

Prevention Strategies for Construction's Focus Four Hazards Strategies for Small Business Training Program Overview

Welcome . . .

. . . to a training course developed by the National Safety Council's Occupational Safety and Health Services.

The mission of the National Safety Council is to educate and influence people to prevent accidental injury and death.

Making Our World A Safer Place



For more than 95 years, the Council has been accomplishing this mission through a global approach to safety and health issues, and a vast array of services and products. Through dozens of different programs and workshops, the Council's Occupational Safety and Health Services educates industry managers and safety and health professionals to improve the safety, quality, and production efforts of more than 10,000 organizations worldwide.

We are pleased to be the recipient of a Susan B. Harwood grant from the Occupational Safety and Health Administration (OSHA). Through this grant, we are able to present this *Prevention Strategies for Construction's Focus Four Hazards* training program to you.

About the National Safety Council

History and Scope

Since our founding in 1913, the National Safety Council has served as the leading source of safety and health information, working for generations to protect lives and promote health with innovative programs and services. We began our efforts in the workplace – in factories, warehouses, and construction sites – making businesses aware of ways to prevent deaths and injuries on the job.

Since then, we have expanded our efforts to include office, highway, community, home, and recreational safety. This expansion includes occupational and environmental health and general wellness in order to promote safety and health 24 hours a day. And, our mission now encompasses all people across the globe.

How the Council Is Organized

Acknowledging our first 40 years of operation as an Illinois not-for-profit corporation, an Act of Congress on August 13, 1953 created the National Safety Council as a corporation under federal law. Public Law 269 of the 83rd Congress formally established the Council as a federally chartered organization. The Charter mandates that the Council be non-political and shall not contribute to or otherwise support or assist any political party or candidate for office.

The Council is governed by a Board of Directors. With the exception of two Council senior officers who are salaried, all the directors are unpaid volunteers. The Board, its officers and committees, aided by more than 2,000 volunteers, determine policies, operating procedures, and programs to be developed and carried out by the Council's 300-plus professional staff. Board members represent industry, labor, chapters, government, associations, and individuals. Council member firms employ more than 30 million people.

Our global subsidiary, the International Safety Council, is the Council's outreach beyond U.S. borders. Founded in 1992 as a separate non-profit affiliate corporation of the National Safety Council USA, the International Safety Council conveys expertise and our mission to industries, associations, and governments worldwide.

About the National Safety Council—continued

How the Council Is Funded

Council funding comes from four main sources:

1. Dues paid by a membership that numbers in the thousands.
2. Revenues gained from the sale of materials and programs to Council member firms and others.
3. Fees for on-site safety and health evaluations, tuition, and other fees for training and consulting projects by Council professionals.
4. Donations and grants.

The Council is not an agency of the government and general subsidies are not accepted.

How the Council Operates

The National Safety Council is not a governmental agency. We do not have the authority to legislate or regulate. But, we do have the ability to influence public opinions, attitudes, and behavior. We serve as an impartial information broker by bringing together safety and health professionals with government, associations, and media representatives to form national coalitions on key safety and health issues.

In its mission of protecting life and promoting health, the Council works with hundreds of allied organizations in industry, labor, government, education, and the community at-large, as well as with 39 Chapters. Because it is a public service organization, the Council can be impartial in its dealings with all groups and individuals.

The Council's method is to achieve consensus on safety and health topics through its volunteer members and coalitions of organizations. It then disseminates the best possible information through its massive communications network of publications, training programs, audiovisual materials, news releases, and broadcast public service messages.

Each autumn, the Council sponsors the Congress & Exposition, a major convention, attended by approximately 20,000 safety and health professionals. The Congress features nearly 300 educational sessions covering the latest developments in safety and health. It is the largest safety and health products and services event in North America.

