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LABORERS-AGC
EDUCATION & TRAINING

A **LiUNA!** FUND

THE POWER TO EXCEL.



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ABOUT LABORERS-AGC

Laborers-AGC is the training and capacity-building arm of the Laborers' International Union of North America (LIUNA). Our mission is to provide affiliated training centers with products and services designed to improve the lives of LIUNA apprentices, journey workers and the competitive advantage of LIUNA and its signatory contractors. Founded in 1969, Laborers-AGC currently has more than 70 affiliated training funds.

Our work generally falls into one of the following categories:

- Production of competence-based curriculum and training materials
- Instructor training and credentialing
- Standards development
- Identifying and developing resources for the construction industry training
- Developing strategic partnerships
- Leading learning initiatives and capacity building for LIUNA's training network
- Educating policy makers, industry agencies and the general public about the contributions being made by LIUNA training across North America

LABORERS-AGC ACCOMPLISHMENTS

For the past forty years, Laborers-AGC has been one of the most successful construction industry training organizations in the country. We have effectively:

- Developed worker skills standards leading to the creation of a catalog of over 50 competence based industry training programs that contain more than 300 trade skills modules comprised of instructor guides, participant guides, assessment tools and audio-visual learning aids.
- Developed the Minority Outreach Program to assist unemployed minority individuals to secure living wage jobs as Construction Craft Laborers. For over 20 years Laborers-AGC affiliates and nonprofit organizations have collaboratively worked to increase employment opportunities for minorities. The strategies include an innovative recruitment, retention and training model for the construction field.
- Built a network of professional relationships among the key industry associations, education and community based organizations that help to strengthen and sustain the construction education and research field. Partnerships include:
 - Department of Energy
 - EPA
 - Job Corps
 - Department of Defense
 - OSHA
 - USGBC
 - Nuclear Regulatory Commission
 - Department of Education
 - NIEHS
 - Federal Highway Administration
- Secured over 160 million dollars in grant funding since the mid 1980s to support key worker training and employment initiatives. The flagship grant model is the Laborers-AGC Hazardous Waste Worker Training Program. Over the last 18 years the National Institute for Environmental Health Sciences (NIEHS) has funded Laborers-AGC to

build environmental remediation capacity through training and operational support, staff development and technology upgrades.

- Conduct the Laborers-AGC Annual Instructor Conference (AIC), which provides an opportunity for LIUNA Instructors to come together for a week of intensive professional development. Computer skills, classroom presentation and assessment, trade skills, and peer-to-peer exchanges are all part of the AIC. This conference, now in its 17th year, is presented in addition to the on-going instructor education and training classes that have been presented continuously for the past 40 years.
- Designed and implemented several unique language-learning programs that enhance LIUNA's ability to meet the needs of a growing multi-lingual workforce.

LABORERS-AGC COMMITMENT TO QUALITY

Laborers-AGC has an unconditional commitment to providing the highest quality industry training products and services. To Laborers-AGC this means delivering products and services that meet LIUNA training network requirements and set the standard for trade education. As part of this commitment Laborers-AGC works to continuously improve its processes and procedures, a practice which has been validated by the International Accreditation Services, Inc. (IAS). IAS accredited Laborers-AGC in 2008 for its curriculum and instructor training programs. Benefits of this accreditation to Laborers-AGC, LIUNA and its member contractors include:

- **Excellence in Training** Accreditation provides assurance that LIUNA training exemplifies the highest standards of craft training. LIUNA training maintains clearly specified learning objectives that are consistent with program purposes and appropriate for the certifications being offered. Laborers who go through a LIUNA accredited program possess the skills and knowledge needed to compete and succeed in an increasingly competitive marketplace.
- **Accountability** Accreditation standards give the Executive Director a proven management system of written directives, sound training, clearly defined lines of authority, and routine reports that support decision-making and resource allocation.
- **Quality Assurance** Accreditation provides objective evidence of the organization's commitment to excellence in leadership, resource management, and service-delivery, affording key stakeholders even greater confidence in the Fund's ability to operate efficiently and meet their needs.
- **Quality Enhancement** Continually working to retain its accredited status has put Laborers-AGC staff in the position of constantly refining the manner in which the Fund operates. As new challenges and opportunities arise, the Fund must continue to change in order to maintain its professional edge.

LABORERS-AGC TRAINING CURRICULUM

Laborers-AGC is the premier curriculum development agency for LIUNA and the Construction Craft Laborer trade. With over 50 programs featuring more than 300 modules, our instructional content areas cover:

- Building construction
- Heavy and highway/infrastructure construction

- Environmental remediation
- Demolition and deconstruction
- Residential and light commercial
- Weatherization, retrofit, and renovations
- Green construction processes and procedures

The following are the important features of Laborers-AGC curriculum and training materials:

- Developed by adult education and industry experts
- Competency-based with measurable objectives
- Comprised of skills standards, participant guides and instructor guides
- Includes instructional DVDs and PowerPoint Presentations
- Pilot tested to verify usability
- ACE reviewed for college credit recommendation
- Revised every three years
- Third party, independently accredited by the International Accreditation Services, Inc.

Laborers-AGC modularized curriculum is fully customizable, able to meet any training requirement or need. LIUNA training centers can create programs by selecting modules, based on specific training needs. As modules are independent training units, a single module or an entire program can be taught at a time and modules can be combined across various craft areas.

Laborers-AGC offers complete instructional packages with all necessary materials to deliver the highest quality industry training. This ensures standardization of training across LIUNA's training network. Curriculum packages are comprised of an instructor guide with activity-based lesson plans, written assessments, and competency-based performance tests; participant guides with objectives, subject area content, illustrations, and review questions; and support materials comprised of instructional DVDs, Power Point presentations and resource materials.

LABORERS-AGC INSTRUCTOR CREDENTIALING PROGRAM

Capable instructors are essential to the training of a safe and skilled industry workforce. Laborers-AGC professional credentialing process confirms that our instructors at all levels have acquired the knowledge and skills needed to ensure technical and educational excellence. The Laborers-AGC Instructor Credentialing Program:

- Identifies essential training principles for trade instructors based upon current industry needs and the best practices of adult education;
- Certifies instructors at a specific level of teaching proficiency, with the opportunity to continue to learn and achieve a higher level of certification if desired;
- Provides an atmosphere of professional openness and support to all instructors so that on-going learning is facilitated;
- Supports increased communication networks among LIUNA instructors; and
- Develops and strengthens leaders within the construction training and research field.

OVERVIEW

Laborers-AGC Instructor Credentialing Program is competency-based with specific standards for the jobs/tasks performed by trade instructors. Credentialing requirements incorporate trade and educational skills requirements and ongoing upgrade training for credential maintenance. These uniform standards ensure LIUNA instructors possess the necessary skills to be effective trainers and promote consistency in the quality and level of skills being taught to Laborers on a national level. Multiple credential levels support trade instructors at all stages and levels of their career. Benefits of Laborers-AGC instructor credentialing program include:

- Competency assessments that provide assurance instructors have achieved sufficient knowledge and capability to be effective trainers;
- Core competency requirements that ensure all instructors obtain basic instructional and industry skills;
- Flexibility to select specialty competencies, which allows instructor training to be tailored to local training fund needs and individual interests;
- The ability to challenge competencies, which provides an opportunity for instructors to build upon and benefit from prior training and experience; and
- Challenging competencies that can shorten the amount of time needed to become a credentialed instructor.

