

COURSE SYLLABUS

SAFETY DIRECTOR TRAINING PROGRAM

Course Description:

This is a 16-hour course designed to develop skilled Ironworker Safety Directors. During this course, participants will learn the roles and responsibilities of the Safety Director in the development, administration, implementation and maintenance of a Health & Safety management system. In addition, they will learn how to identify, review and address various Health & Safety concerns specific to the worksite including how to create an effective work team, communicate effectively, apply problem-solving skills, document and maintain records, maintain labour-management relations, planning and execution of safe work plans and procedures.

Course Objective:

The objective of this course is to develop skilled Ironworker Safety Directors.

Learning Outcomes:

Upon successful completion of this course, the participant will be able to:

- Identify the roles and responsibilities of the Ironworker Safety Director.
- Identify the application and installation methods of passive and active fall protection systems.
- Demonstrate basic load calculations for common fall protection systems.
- Identify mandatory compliance standards of federal and state/provincial regulatory agencies and project contract safety specifications.
- Develop techniques for working with fabricators to incorporate fall protection anchorage points.
- Describe role in the development, implementation and maintenance of written safety management programs.
- Understand the various methods of employee training for workplace activities and designating competent and qualified personnel.
- Demonstrate the ability to verify safety training using the Ironworker Apprentice Tracking System (ATS).
- Describe how to develop and use a Job Hazard Analysis (JHA) and a site-specific safety plan.
- Develop and maintain a system for conducting workplace inspections to identify unsafe acts and conditions in the workplace.
- Identify the Threshold Value Limit (TLV) for airborne metals and compounds and determine methods to prevent absorption of chemicals into the body.
- Describe methods air sampling testing to determine methods of employee protection.

- Describe the requirements for reporting workplace incidents and posting OSHA and/or other information in the workplace.
- Identify and utilize the management procedure for workplace investigations following an alleged complaint, federal/state/provincial investigation or serious incident.
- Describe the specific responsibilities of the crane assembly-disassembly director and requirements for qualified riggers and signal persons.
- Describe the requirements for specific mobile equipment. (aerial lift, forklift)
- Apply the use of innovative safety apps to implement and document workplace safety programs, inspections, employee instruction, training and hazard control.
- Describe how the frequency and severity of workplace incidents determines an employer's Experience Modification Rating (EMR), insurance costs and ability to qualify for project bidding.
- Demonstrate effective problem-solving skills.
- Document work activities and maintain records.
- Maintain labour-management relations.
- Apply safe work into productivity and quality through a safety management process.
- Apply technical and safety knowledge for Ironworker Safety Directors.

Target Audience:

This course is designed for new, experienced or future Ironworker Safety Directors. The participant should be a skilled journeyman Ironworker with basic reading, writing, and math skills, first aid training (including CPR) and strong safety skills acquired in the apprenticeship program and/or specific safety training.

Length of Course:

This course is designed to be offered during a total of 16 hours of classroom instruction.

Instructor Information:

Instructors for this course are subject matter experts and/or union Ironworkers with experience as a Safety Director.

Course Materials:

- **Safety Program Reference Material Guides**
Sample safety programs and templates including workplace inspections, job hazard analysis, spreadsheets, and regulatory interpretation.
- **Course Syllabus, Course Schedule and Course Outline**
- **Handouts** for the various course exercises and supplemental information
- **Supplemental resources as identified by the instructor**

Course Attendance:

All course sessions are mandatory to successfully complete this course.

Course Schedule:

This is a 16 hour course that provides 8 breakout sessions over the course of 2 days.

****All registered participants must bring a smart phone for safety app use, and either a laptop computer, iPad or tablet device.***