About the National Safety Council—continued

Joining the Council in a Mission to Save Lives

Credibility, impartiality, and remaining true to the safety and health mission are hallmarks of National Safety Council service. The results of the organized safety movement are measurable. Since 1912, unintentional-injury deaths per 100,000 population in the United States were reduced 55%. Considering that this reduction took place during a period when the nation's population more than doubled, more than 4,300,800 fewer people died from unintentional injuries than would have been killed if the rate had not been reduced.

How to Reach Us

The National Safety Council and its network of local Chapters offer many ways for you and your organization to help protect life and promote health. Membership, volunteer participation, as well as using Council resources, programs, and materials will help to make your workplace, school, home, and community safer and healthier.

- The National Safety Council's network of Chapters conducts safety, health, environmental, and ergonomic efforts at the community level, providing training, conferences, workshops, consultation, newsletters, updates and safety support materials, as well as valuable networking avenues. Located in many cities across the U.S. and in the United Kingdom, our network extends the Council's visibility and provides a local voice for advocating issues that can educate, inform, protect, and save lives.

To access Council services and materials, you can work with full-time, full-service local Chapters in several locations. For a state-by-state listing, please call 1-800-621-7619 or visit our Website at <http://www.nsc.org>.

- The Council's Website offers national and international information, including locations for first aid and CPR courses, and defensive driving courses. Be sure to visit our Website periodically at <http://www.nsc.org> and be kept up-to-date on safety, health, and environmental issues.
- By attending this course, you have already become part of the National Safety Council's mission. Thank you for joining us in this very important effort!

About this Program

The *Prevention Strategies for Construction's Focus Four Hazards* training program teaches construction workers how to recognize and control hazards in the four areas that cause the most injuries to construction workers: falls, electrocutions, excavation and trenching, and struck-by.

This Facilitator Guide is designed for use by the small business owner, employer, manager, and/or their representatives who have responsibility for managing or training construction workers.

The accompanying Participant Guide and the Pocket Reference Guide are designed to be used by construction workers and provide them with practical approaches for recognizing hazards at their worksites.

Goals of the Program

When participants have completed this training program, they will be able to:

- Define the important words that relate to the Focus Four hazards.
- Recognize and identify the regulations that relate to these four hazards.
- Learn the reasons why they need to identify, control and eliminate construction hazards at their jobs. It is a way to prevent injuries, illnesses and deaths.
- Recognize the hazards at their worksites in these four areas.
- Recognize the at-risk behavior of workers.
- Identify ways to correct the at-risk behavior of workers.

Program Content

The *Prevention Strategies for Construction's Focus Four Hazards* training program consists of the following components.

- Program Introduction
- Module 1: Falls
- Module 2: Electrocutions
- Module 3: Excavation and Trenching
- Module 4: Struck-By
- Program Conclusion

About this Program—continued

Delivery Considerations

The *Prevention Strategies for Construction's Focus Four Hazards* training program can be delivered in four different ways.

- **Classroom Train-The-Trainer.** With this method, National Safety Council trainers use the materials to train a one-day class of owners and managers of construction businesses including general contractors/builders, heavy construction employers, specialty contracting employers, or subcontractors. The goal of this training is twofold. First, participants will learn how to recognize and control hazards in the focus four hazard areas. Second, participants will learn how to teach their own employees how to recognize and control these hazards.
- **Classroom.** With this method, owners and managers in the construction profession use the materials to teach a one-day class of their own employees. The goal of this training is to teach employees how to recognize and control hazards at their construction worksites. This method is ideal when there are over eight employees to train.
- **Tailgate Sessions.** With this method, owners and managers in the construction profession use the materials to conduct four to six tailgate sessions with small groups of employees. These sessions can be conducted either in a meeting room or at the construction worksite. Ideally, they will be conducted in a *just-in-time* manner so that employees learn how to recognize and control hazards at the time they will be encountering them. This method is ideal when there are four to eight employees to train.
- **Coaching Sessions.** With this method, owners and managers in the construction profession use the materials to provide one-on-one (or very small group) coaching. These sessions can be conducted either in the manager's office or at the construction worksite. Ideally, they will be conducted in a *just-in-time* manner so that employees learn how to recognize and control hazards at the time they will be encountering them. This method is ideal with one to three employees.