LABORERS-AGC TECHNOLOGY SUPPORT

Laborers-AGC Information Technology (IT) team assists its affiliates with all technological applications as well as diagnostic and network solutions such as:

- Development of IT products designed to support affiliate training schools' operations
- Support for IT acquisitions and resource allocation
- On-site and telephone IT support on Windows and Macintosh platforms, for both Laborers-AGC developed products and commercially available products

Key technologies available to Laborers-AGC affiliates include:

- **LaborersLEARN Web Portal** This sophisticated learning management system enables Laborers-AGC to develop, deliver, manage and track all types of on-line learning — from self-paced on-line courses to traditional instructor led sessions. Key features include on-line learner self-registration and training fund approval; electronic training workflow; and training resource management and email service for affiliated funds.
- **TRAC Database** A powerful database application which has been developed by Laborers-AGC exclusively for the use by its affiliated training funds. The system allows Laborers-AGC affiliates to organize and track data in a flexible and secure manner. By utilizing TRAC affiliated training funds can record and monitor journey worker, apprentice and qualified candidate information including individual work histories, training and certifications and generate needed reports. TRAC is an open source database, which makes it fully customizable. Virtually all requests for added features and added capabilities can be met.
- **The Online Reimbursements System (ORS)** This system automates the entire grant reimbursement process—from submission of expenses, to approval and payment,

enabling affiliated training schools to electronically prepare and submit reimbursement requests and receive on-line approvals.

- **The On-line Bookstore** By logging on to Laborers-AGC on-line bookstore affiliated training schools can view the complete listing of curriculum and training materials available for ordering including a brief description of each product and their availability in other languages. Orders are placed on-line by affiliated training funds and approved by Laborers-AGC prior to being processed. Upon approval, orders are fulfilled using existing inventory or through on-demand printing and are immediately shipped to the requesting training fund.

TECHNICAL ASSISTANCE

Laborers-AGC and its affiliated training schools operate in an ever-changing environment of regulatory and technological advances. To keep pace, Laborers-AGC supports its affiliates by providing the necessary resources to keep them attuned and in compliance with the industry requirements. Laborers-AGC technical assistance services include:

- Inform affiliated training schools of updated or newly enacted regulatory considerations
- Offer guidance on implementation of regulation requirements and/or regulation interpretation issues
- Supply consultation services to affiliated training schools on new and emerging industry trends

ACCREDITATION SUPPORT

Laborers-AGC offers accreditation technical assistance to its affiliated training schools interested in seeking third party accreditation. This service includes customized consulting including “On-Site Visit Assistance” and “Distance Consulting.” On-site assistance is the most intensive and includes visits to the institution’s campus along with review of documents, including an assessment findings report if necessary. Distance consulting includes a consultant review of accreditation documents and ongoing phone support with recommendations based on their professional judgment. Laborers-AGC staff is available to provide assistance to affiliated training schools when preparing for the initial and/or re-accreditation visits. In addition to staff support a written “Guide to Accreditation” is also available to Laborers-AGC affiliated schools to help them prepare for successful accreditation.

RESOURCE DEVELOPMENT

Laborers-AGC helps affiliated training schools to secure grant funding from state and local agencies for worker education and capacity building efforts. Support services provided ranges from funding stream identification and alerts to actual program design and proposal writing.



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LIUNA training is provided through a network of affiliated training schools. For more information contact Laborers-AGC at (860) 974-0900. Some affiliates are regional and serve multiple states.

ALASKA

Alaska Laborers Training Trust Fund

ARIZONA

Arizona Laborers' Training Fund

CALIFORNIA

Terence J. O'Sullivan Laborers Training Center

Laborers Training and Retraining Trust Fund of Southern California

COLORADO

Colorado Laborers' and Contractors' Education and Training Fund

DELAWARE

LIUNA Local 199

DISTRICT OF COLUMBIA

Francis L. Greenfield Laborers' Training and Apprenticeship Institute

GEORGIA

Laborers' Southeast Training Fund

HAWAII

Hawaii Laborers' Apprenticeship and Training Program

ILLINOIS

Chicagoland Laborers Training and Apprentice Center

Illinois Laborers' and Contractors Joint Apprenticeship and Training Program

Railroad Training and Education Fund

INDIANA

Indiana Laborers' Training Trust Fund

IOWA

Iowa Laborers' Education and Training Fund

Laborers Local 177 Training and Education Fund

Laborers Local 43 Training and Education Fund

KENTUCKY

Kentucky Laborers' Joint Apprenticeship and Training Trust Fund

TRAINING CENTERS - UNITED STATES

LOUISIANA / MISSISSIPPI

South Central Laborers Training and Apprenticeship Fund

MARYLAND

Laborers' District Council Training Fund for Baltimore and Vicinity

MICHIGAN

Michigan Laborers' Training and Apprenticeship Institute

MINNESOTA

*Construction Laborers' Education, Training and Apprenticeship
Fund of Minnesota and North Dakota*

MISSOURI

AGC Eastern Missouri Laborers' Joint Training Fund

Greater Kansas City Laborers' Training Fund

Construction Industry Laborers Training Fund of Western Missouri and Kansas

MONTANA

Laborers-AGC Training Program for Montana

NEBRASKA

Contractors-Laborers Training and Apprentice Fund

NEVADA

Northern Nevada Laborers-AGC Training Center

Southern Nevada Laborers' Training Trust Local #872

NEW ENGLAND

New England Laborers' Training Trust Fund

NEW JERSEY

New Jersey Building Laborers' Training and Apprenticeship Fund

New Jersey Construction Craft Laborers' Apprenticeship Program

Safety, Education, and Training Trust Fund Local 472

Local #172 Safety, Education, and Training Fund

NEW MEXICO

New Mexico Laborers' Training Trust Fund

NEW YORK

Cement & Concrete Workers Education and Training Fund

Blasters, Drillrunners & Miners Union

Laborers' Local 147 Training Fund

Buffalo Laborers' Training Fund

Laborers' Local 754 Welfare Fund

Westchester Building and Construction Laborers'

*Pavers & Road Builders District Council
Apprenticeship, Skill Improvement and Safety Fund*

Eastern New York Laborers' Training Center, Inc.

Westchester Heavy Construction Laborers' Education and Training Fund

LIUNA Local 1298 Training Fund

General Building Laborers' Local #66 Training Fund

Laborers' Local #17 Training and Education Fund

LIUNA Local 731 Training Center

Mason Tenders Training Center

Laborers' Local 91 Educational and Training Fund

Local #1000 Training & Apprenticeship Fund

Upstate New York Laborers' Education and Training Fund

OHIO

Ohio Laborers' Training and Apprenticeship Trust Fund

OREGON

Oregon-Southern Idaho Laborers-Employers Training Trust Fund

PENNSYLVANIA

Laborers' District Council of Eastern Pennsylvania Training Fund

*Laborers' District Council of Philadelphia and Vicinity
Education and Training/Apprenticeship Fund*

Western Pennsylvania Laborers' Education and Training Trust Fund

VIRGINIA

Virginia and North Carolina Laborers' Training Trust Fund

Laborers' Union #980 Training Trust Fund

TRAINING CENTERS - UNITED STATES

WASHINGTON

Northwest Laborers-Employers Training Trust Fund

WEST VIRGINIA

West Virginia Laborers' Training Trust Fund

WISCONSIN

Wisconsin Laborers' Apprenticeship and Training Center

WYOMING

Laborers Joint Apprenticeship and Training Trust of Wyoming

ALBERTA

Alberta Laborers' Training Trust Fund

BRITISH COLUMBIA

Construction & Specialized Workers' Training Society

Construction & Specialty Workers' Local Union 1611

NEW BRUNSWICK

Labourers' Training Institute of New Brunswick Inc.

