job Site Supervision and Safety Oversight	Classroom Lecture/Discussion w A/V
4. NYC Site Safety Manager Certification Requirements • Building and construction sites that require a Site Safety Manager, Coordinator, or Construction Superintendent • Steps to get or renew a Certificate • Discipline/suspension/revocation of a Certification	Classroom Lecture/Discussion w A/V
5. OSHA 1926 Overview • Safety and Health Regulations for Construction • Focus on the Four Hazards from the 10 Hour OSHA Course • All applicable subparts	Classroom Lecture/Discussion w A/V
6. NYC Code Review – All applicable: • Department policy statements • Regulatory notices • Bulletins and memos, including: ◦ Title 1 Rules of the City of New York - Chapter 100 and Chapter 3300 Safeguards During Construction or Demolition ◦ NYC Fire Code '22 - Chapter 33 Fire Safety during Construction, Alteration and Demolition, NYC Department of Transportation - Regulations and Permits ◦ Building Code '68 - All applicable sections still in effect ◦ Chapter 1 Administration - Permits, Maintenance, Enforcement, and Licensing ◦ Chapter 33 Safeguards during Construction or Demolition ◦ Chapter 35 Reference Standards ◦ Construction Codes '22- General Administrative Provisions ◦ Building Code '14 – All applicable sections, including updates from Building Code 2022. ▪ Update Pages/Local Laws promulgated after January 1, 2015 ▪ Local Law 81, 78, 196, etc. of 2017 ▪ Local Laws 147 and 149 of 2021	Classroom Lecture/Discussion with A/V
7. NYC Department of Buildings – All applicable: • Administrative standard operating procedures • Policy and procedure notices • Permits/department notifications • Job forms, filing, notifications, and site documents via BIS and/or DOBNOW • Plans • Inspection checklists/logs • Wind and weather advisories	Classroom Lecture/Discussion w A/V
8. Site Safety Plan Requirements	Classroom Lecture/Discussion w A/V
9. Jobsite Safety Violations	Classroom Lecture/Discussion w A/V
10. Safe Use of Tools on the Jobsite	Classroom Lecture/Discussion w A/V

Course Content Requirements	Instruction Delivery Method
11. Safety Protocols for Concrete, Standpipe Inspection, Supported/Suspended Scaffolds and Sheds, Cranes and Derricks Recurring jobsite safety problems	Classroom Lecture/Discussion w A/V
12. Jobsite Emergency Situations and Preparedness Procedures	Classroom Lecture/Discussion w A/V
13. Handouts NYC Buildings Unsafe Condition (311) Notification Procedure NYC/DOI Buildings Integrity Training Contact Information Sheet	Provide Copy to Trainee & Discuss
14. Written (Multiple Choice) Assessment	Classroom