About this Program—continued

Program Materials

Six pieces of program materials support the *Prevention Strategies for Construction's Focus Four Hazards* training Program.

- **Facilitator Guide.** This guide will be used by two levels of facilitators. First, National Safety Council facilitators will use this manual when they initially present the course to small business employers (or their representatives). Second, small business employers will use the Facilitator Guide to help them present the course to their employees.

The Facilitator Guide is written for and targeted to the small business employer. Because National Safety Council trainers are more experienced in facilitation, they will be able to extrapolate the information they need from the Facilitator Guide when they teach the course to employers (or their representative trainers). The Facilitator Guide includes the following features:

- ◆ A brief introduction to the National Safety Council, the Susan Harwood Grant and the course.
 - ◆ Suggestions for delivering the course content in three possible formats.
 - In a one-day classroom training (NSC facilitators can use this format)
 - In multiple, short tailgate meetings
 - In individual or small team coaching sessions
 - ◆ Written at the eighth-grade reading level
- **Participant Guide.** This guide will be used by two levels of participants. First, small business employers (and their representatives) will be given the guide during their training from NSC. Second, small business employees will receive the guide when they are being trained by their company.

Small business employers will receive the guide as a spiral-bound notebook when they attend the NSC training. They will also be given a Tools and Resources CD-ROM that contains a digital copy of the Participant Guide. When these employers train their employees, they will make copies of the guide from the digital file.

The Participant Guide contains the following:

- ◆ An introduction to the National Safety Council and the Susan Harwood Grant.
- ◆ The materials needed to participate in the one-day class including learning objectives, key terms, learning activities and case study materials.
- ◆ A table of contents for the Tools and Resources CD-ROM.
- ◆ Highly visual pages with text written at approximately the 4th grade reading level.

About this Program—continued

- ***Pocket Reference Guide.*** This is a pocket-sized guide that will be used mostly by construction employees. It provides practical information that construction workers need on the job to operate safely in the focus four hazard areas. It includes the main technical content of the training and is pocket-sized to enable employees to carry it to job sites.

Business owners who attend the NSC training will get a Pocket Reference Guide. The electronic file for the guide is on the Tools and Resources CD-ROM. Employers can use this file to create additional Pocket Reference Guides for their employees.

- ***Tools and Resources CD-ROM.*** This disk contains the tools and resources relating to the training program, and includes the following:
 - ◆ The electronic files for the Participant Guide.
 - ◆ The electronic files for the Pocket Reference Guide.
 - ◆ The electronic files for the Facilitator Guide.
 - ◆ The electronic files for the PowerPoint presentations.
 - ◆ A Resources section that lists important publications, web sites and organizations relating to the focus four areas.
 - ◆ Hyperlinks to key OSHA web pages.
 - ◆ Extra photos of construction sites that can be used for additional hazard identification activities.
 - ◆ Case studies from the National Institute for Occupational Safety and Health (NIOSH). These case studies are a part of the NIOSH Fatality Assessment and Control Evaluation (FACE) program. These case studies evaluate real occupational fatalities, assess the causes and recommend ways to improve.
 - ◆ A template for the Certificate of Completion.
 - ◆ The Program Evaluation.
- ***PowerPoint Slides.*** PowerPoint slides are available (for use on an LCD projector) for each of the learning modules. These will be used by National Safety Council facilitators in the train-the-trainer program. They are also available for employers on the Tools and Resources CD-ROM in the event that they want to use the slides during their onsite training. The slides contain a combination of key content points and pictures that depict job site hazards. The pictures are used for case studies during the class.
- ***Completion Certificate.*** Participants will receive a Certificate of Completion based on their attendance and involvement in the program. A template for the certificate is on the Tools and Resources CD-ROM so that employers can also make certificates for their employees when they attend the training.