NEWFOUNDLAND

LIUNA Local # 1208 Training

NOVA SCOTIA

LIUNA Local 615 Training Fund

LIUNA Local 1115 Labourers Union Training and Trust Fund

ONTARIO

LIUNA Local 527 Training Trust Fund

LIUNA Local 837 Training Trust Fund

LIUNA Local 183 Training Centre

Ambercroft Labourers' 506 Training Centre

PRINCE EDWARD ISLAND

LIUNA Local 1077, PEI Rehabilitation and Training Trust Fund

SASKATCHEWAN

Saskatchewan Construction and General Workers' Training Trust Fund



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C A T A L O G

THE POWER TO EXCEL.

Laborers-AGC Education and Training Fund is an independently accredited developer of Construction Craft Laborer (CCL) and supervisor training programs. These training programs are designed to address the needs of today's CCLs and supervisors by focusing on the skills, aptitude, and knowledge necessary to perform safely and productively on construction and environmental remediation projects. All Laborers-AGC programs incorporate a learner centered, activity based approach in their delivery.

This catalog provides a brief description of Laborers-AGC's training programs and includes a program overview, topics covered, DVDs, and supplemental materials available to enhance each program. All Laborers-AGC training programs include Participant Guides (PG), and many include Instructor Guides (IG); which contain pre-class checklists, lesson plans, instructions for classroom activities, module or program examinations, and skills check off (assessment) sheets.

All Laborers-AGC's programs have at a minimum a written assessment associated with it requiring a minimum score of 80% in order for the program to be considered successfully completed. Written assessments are either in the form of module or program exams. If the program includes a hands-on (skill) assessment the participant must master the skills fully (obtain a 100% score) in order for it to be successfully completed.

Many programs have PGs available in languages other than English including Spanish, Portuguese, Polish, and Russian. IGs are only available in English. If a program is available in another language it is noted.

Laborers-AGC training programs fall into five topic areas, which include:

1. Construction
2. Environmental
3. Professional Development
4. Safety
5. Supervisor

CONSTRUCTION PROGRAMS

- Above Ground Drilling
- Asphalt
- Bridge Construction, Renovation, and Demolition
- Concrete
- General Construction
- Hoisting and Rigging
- Line and Grade
- Mason Tending
- Permit Required Confined Space
- Pipelaying
- Pipeline
- Scaffold
- Underground Storage Tank Removal
- Work Zone Safety

PREFACE

ENVIRONMENTAL PROGRAMS:

- Anthrax Worker
- Asbestos Abatement Worker
- Asbestos Abatement Supervisor
- Basic Emergency Response Awareness (BERA)
- Hazardous Waste Worker
- Hazardous Waste Supervisor
- Lead in Silica and Bridges
- Lead Abatement Worker
- Lead Awareness
- Microbial Remediation
- Nuclear Power Plant Worker
- Radiological Worker II
- Silica Awareness

SAFETY PROGRAMS:

- Craft Orientation
- Hazard Communication
- OSHA Construction Safety and Health
- Process Safety Management
- Respiratory Protection
- Roadway Safety Awareness

SUPERVISOR PROGRAMS:

- Communication for Construction Supervisors
- Computer Skills for Construction Supervisors
- Introduction to Construction Supervision
- Introduction to Project Estimating
- Problem Solving for Construction Supervisors
- Project Planning and Management for Construction Supervisors
- Record Keeping and Documentation
- Safety and Health for Construction Supervisors

PROFESSIONAL DEVELOPMENT:

- Foreman Preparedness
- Metric Measurement

ABOVEGROUND DRILLING

The Aboveground Drilling program introduces CCLs to the unique working environment of aboveground drilling by providing instructor facilitated classroom instruction along with intensive, performance-based, hands-on training. The care and use of tools and equipment are presented, as well as drilling techniques. Basic information about rocks and their composition and characteristics is introduced, as drillers must know how geology affects the drilling process. The personal safety of CCLs working on a drilling site is reviewed in depth. Site safety, hazard communication, health hazards, personal protective equipment, and working around explosives are also covered. DVDs for this program include: *Above Ground Drilling Operations* and *General Construction Pneumatic Tools*.

Specific topics covered in this program include:

- Introduction to Drilling and Worker Safety
- Air Compressors
- Working with Jackhammers
- Drilling Operations
- Personal Protective Equipment
- Hazard Communication

ASPHALT

The Asphalt Worker program provides hands-on training in the placement, spreading, raking, and compaction of asphalt materials. Also covered are safety issues when working with asphalt, such as burns, fumes and chemicals, and heat stress. CCLs are introduced to the properties, uses, and mix designs of asphalt and the equipment and tools used in paving operations. Placement methods are discussed in detail, as well as repair and patching, and cleanup and maintenance. Additionally, participants learn how to perform some of the calculations and estimates necessary to successfully perform the duties of an asphalt laborer. Participants should have a good understanding of basic construction math for this program. DVDs for this program include: *Asphalt Patching and Repair*, *Asphalt Placing and Paving*, *Asphalt Tools and Equipment*, and *Electronic Grade and Slope Control*. Additional support materials for this program include: Back Injury Prevention (DVD: *Back Injury Prevention*), Basic Construction Math, Hazard Communication, Hoisting and Rigging Basics, Trench and Excavation Safety (DVD: *On Solid Ground, A Plan for Safe Excavation and Trenching*), and Utility Locating Programs.

Specific topics covered in this program include:

- Introduction to Asphalt
- Asphalt Safety
- Asphalt Calculations and Estimating
- Asphalt Patching and Repair
- Asphalt Placing and Paving
- Electronic Grade and Slope Control

CONSTRUCTION PROGRAMS

BRIDGE CONSTRUCTION, RENOVATION, AND DEMOLITION

The Bridge Construction, Renovation, and Demolition program explores the many topics CCLs must be knowledgeable in to work safely and productively on bridge construction, renovation, and demolition projects. An overview of work procedures, the hazards encountered, and personal protective equipment is covered.

Specific topics covered in this program include:

- Personal Protective Equipment
- Electrical Safety
- Excavation Safety
- Hazard Communication
- Confined Spaces
- Lead Awareness
- Silica Awareness
- Rigging and Signaling
- Elevated Work Platforms
- Fall Protection
- Hand and Power Tools
- Oxyacetylene Torch Cutting

CONCRETE

The Concrete program prepares CCLs to work safely and productively in this potentially hazardous field. Safety issues associated with the mixing, forming, placement, and curing of concrete materials as well as the associated skills are covered in depth. Through instructor facilitated and extensive hands-on training, the CCL becomes familiar with construction math and measurements, project planning, and site preparation. Other topics important to a concrete worker, such as forming, placing, finishing, and sawing are covered in detail. Appropriate cleanup procedures and concrete repair are also covered in the program. DVDs for this program include: *Concrete Coring, Concrete Forming Systems, Concrete Placement and Consolidation, Concrete Repair, The Walk Behind Saw, Concrete Wall Saw, Concrete Hydraulic Chain Saw, Finishing Concrete Flatwork, Job-Built Forms, The Portable All Purpose Saw, and Site Preparation for Concrete Placement*. Additional support materials for this program include: Back Injury Prevention (DVD: *Back Injury Prevention*), Basic Construction Math, Hazard Communication, Hoisting and Rigging Basics, Trench and Excavation Safety (DVD: *On Solid Ground, A Plan for Safe Excavation and Trenching*), and Utility Locating Programs. In addition to English, this program is available in Spanish.