Preparing for the Program

Course Customization

This course is designed to be highly customizable depending on the audience. Following are some suggestions for the different facilitator/participant combinations.

- ***NSC as Facilitator/Business Owner or Manager as Participant.*** The NSC facilitator should get to know participants and their organizations' specific focus four hazards during introductions, then emphasize these during class. Time should be balanced between teaching participants the technical content, teaching them how to access further technical content on the OSHA website as well as on the Tools and Resources CD-ROM, and providing tips and techniques for teaching the course in their organizations.

- ***Business Owner or Manager as Facilitator/Construction Employee as Participant.*** Business owners or managers should focus time on the hazards that are specific to their organizations. Depending on their employees' ability and willingness to read and research, business owners can take one of two approaches.
 1. ***If Employees are Willing and Able to Read and Research***—Use class time to teach employees how to identify and control hazards. Encourage them to learn more by accessing the OSHA e-tools and website. Encourage them to use the checklists from each module to perform worksite analyses of their construction sites. Encourage them to talk to you (or their supervisor) when they have concerns.

 2. ***If Employees are Unwilling or Unable to Read and Research***—Use class time to teach employees how to identify and control hazards. It will be up to you to learn more by accessing the OSHA e-tools and website. Share what you learn by coaching employees or by providing additional tailgate meetings. Teach employees how to do a “visual checklist” by emphasizing what they should check each time they start working at their construction sites. Encourage employees to talk to you (or their supervisor) when they have concerns.

Preparing for the Program—continued

Preparing to Teach the Program Using the Classroom Format

Since the classroom format will be taught in one day, it is important to prepare ahead of time for the entire day. Following is a checklist to help facilitators prepare.

- Reserve the room in which you will be training.
- Read the entire Facilitator Guide so that you can get a feeling for the flow of the program.
- Read the entire Participant Guide so that you are prepared to refer to corresponding material, especially activities, during program delivery.
- Make one Participant Guide for each employee in the training. The electronic files for the Participant Guide are on the Tools and Resources CD-ROM.
- Make one Pocket Reference Guide for each employee in the training. The electronic files for the Pocket Reference Guide are on the Tools and Resources CD-ROM.
- Rehearse key introductions, transitions, and conclusions, including the corresponding visual aids.
- Arrange to have the needed equipment in the training room. Check all equipment before the training. Make sure it is operating properly and is set up the way you want it.
- Load the entire Tools and Resources CD-ROM that came with this program onto your C (hard) Drive. This will ensure that your PowerPoint presentations will run efficiently.
- Make sure that participant evaluations are printed and ready to distribute.
- Have completion certificates prepared/available for each participant. A certificate template can be found on the Tools and Resources CD-ROM.
- Be sure you are familiar with the facility and classroom. Check the following:
 - Emergency evacuation procedures.
 - Fire extinguishers.
 - Entrances/exits.
 - No smoking policy and approved smoking areas.
 - Light switches.
 - Rest rooms.
 - Drinking fountains.
 - Telephones.
 - Heating/air conditioning controls.

Preparing for the Program—continued

Materials and Equipment List for the Classroom Format

Following is a checklist of materials and equipment that facilitators will need to deliver the classroom session.

- One Participant Guide for each participant and facilitator
- One Pocket Reference Guide for each participant and facilitator
- All registration materials, including name tags or tents and a participant roster
- 2 rolls of masking tape
- Scissors
- Flipchart with flipchart paper
- Flipchart markers (mainly black, blue, green, purple, and brown—bring a few red and/or orange markers for accent)
- Electrical plug strip with surge protection
- Trip protection for electrical cord
- Watch, clock, and/or timer (for timing activities, breaks, and lunches)
- Laptop or computer station with projection unit to display PowerPoint slides; PowerPoint 97 or higher must be loaded on the computer
- Screen
- Evaluation forms
- Course completion certificates
- PowerPoint slides; 5 separate files
- Sign-in sheet with printed name and signature

Note: Sign-in sheets and evaluation forms must be returned to the Susan B. Harwood Grant Administrator at the National Safety Council in Itasca after each class.

Preparing for the Program—continued

At-a-Glance Training Schedule for the Classroom Format

The training schedule below is recommended for use in delivering the *Prevention Strategies for Construction’s Focus Four Hazards* training program in a classroom format.

Module #	Module Title	Time
	Program Introduction	8:00 - 8:50 AM (50 minutes)
<i>Break</i>		8:50 - 9:00 AM (10 minutes)
1	Module 1: Falls	9:00 - 10:15 AM (75 minutes)
<i>Break</i>		10:15 - 10:25 AM (10 minutes)
2	Module 2: Electrocutions	10:25 - 11:40 AM (75 minutes)
<i>Lunch</i>		11:40 AM - 12:40 PM (60 minutes)
3	Module 3: Excavation and Trenching	12:40 - 1:55 PM (75 minutes)
<i>Break</i>		1:55 - 2:05 PM (10 minutes)
4	Module 4: Struck-By	2:05 - 3:20 PM (75 minutes)
<i>Break</i>		3:20 - 3:30 PM (10 minutes)
	Program Conclusion	3:30 - 4:10 PM (40 minutes)
		Total = 380 minutes (6½ hours of instruction)

Note: This schedule reflects 6½ instructional/training hours, including 10 minute breaks to address adult learning needs.

Preparing for the Program—continued

Preparing to Teach the Program Using the Tailgate Format

Since the tailgate format will be taught one module at a time, the facilitator need only prepare for the module being taught. Following is a checklist to help facilitators prepare.

- Reserve a room if you will be using one. Otherwise, think about where at the construction site you will hold the meeting.
- Read the Facilitator Guide for the module you will be training.
- Read the Participant Guide for the module you will be training so that you are prepared to refer to corresponding material during program delivery.
- If you are using PowerPoint, have the necessary equipment at the meeting site. Load the entire Tools and Resources CD-ROM that came with this program onto your C (hard) Drive to ensure your PowerPoint presentations run efficiently.
- If you are using copies of the PowerPoint slides to hand out to employees, have them copied (preferably in color) and collated ahead of time.
- At the final tailgate session, have participant evaluations printed and ready to distribute.
- At the final tailgate session, have completion certificates prepared for each participant. A certificate template can be found on the Tools and Resources CD-ROM that came with this training program.