Specific topics covered in this program include:

- Site Preparation for Concrete Placement
- Estimating Concrete Quantities
- Concrete Forming Systems
- Job-Built Forming for Concrete Placement

- Concrete Placement and Consolidation
- Finishing and Curing Concrete
- Concrete Repair
- Portable All-Purpose Saws
- Concrete Sawing
- Concrete Coring
- Decorative Concrete Finishes

GENERAL CONSTRUCTION

The General Construction program introduces participants to a wide variety of concepts, tools, and skills that are important to successfully begin a career as a Construction Craft Laborer. Participants receive instruction on the work and role of a CCL, commonly encountered safety issues, measurement in construction, safe hand and power tool operation, and materials frequently used in construction. Each topic is presented in a separate module, several of which require students to perform tasks or demonstrate skills being taught. Special emphasis is placed on following proper procedures and developing safe work habits. DVDs for this program include: *Chain Saw Operation and Maintenance*, *Craft Orientation (LIUNA – A Century of Pride and Strength)*, *Electrical Tools*, *Oxyacetylene Cutting*, *Pneumatic Tools*, *Safe Operation of Powder-Actuated Tools*, *Small Gas Engines*, *Soil Compaction*, and *Back Injury Prevention*. Additional support materials for this program include: Hazard Communication, Hoisting and Rigging Basics, Trench and Excavation Safety (DVD: *On Solid Ground, A Plan for Safe Excavation and Trenching*), and Utility Locating Programs. In addition to English, this program is available in Spanish and Polish.

Specific topics covered in this program include:

- Craft Orientation
- Basic Construction Math
- Construction Material Identification
- Hand Tools
- Back Injury Prevention
- Hoisting and Rigging Basics
- Electrical Tools Operation, Maintenance, and PPE
- Pneumatic Tools Operation, Maintenance, and PPE
- Soils Compaction
- Oxyfuel Cutting
- Powder-Actuated Tools Operation, Maintenance, and PPE
- Chain Saw Operation, Maintenance, and PPE
- Portable All-Purpose Saws
- Plasma Cutting

CONSTRUCTION PROGRAMS

- Heat Stress
- Hearing Safety
- Small Gas Engines: Operation and Maintenance

HOISTING AND RIGGING

The Hoisting and Rigging program is designed to educate CCLs in the rules, processes, and procedures to safely rig, signal, and hoist loads on construction projects. The program incorporates federal and state regulatory requirements as well as equipment manufacturers' standards. Knowledge of the regulations, as well as an in-depth understanding of equipment, work procedures, techniques, and safety considerations are essential for CCLs to function in a zero-accident environment. The program combines classroom instruction with hands-on exercises to ensure competency. DVDs available for this program include: *Hand Signaling, Voice Commands and Hoisting, Rigging, and Crane Safety*. Additional support materials for this program include: Basic Construction Math and Hoisting and Rigging Basics.

Specific topics covered in this program include:

- Basic Math for Hoisting and Rigging
- Signal Person
- Rigging Hardware and Slings
- Hoisting, Rigging, and Crane Safety
- Hand Signals and Voice Commands
- Advanced Math for Hoisting and Rigging

LINE AND GRADE

The Line and Grade program focuses on the skills, knowledge, and aptitude necessary to operate a variety of surveying instruments and record information for maintaining elevation and alignment control points on heavy and civil construction projects. DVDs available for this program include: *Site Layout Instruments, The Transit, The Level, Measuring Linear Distances, Line and Grade: Hand Signals, and GPS Setup*. Additional support materials for this program include: Basic Construction Math.

Specific topics covered in this program include:

- Construction Referencing Systems
- Construction Layout Instruments
- Construction Layout Tools and Techniques
- Layout Hand Signals and Field Books
- Math for Line and Grade
- Measuring Techniques and Elevation Control
- Roadway Construction
- Total Station
- Global Position Systems (GPS)

MASON TENDING

The Mason Tending program provides instruction on the mason tender's duties, proper job task performance, and details health and safety issues associated with mason tending. Participants use mathematical and scientific concepts to achieve an understanding of working with masonry units, mortars, and admixtures. In addition, the fundamentals of cutting and cleaning masonry, tending plasterers, and operating a rough terrain forklift are also covered. The program emphasizes the need for executing each job task safely and correctly. Knowledge of basic construction math is required for participants in this program. DVDs available for this program include: *Mason Tenders Duties*, *Operating the Masonry Saw*, *Mortar Mixing*, *Stocking Masonry Materials*, *Wall Bracing*, *Rough Terrain Forklift Inspection*, *Rough Terrain Forklift Operation*, and *Rough Terrain Forklift Safety*. Additional support materials for this program include: Back Injury Prevention and Hazard Communication.

Specific topics covered in this program include:

- The Mason Tenders Duties
- Safety for Mason Tenders
- Stocking Masonry Materials
- Estimating Masonry Materials
- Mortar, Admixtures, and Grout
- Reinforced Masonry Construction
- Bracing Masonry Walls
- Cleaning Masonry Construction
- The Effects of Weather on Masonry
- Plaster Tending and Mixing
- Masonry Saws
- Rough Terrain Forklift – Safe Use and Operation
- Back Injury Prevention
- Hazard Communication

PERMIT REQUIRED CONFINED SPACE

The Permit Required Confined Space program focuses on the identification of the different types of confined spaces as well as their associated hazards. Participants receive detailed instruction on rules, regulations, and procedures to be followed when entering a confined space as well as methods to mitigate the associated hazards. DVDs available for this program include: *Clearing the Air*, *Confined Space Entry*. Additional support materials for this program include: Fire Watch. In addition to English, this program is available in Spanish and Polish.

CONSTRUCTION PROGRAMS

Specific topics covered in this program include:

- Confined Space Awareness
- Isolation
- Hazard Communication
- Personal Protective Equipment
- Workplace Monitoring

PIPELAYING

The Pipelaying program prepares CCLs to safely install pipe systems by introducing participants to the tools, equipment, and techniques typically used in pipelaying. Special attention is paid to the proper work practices as well as protective measures to be followed to install a variety of piping systems safely. DVDs available for this program include: *Back Injury Prevention*, *Clearing the Air: Confined Space Entry*, *Gravity Flow Piping Systems: Going with the Flow*, *Hand Signaling*, *Heat Butt Fusion*, *General Techniques of Pipelaying*, *Mueller Co. B-100*, *Confined Space Entry: Permit Required*, and *On Solid Ground: A Plan for Safe Excavation and Trenching*. Additional support materials for this program include: *Trench and Excavation Safety* (Spanish). In addition to English, this program is available in Spanish.

Specific topics covered in this program include:

- Basic Construction Math
- Back Injury Prevention
- Confined Space Awareness
- Trench and Excavation Safety
- Gravity Flow Piping Systems
- Hand Signaling
- Hoisting and Rigging Basics
- Tapping Water Mains
- Utility Locating Programs
- Pressure Pipelaying Techniques
- Polyethylene Pipe Fusion
- Math for Pipelayers

PIPELINE

The Pipeline program instructs CCLs on the safe practices and procedures during pipeline construction projects. All phases of pipeline construction are covered including the front-end work, pipe handling, pipe coating, and back-end work. DVDs available for this program include: *Cleanup*; *Pipe Coating and Pipeline Coating*; *Clearing, Fencing, and Mending*; *M-Scope Operation*; *Stringing*; *Pipe Bending*; *Pipe Gang and Firing Line*; *Boring*; *Lowering-In*; *Tie-Ins*; *CAD Welding*; and *River Crossing*. Additional support materials for this program include: *Back Injury Prevention*, *Basic Construction Math*, *Hazard Communication*, *Hoisting and Rigging*

Basics, Trench and Excavation Safety (DVD: On Solid Ground, A Plan for Safe Excavation and Trenching), and Utility Locating Programs.

Specific topics covered in this program include:

- Front End Pipeline Work
- Ground Surface Pipe Handling and Welding
- Pipe Handling in the Trench
- Coating Crew
- Back End Pipeline Work
- Pipeline Specialty Construction

SCAFFOLD

The Scaffold program is designed to address the needs of CCLs that are responsible for building scaffolding on the job site or are required to perform job tasks while using scaffolding. Designed to meet the training requirements of 29 CFR Part 1926.454, the comprehensive program also includes use of a specialized pre-built scaffold system. The program also includes participant discussion, interactive exercises, and extensive hands-on training. DVDs available for this program include: *Building Frame Scaffold*, *Systems Scaffold*, *Non-Powered Adjustable Masonry Scaffold Assembly*, and *Tube and Clamp Scaffold*. Additional support materials for this program include: Back Injury Prevention, Scaffold User Pocket Guide, and Fall Protection. In addition to English this program is available in Spanish and Polish.

Specific topics covered in this program include:

- Scaffold User Safety
- Scaffold Building Tools and PPE
- Subpart L – Scaffold Summary
- Building Frame Scaffold
- Tube and Clamp Scaffold
- Systems Scaffold
- Non-Powered Adjustable Masonry Scaffold
- Building Powered Mast Climbing Work Platforms

UNDERGROUND STORAGE TANK

The Underground Storage Tank program is designed for CCLs involved in the cleanup of underground storage tanks. This course provides specific information on the processes and procedures associated with safe underground storage tank removal and closure. Emphasis is placed on the use of air monitoring instruments, bonding and grounding requirements, purging and inerting procedures, and confined space work practices. DVDs available for this program include: *Underground Storage Tanks: Safe Removal* and *Confined Space Entry: Permit Required*. Additional support materials for this program include: Confined Space Awareness (DVD: *Clearing the Air: Confined Space Entry*), Firewatch, and Hoisting and Rigging Basics.

CONSTRUCTION PROGRAMS

Specific topics covered in this program include:

- Health and Physical Hazards for UST Removal
- Underground Storage Tank Regulations
- Underground Storage Tank Removal
- Underground Storage Tank Worker Program Exam

WORK ZONE SAFETY

The Work Zone Safety program is designed for CCLs seeking to become employed on highway construction projects or wish to enhance their existing skills to become a Traffic Control Technician or Traffic Control Supervisor. Modeled after the US Department of Transportation regulation 23 CFR Part 630 Subpart J, the program trains workers to the level of responsibility they will have on highway construction projects. This includes Highway Construction Workers that have no other responsibility than to perform construction job tasks within the work zone; Flaggers who will have the responsibility to stop, start, and direct traffic on highway construction projects; Traffic Control Technicians who have the responsibility of installing and removing traffic control devices under the direction of the Traffic Control Supervisor; and Traffic Control Supervisors who have the responsibility to oversee all traffic control operations and the performance of Traffic Control Technicians, Flaggers, and Workers within the work zone. DVDs available for this program include: *Roadway Safety Plus*.

Specific topics covered in this program include:

- Highway Work Zone Safety
- Environmental Hazards of Highway Work Zones
- Traffic Control
- Flagger Safety
- Traffic Control Supervisor

ANTHRAX WORKER

The Anthrax Worker program provides instruction on the remediation of anthrax contaminated areas. Participants receive detailed instruction on the health effects and medical monitoring requirements associated with anthrax exposure as well as measures used to protect oneself from exposure during work area preparation and abatement activities. Special attention is paid to decontamination procedures and work area monitoring. In addition to English, this program is available in Spanish and Polish.

Specific topics covered in this program include:

- Health Effects and Characteristics of Anthrax
- Medical Testing and Treatment for Anthrax
- Personal Protective Equipment
- Decontamination
- Work Area Monitoring and Sampling
- Work Area Preparation and Remediation Techniques

ASBESTOS ABATEMENT WORKER

The Asbestos Abatement Worker program prepares CCLs to work safely and productively on asbestos abatement projects. The program is designed to exceed Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) training requirements under 29 CFR Part 1926.1101 and 40 CFR Part 763 respectively. Participants receive extensive instruction and hands-on training on work area preparation, decontamination facility construction and use, abatement techniques, and cleanup procedures. Special emphasis is placed on following proper procedures and developing safe work habits. DVDs available for this program include: *Asbestos Abatement Work Practices*. Additional support materials for this program include: Asbestos Abatement Worker Program Exam. In addition to English, this program is available in Spanish, Polish and Russian.

Specific topics covered in this program include:

- Introduction to Asbestos
- Health Effects of Asbestos
- Asbestos Abatement Regulations and Worker Legal Rights
- Personal Protective Equipment
- Site Safety
- Air Sampling and Monitoring
- Work Area Preparation
- Asbestos Abatement Techniques
- Hazard Communication

ASBESTOS ABATEMENT WORKER REFRESHER

The Asbestos Abatement Worker Refresher program reviews critical topics associated with asbestos abatement activities. Up-to-date information regarding new regulations, equipment, work practices and procedures, and other related information is detailed. DVDs available for this program include: *Asbestos Abatement Work Practices*. Additional support materials for this program include: Asbestos Abatement Worker Refresher Program Exam. In addition to English, this program is available in Spanish, Polish and Russian.

Specific topics covered in this program include:

- Introduction to Asbestos
- Health Effects of Asbestos
- Asbestos Abatement Regulations and Worker Legal Rights
- Personal Protective Equipment
- Site Safety
- Air Sampling and Monitoring
- Work Area Preparation
- Asbestos Abatement Techniques

ASBESTOS ABATEMENT SUPERVISOR

The Asbestos Abatement Supervisor program builds on the Asbestos Abatement Worker program and prepares CCLs to supervise asbestos abatement projects. The program exceeds Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) training requirements. Participants receive extensive instruction and hands-on training on work area preparation, decontamination facility construction and use, abatement techniques, and cleanup procedures. Special emphasis is placed on following proper procedures and developing safe work habits. DVDs available for this program include: *Asbestos Abatement Work Practices*. Additional support materials for this program include: Asbestos Abatement Supervisor Program Exam. In addition to English, this program is available in Spanish, Polish and Russian.

Specific topics covered in this program include:

- Introduction to Asbestos
- Health Effects of Asbestos
- Asbestos Abatement Regulations and Worker Legal Rights
- Personal Protective Equipment
- Site Safety
- Air Sampling and Analytical Methods for Supervisors
- Pre-Abatement Considerations for Asbestos Supervisor
- Work Area Preparation
- Asbestos Abatement Techniques
- Tools for Supervision
- Hazard Communication

ASBESTOS ABATEMENT SUPERVISOR REFRESHER

The Asbestos Abatement Supervisor Refresher program reviews critical topics associated with asbestos abatement activities. Up-to-date information regarding new regulations, equipment, work practices and procedures, and other related information is detailed. DVDs available for this program include: *Asbestos Abatement Practices*. Additional support materials for this program include: Asbestos Abatement Supervisor Refresher Program Exam.