Materials and Equipment List for the Tailgate Format

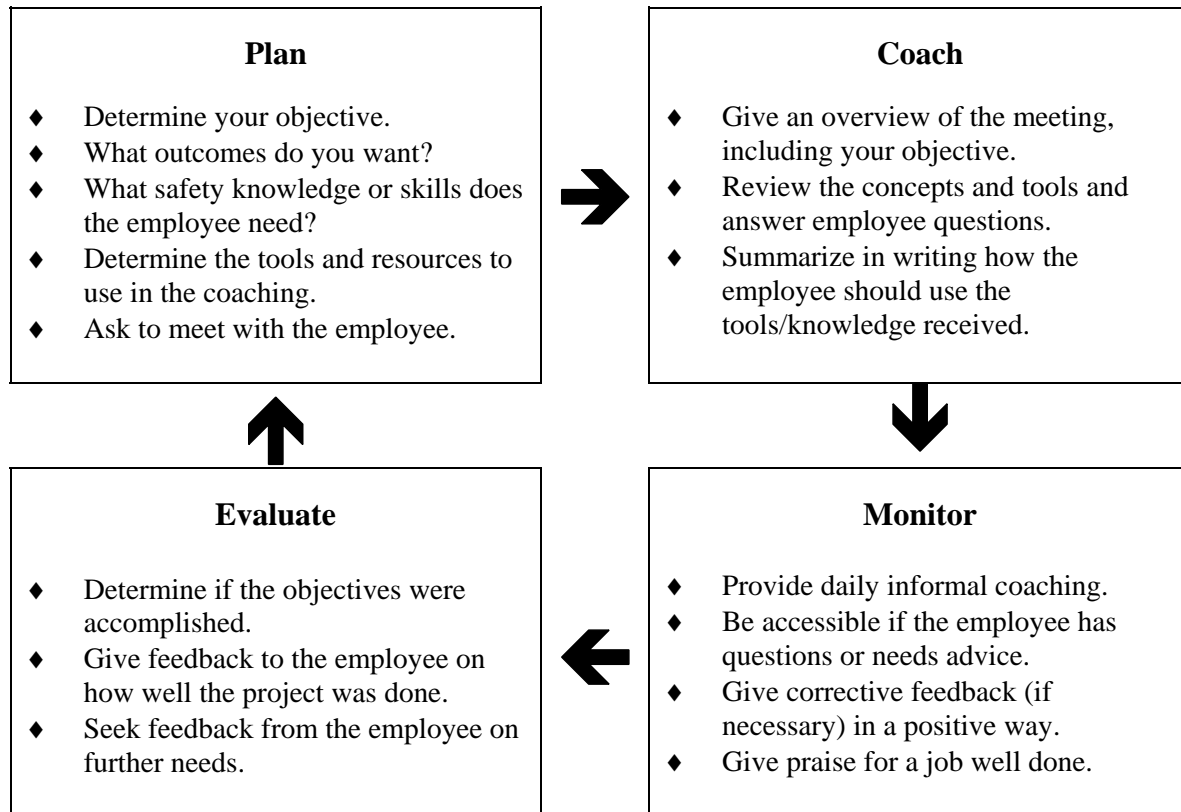
Following is a checklist of materials and equipment that facilitators will need to deliver the program using tailgate sessions.

- One Participant Guide for the module you will be presenting for each participant
- One Pocket Reference Guide for each participant
- Watch, clock, and/or timer (for timing activities)
- Laptop or computer station with projection unit (if you will be using PowerPoints)
- Screen (If you will be using the PowerPoint presentation)
- Copies of the PowerPoint presentation for the module you will be presenting for each participant (if you are using PowerPoint handouts)
- Evaluation forms (if this is the last tailgate session)
- Course completion certificates (if this is the last tailgate session)

Preparing for the Program—continued

Preparing to Teach the Program by Coaching Employees

The coaching format allows you to teach prevention strategies to individual employees. You can coach the entire program, or you can coach only in areas where an employee needs development. There are no set time frames or agendas. You simply provide resources to employees as needed, then coach the employee on how to use the materials and resources on the job. A standard coaching process, such as the one that follows, should be used.



Preparing for the Program—continued

Following is a checklist to help facilitators prepare for a coaching session.

- Determine where you will do the coaching. In your office? At the worksite?
- Read the Facilitator Guide for the module you will be coaching.
- Read the Participant Guide for the module you will be coaching so that you are prepared to refer to corresponding material during program delivery.
- Copy the appropriate PowerPoint slides (preferably in color) to hand out to employees.
- At the last coaching session, have participant evaluations printed and ready to distribute.
- At the last coaching session, have completion certificates prepared for each participant. A certificate template can be found on the Tools and Resources CD-ROM that came with this training program.

Materials and Equipment List for the Coaching Session

Following is a checklist of materials and equipment that facilitators will need to deliver the program using a coaching format.

- One Participant Guide for the module you will be coaching for each person you will be coaching
- One Pocket Reference Guide for each person you will be coaching
- Copies of the PowerPoint presentation for the module you will be coaching for each participant
- Evaluation forms (if this is the last coaching session)
- Course completion certificates (if this is the last coaching session)