Specific topics covered in this program include:

- Introduction to Asbestos
- Health Effects of Asbestos
- Asbestos Abatement Regulations and Worker Legal Rights
- Personal Protective Equipment
- Site Safety
- Air Sampling and Monitoring
- Work Area Preparation
- Asbestos Abatement Techniques

BASIC EMERGENCY RESPONSE AWARENESS (BERA)

The Basic Emergency Response Awareness (BERA) program prepares CCLs to perform construction related work tasks associated with the recovery phase of natural and man-made disaster sites. Participants receive instruction on Weapons of Mass Destruction (WMD) and their associated health effects, PPE, and steps to take when reporting to a disaster site. In addition participants are guided through the operations of the Incident Command System (ICS) used on disaster sites and are provided with critical incident awareness.

Specific topics covered in this program include:

- Weapons of Mass Destruction, Health Effects, and PPE
- Emergency Preparedness
- Incident Command Systems
- Critical Incident Stress Awareness

HAZARDOUS WASTE WORKER

The Hazardous Waste Worker program prepares CCLs to work safely and productively on hazardous waste remediation projects. The program meets all Occupational Safety and Health Administration (OSHA) training requirements under 29 CFR Part 1910.120 – Hazardous Waste Operations and Emergency Response. Training is mandatory for all workers conducting hazardous waste remediation activities on all Environmental Protection Agency (EPA) National Priorities Listed (NPL) hazardous waste sites as well as all state, local, county, city, public, and private hazardous waste sites. DVDs available for this program include: *Clearing the Air: Confined Space Entry, Hazardous Waste Decontamination, Health Effects, and Hazardous Waste Legal Rights*. Additional support materials for this program include: Basic Emergency Response Awareness (BERA), Back Injury Prevention (DVD: *Confined Space Entry: Permit Required*), and

ENVIRONMENTAL PROGRAMS

Hazardous Waste Worker Program Examination. In addition to English, this program is available in Spanish and Polish.

Specific topics covered in this program include:

- Hazard Recognition on Hazardous Waste Sites
- Hazard Communication
- Hazardous Waste Health Effects
- Personal Protective Equipment
- Decontamination for Hazardous Waste Workers
- Site Safety and Health Plan for Hazardous Waste Sites
- Material Handling and Sampling at Hazardous Waste Sites
- Workplace Monitoring
- Confined Space Awareness
- Soil and Groundwater Remediation Technology
- Legal Rights of Workers
- Superfund and Community Relations

HAZARDOUS WASTE WORKER REFRESHER

The Hazardous Waste Worker Refresher program recertifies CCLs to conduct remediation activities on hazardous waste projects. Required annually, the program meets all Occupational Safety and Health Administration (OSHA) training requirements under 29 CFR Part 1910.120 – Hazardous Waste Operations and Emergency Response. Participants receive instruction regarding new or revised regulations, remediation technologies, and advancements in remediation processes. Additional support materials for this program include: Hazardous Waste Worker Refresher Program Examination. In addition to English, this program is available in Spanish.

Specific topics covered in this program include:

- Hazard Recognition on Hazardous Waste Sites
- Hazard Communication
- Hazardous Waste Health Effects
- Personal Protective Equipment
- Decontamination for Hazardous Waste Workers
- Site Safety and Health Plan for Hazardous Waste Sites
- Material Handling and Sampling at Hazardous Waste Sites
- Workplace Monitoring
- Confined Space Awareness
- Soil and Groundwater Remediation Technology
- Legal Rights of Workers

HAZARDOUS WASTE SUPERVISOR

The Hazardous Waste Supervisor program is designed to advance the skills and knowledge base of CCLs in order to conduct supervisory activities on hazardous waste remediation projects. The program meets all Occupational Safety and Health Administration (OSHA) training requirements under 29 CFR Part 1910.120 for management personnel. The program builds on the Hazardous Waste Worker program and provides additional information on supervisory issues. Additional support materials for this program include: Hazardous Waste Supervisor Program Examination.

Specific topics covered in this program include:

- Leadership
- Safety and Health Plans
- Safety and Health Plan Implementation
- Quality Assurance
- Emergency Response Plans
- Stress and Emergency Response
- Personal Protective Equipment
- Media Relations
- Rights and Remedies – Supervisors' Issues

HAZARDOUS WASTE SUPERVISOR REFRESHER

The Hazardous Waste Supervisor Refresher program recertifies CCLs to conduct remediation activities on hazardous waste projects. Required annually, the program meets all Occupational Safety and Health Administration (OSHA) training requirements under 29 CFR Part 1910.120 for management personnel. Participants receive instruction regarding new or revised regulations, remediation technologies, and advancements in remediation processes. Additional support materials for this program include: Hazardous Waste Supervisor Refresher Program Examination.

Specific topics covered in this program include:

- Leadership
- Safety and Health Plans
- Safety and Health Plan Implementation
- Quality Assurance
- Emergency Response Plans
- Stress and Emergency Response
- Personal Protective Equipment
- Media Relations
- Rights and Remedies – Supervisors' Issues

LEAD ABATEMENT WORKER

The Lead Abatement Worker program prepares CCLs to work safely and productively on lead abatement projects. The course meets all Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) training requirements under 29 CFR Part 1926.62 and 40 CFR Part 745.225 respectively. The course is mandatory for all workers conducting lead-based paint activities in target housing and child occupied facilities. DVDs available for this program include: *Lead in Construction: Medical Surveillance and Lead Paint Abatement in Residential Locations*. Additional support materials for this program include: Lead Abatement Methods on Steel Structures (DVD: *Lead in Construction – Safe Work Practices in Lead Abatement*), and Lead Abatement Worker Program Examination and Examination Blue Print. In addition to English, this program is available in Spanish, Polish and Russian.

Specific topics covered in this program include:

- History of Lead and Its Uses
- Health Hazards of Lead Abatement
- Lead Regulations
- Personal Protective Equipment for Lead
- Site Safety
- Lead Sampling Methods
- HUD Inspection and Risk Assessment
- Residential/HUD Work Practices, Abatement Methods, and Disposable Procedures
- Lead: Worker Rights

LEAD ABATEMENT WORKER REFRESHER

The Lead Abatement Worker program reviews critical topics associated with lead abatement activities. Up-to-date information regarding new regulations, equipment, work practices and procedures, and other related information is detailed. DVDs available for this program include: *Lead in Construction: Medical Surveillance and Lead Paint Abatement in Residential Locations*. Additional support materials for this program include: Lead Abatement Methods on Steel Structures (DVD: *Lead in Construction – Safe Work Practices in Lead Abatement*) and Lead Abatement Worker Refresher Program Examination and Examination Blue Print. In addition to English, this program is available in: Spanish, Polish and Russian.

Specific topics covered in this program include:

- History of Lead and Its Uses
- Health Hazards of Lead Abatement
- Lead Regulations
- Personal Protective Equipment for Lead
- Site Safety
- Lead Sampling Methods
- HUD Inspection and Risk Assessment

- Residential/HUD Work Practices, Abatement Methods, and Disposable Procedures
- Lead: Worker Rights

LEAD ABATEMENT SUPERVISOR

The Lead Abatement Supervisor program builds on the Lead Abatement Worker program and prepares CCLs to supervise lead abatement projects. The course meets all Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) training requirements under 29 CFR Part 1926.62 and 40 CFR Part 745.225 respectively. The course is mandatory for all workers responsible for supervising lead-based paint activities in target housing and child occupied facilities. DVDs available for this program include: *Lead in Construction: Medical Surveillance, Lead Paint Abatement in Residential Locations* and *Sampling Methods for Supervisors*. Additional support materials for this program include: Lead Abatement Methods on Steel Structures (DVD: *Lead in Construction – Safe Work Practices in Lead Abatement*) and Lead Abatement Supervisor Program Examination and Examination Blue Print.

Specific topics covered in this program include:

- History of Lead and Its Uses
- Health Hazards of Lead Abatement
- Lead Regulations
- Personal Protective Equipment for Lead
- Site Safety
- Sampling Methods for Supervisors
- HUD Inspection and Risk Assessment
- Resident Protection for Supervisors
- HUD Work Practices and Procedures
- Lead Abatement Insurance
- Lead: Worker Rights

LEAD ABATEMENT SUPERVISOR REFRESHER

The Lead Abatement Supervisor Refresher program reviews critical topics associated with supervisory responsibilities for lead abatement projects. Up-to-date information regarding new regulations, equipment, work practices and procedures, and other related information is detailed. DVDs available for this program include: *Lead in Construction: Medical Surveillance, Lead Paint Abatement in Residential Locations*, and *Sampling Methods for Supervisors*. Additional support materials for this program include: Lead Abatement Methods on Steel Structures (DVD: *Lead in Construction – Safe Work Practices in Lead Abatement*) and Lead Abatement Supervisor Program Examination and Examination Blue Print.

ENVIRONMENTAL PROGRAMS

Specific topics covered in this program include:

- History of Lead and Its Uses
- Health Hazards of Lead Abatement
- Lead Regulations
- Personal Protective Equipment for Lead
- Site Safety
- Sampling Methods for Supervisors
- HUD Inspection and Risk Assessment
- Resident Protection for Supervisors
- HUD Work Practices and Procedures
- Lead Abatement Insurance
- Lead: Worker Rights

LEAD AWARENESS

The Lead Awareness program provides information to CCLs regarding the hazards associated with work activities such as demolition or oxyacetylene torch cutting of lead paint coated steel on construction projects. DVDs available for this program include: *Lead in Construction: Medical Surveillance* and *Lead in Construction – Safe Work Practices in Lead Abatement*.

Specific topics covered in this program include:

- History of Lead and Its Uses
- Health Hazards of Lead Abatement
- Lead Regulations
- Personal Protective Equipment for Lead
- Lead Abatement Methods on Steel Structures

LEAD AND SILICA IN BRIDGES

The Lead and Silica in Bridges program is designed to provide instruction to CCLs on two common hazards found on bridge (and other construction) projects: lead and silica exposure. Emphasis is placed on the health hazards, PPE, regulations, and hazard mitigation methods. DVDs available for this program include: *Lead in Construction: Medical Surveillance* and *Lead in Construction – Safe Work Practices in Lead Abatement*.

Specific topics covered in this program include:

- History of Lead and Its Uses
- Health Effects of Lead Abatement
- Personal Protective Equipment
- Lead Abatement Methods
- Silica and Its Uses

- Health Effects of Silica
- Medical Surveillance
- OSHA Special Emphasis Program for Silica
- Silica Control Measures

MICROBIAL REMEDIATION

The Microbial Remediation program instructs CCLs on the health hazards, personal protective equipment requirements, and remediation processes and techniques associated with the removal of mold as well as other microbial contamination. DVDs available for this program include: *48-Hours Invisible Killers and Silent Killers*. Additional support materials for this program include: *48-Hours Invisible Killers and Silent Killers – The Ballads* and *48-Hours Invisible Killers and Silent Killers – Erin Brockovich*. In addition to English, this program is available in Spanish and Polish.

Specific topics covered in this program include:

- Indoor Air Pollution and Sick Building Syndrome
- PPE for Microbial Remediation and Anthrax
- Work Area Preparation and Remediation Techniques
- Decontamination for Microbial Remediation

NUCLEAR POWER PLANT WORKER

The Nuclear Power Plant Worker program is designed for CCLs involved in the maintenance and shutdown activities at nuclear power plants or whose job assignments involve unescorted entry into areas controlled for radiological purposes. This program is divided into nine topics, which focus on the theory, basic radiological fundamentals, and terms CCLs must know to work safely around radiological hazards.

Specific topics covered in this program include:

- Radiation Fundamentals and Units of Measurement
- Sources of Radiation Exposure
- Nuclear Energy
- Biological Effects of Radiation Exposure
- Radiation Protection Methods
- Radiological Posting and Entry Requirements
- Radiation Detection Equipment and Personal Dosimetry
- Personal Protective Equipment
- Quality Assurance and Security, Fitness for Duty, and Construction Safety

RADIOLOGICAL WORKER II

The Radiological Worker II program is designed for CCLs involved in the cleanup of radiological contaminated waste sites or whose jobs assignments involve unescorted entry into areas controlled for radiological purposes. This program is divided into seven topics, which focus on the theory, basic radiological fundamentals, and terms CCLs must know to work safely around radiological hazards.

Specific topics covered in this program include:

- Radiological Fundamentals
- Biological Effects
- ALARA Program
- Radiological Posting
- Personal Protective Equipment
- Radiation Detection Instruments
- Personal Dosimetry

SILICA AWARENESS

The Silica Awareness program provides information to CCLs regarding the hazards associated with work activities such as concrete sawing or stone cutting of materials, which contain silica.

Specific topics covered in this program include:

- Silica and Its Uses
- Health Effects of Silica
- Medical Surveillance
- OSHA Special Emphasis Program
- Silica Control Measures

METRIC MEASUREMENT IN CONSTRUCTION

The Metric Measurement in Construction program introduces experienced CCLs and new entrants to the metric system of measurements and application in the construction industry. Units of measure and conversions using practical applications are covered. Participants practice real-world measuring techniques in practical situations.

Specific topics covered in this program include:

- Units of Measure
- Metric Units of Measure
- Performance Operations with the Metric System

CRAFT ORIENTATION

The Craft Orientation program introduces participants to the construction industry and prepares those seeking a career as a Construction Craft Laborer. Emphasis is placed on developing good work habits, being productive on the job, working under a collective bargaining agreement, being aware of growth areas in construction employment, and background information on the Laborers' International Union of North America and its related funds. In addition to English, this program is available in Spanish, Polish and Russian.

Specific topics covered in this program include:

- The Construction Industry
- Construction Administration
- Chain of Command
- Roles of the Employer and Employee
- Contractor Associations
- Benefits of Union Membership
- Wages and Benefits
- Right-to-Work States vs. Collective Bargaining States
- Legislation
- Laborers' International Union of North America (LIUNA)
- Construction Craft Laborer (CCL)

HAZARD COMMUNICATION

The Hazard Communication program introduces CCLs to the Occupational Safety and Health (OSHA) Hazard Communication Standard, as it applies to the construction industry. Training focuses on the guidelines for recognizing and protecting oneself from exposure to hazardous substances, including identifying chemical hazards and the proper use of container labels, placards, and material safety data sheets. DVDs available for this program include: *Understanding Labels*, *Understanding Material Safety Data Sheets*, and *Material Safety Data Sheets in Review*. In addition to English, this program is available in Spanish and Polish.

Specific topics covered in this program include:

- Hazard Communication Standards
- Material Safety Data Sheets (MSDS)
- Chemical Labels and Lists
- Chemicals in Construction

OSHA CONSTRUCTION SAFETY AND HEALTH

The OSHA Construction Safety and Health program is designed to meet the requirements for OSHA's 10-hour and 30-hour training programs. The program provides safety and health information as it relates to the many hazards found on construction projects and offers insight into their mitigation. DVDs available for this program include: *Take Control: Lockout/Tagout*, *Avoid*

the Heat: Fire Prevention in Construction, and Heightened Awareness: Fall Protection in the Construction Industry. Additional support materials for this program include: DVD: *Confined Space Entry: Permit Required* and DVD: *On Solid Ground: A Plan for Safe Excavation and Trenching*. In addition to English, this program is available in Spanish and Polish.

Specific topics covered in this program include:

- Introduction to OSHA
- OSHA Inspection Procedures
- Subpart C: General Safety and Health Provisions
- Subpart D: Occupational Health and Environmental Controls
- Subpart E: PPE
- Subpart F: Fire Protection and Prevention
- Subpart G, O, and W: (Signs, Signals, and Barricades), (Motor Vehicles and Mechanized Equipment), and (Roll Over Protection)
- Subpart H and N: Material Handling and Cranes
- Subpart I: Tools-Hand and Power
- Subpart J: Welding and Cutting
- Subpart K: Electrical
- Lockout/Tagout
- Process Safety Management (PSM) of Highly Hazardous Chemicals
- Subpart M: Fall Protection
- Subpart Q: Concrete and Masonry
- Subpart X: Stairways and Ladders

RESPIRATORY PROTECTION

The Respiratory Protection program details the correct use of respirators when there may be hazardous substances present. Focus is placed on using exposure guides, respirator selection, proper use of respirators, and respiratory protection program requirements. In addition to English, this program is available in Spanish and Polish.

Specific topics covered in this program include:

- Hazard Recognition and Health Effects
- Respirators
- Respirator Program Requirements
- Standard Operating Procedures
- Regulations

ROADWAY SAFETY AWARENESS

The Roadway Safety Awareness program covers the common hazards on highway and road construction and maintenance projects. The materials used in conjunction with the *Roadway Safety Plus* CD may be presented as individual safety talks or as an awareness program. The program is not a substitute for an OSHA 10-hour course or more in-depth training. This program is intended as a review of specific safety and health related topics. DVDs available for this program include: *Roadway Safety Plus*. In addition to English, this program is available in Spanish and Portuguese.

Specific topics covered in this program include:

- Electrical Hazards
- Fall Hazards
- Flagger Safety
- Health Hazards
- Night Work
- Noise Hazards
- Operator Safety
- Working Outdoors
- Runovers and Backovers
- Struck and Crushed by Incidents
- Trenching
- Emergencies

COMMUNICATION FOR SUPERVISORS

The Communication for Supervisors program introduces the critical skills a CCL must have in order to effectively communicate as a supervisor on construction projects. Participants receive instruction on the elements of listening and finding meaning in non-verbal communication, running meetings, giving and receiving feedback, writing letters and memos, and developing informational and analytical reports. DVDs available for this program include: *Roadway Safety*.

Specific topics covered in this program include:

- Listening Skills for Supervisors
- Speaking Skills for Supervisors
- Writing Skills for Supervisors

COMPUTER SKILLS FOR CONSTRUCTION SUPERVISORS

The Computer Skills for Construction Supervisors program is an introduction to the most popular software included in the Microsoft Office 2000 suite and incorporates the Illustrated Introductory Edition text from Cengage Learning. This is an excellent resource for participants to work on their own or as part of formal classroom instruction. The program offers basic skills as well as troubleshooting for an operating system, web browser, word processing, spreadsheet, database, and email program.

Specific topics covered in this program include:

- Windows 98/2000
- Internet Explorer 5
- Word 2000
- Excel 2000
- Access 2000
- Outlook 2000

INTRODUCTION TO CONSTRUCTION SUPERVISION

The Introduction to Construction Supervision program examines the general duties and responsibilities of the project supervisor. CCLs are instructed on the different roles construction supervisors play on projects, including pre-job responsibilities, their role in managing the project, and general responsibilities for ensuring that the project is completed safely, on time, and within budget. In addition, the program covers the interpersonal skills successful supervisors must possess in order to serve as effective leaders. DVDs available for this program include: *Preplanning* and *As-planned CPM Schedule*. Additional support materials for this program include: Plans B CT: Project Plans (Building Job).

Specific topics covered in this program include:

- Responsibilities of the Construction Supervisor
- Managing the Project
- General Responsibilities

INTRODUCTION TO PROJECT ESTIMATING

The Introduction to Project Estimating program introduces CCLs to the process of estimating construction projects. An overview of estimating the amount and costs of materials and labor, the type and cost of equipment, markup and project overhead, and the bidding process is provided. The program explores the steps a project supervisor must take on a daily basis to ensure that resources such as materials, equipment, and manpower are in place and available when needed. Additional support materials for this program include: Plans B CT: Project Plans (Building Job).

Specific topics covered in this program include:

- Introduction to Project Estimating
- Quantity Take-offs and Material Pricing
- Labor and Equipment Costs

PROBLEM SOLVING FOR CONSTRUCTION SUPERVISORS

The Problem Solving for Construction Supervisors program explores the conscious and less conscious strategies successful construction supervisors use for dealing with problems and issues on the job site. This program is designed specifically for making those problem-solving strategies more efficient by addressing how to manage, resolve, and use conflict constructively. Participants practice using real life situations for developing motivational methods and avoiding sexual harassment issues on the job site. The goal is to incorporate these skills to become part of the solution in the workplace.

Specific topics covered in this program include:

- Problem Solving and Decision Making Process
- Dealing with Conflict
- Motivation Methods
- Valuing Diversity and Avoiding Discrimination
- Avoiding Sexual Harassment: Becoming Part of the Solution

PROJECT PLANNING AND MANAGEMENT FOR CONSTRUCTION SUPERVISORS

The Project Planning and Management for Construction Supervisors program guides CCLs through the process of pre-job planning, project scheduling, and project procurement. In order to manage a construction project properly and efficiently, Construction Supervisors must be knowledgeable in project analysis, site planning, creating schedules (including bar charts and CPM), purchase orders, and cost reports. This program incorporates resources and documentation related to project planning, scheduling, and procurement, and resource management in order to foster, practice and develop project planning and managerial skills. DVDs available for this program include: *Preplanning* and *As-planned CPM Schedule*.

Specific topics covered in this program include:

- Project Planning
- Project Scheduling
- Project Procurement and Management

RECORDKEEPING AND DOCUMENTATION

The Recordkeeping and Documentation program addresses the need for developing and maintaining records and documents for construction projects. Using various examples of forms and documents this program guides future Construction Supervisors in running a successful project in both a financially sound and law abiding manner. Participants receive instruction in daily reporting requirements, developing material lists and schedules, processing time cards, and meeting OSHA recordkeeping requirements.

Specific topics covered in this program include:

- Common Construction Forms
- General Office Forms
- OSHA Record Keeping

SAFETY AND HEALTH FOR CONSTRUCTION SUPERVISORS

The Safety and Health for Construction Supervisors program introduces and overviews the safety and health issues that go hand-in-hand with bringing a construction project to completion on time and under budget. The program focuses on the main causes of fatalities in construction and how a supervisor can be both proactive and reactive with respect to safety. Planning safety into the job, OSHA issues for supervisors, and communicating safety are also covered. DVDs available for this program include: *Just the Facts: Accident Investigation*.

Specific topics covered in this program include:

- Safety Skills for Supervisors
- Integrating Safety and Health
- OSHA
- Communicating Safety and Health

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