



# **COURSE CATALOG & APPRENTICESHIP PROGRAM**

**TRAINING DIRECTOR:**  
**Michael S. White**

**PHONE:** 816-331-6862

**FAX:** 816-322-3796

**EMAIL:** [director@mokanltc.com](mailto:director@mokanltc.com)

**WEBSITE:** [MoKanLTC.com](http://MoKanLTC.com)

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TRAINING CENTER**



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# CONSTRUCTION TRAINING PROGRAMS

## **ABOVE GROUND DRILLING**

**Objective** The **Above Ground Drilling** course introduces trainees to the unique working environment of above ground drilling by providing 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 are introduced because drillers must know how geology affects 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.

**Topics Covered**

- Introduction to Drilling
- Safety and Health
- Jackhammers
- Compressors
- Drilling Patterns and Layout
- Drilling Operations
- Maintenance
- Air Compressors
- Hazard Communication

**Length of Course** 40 hours

### **Training Materials Manuals/Workbooks/Equipment**

Above Ground Drilling Manual, drill, compressor, jackhammer

### **Certificate of Completion**

The trainee will receive a certificate of completion and wallet a card of completion upon successful course completion.

## **ASPHALT WORKER**

**Objective** The Asphalt Worker course 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. trainees are introduced to the properties, uses and mix designs of asphalt and the equipment used in paving operations. Placing methods are discussed in detail, as well as repair and patching, and cleanup and maintenance.

**Topics Covered**

- Asphalt Safety
- Asphalt Basics
- Calculations and Estimating
- Placing and Paving Methods
- Repairing and Patching
- Electronic Grade and Slope Control
- Cleanup and Maintenance

**Length of Course** 40 hours

**Training Materials Manuals/Workbooks**

Asphalt Raking Worker Manual  
Hazard Communication Worker Manual  
Hazard Communication Workbook

**Slides/PowerPoints**

Hazard Communications

**Videos**

Material Safety Data Sheets in Review  
Rolling and Compaction of Asphalt  
Understanding Labels  
Understanding Material Safety Data Sheets

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

**BRIDGE CONSTRUCTION, RENOVATION, AND DEMOLITION**

**Objective** The Bridge Construction, Renovation, and Demolition program explores the many topics CCLs must know in order 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.

**Topics Covered**

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



**Length of Course** 40 hours

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **BASIC CONSTRUCTION PLAN READING**

**Objective** The **Basic Construction Plan Reading** course is specifically designed for trainees who want to develop their plan reading skills. This course is taken in a structured classroom environment. Also available is Basic Highway Plan Reading or Basic Building Plan Reading.

**Topics Covered** Fourteen question and answer booklets cover different types of drawings such as:

- Civil Drawings
- Architectural Drawings
- Structural Drawings
- Mechanical Drawings
- Electrical Drawings
- Typical Views
- Plan and Profiles
- Cross Sections

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks**

- Basic Construction Plan Reading Question and Answer Booklet
- Various Construction Plans
- Rulers and Scales
- Specification Books

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **CONCRETE PRACTICES AND PROCEDURES**

**Objective** The **Concrete Practices and Procedures** course prepares the trainee to work in this potentially hazardous field. Safety issues are covered in depth as well as other job safety concerns such as trenching, formwork, and construction safety awareness. Through instructor-led and hands-on training, the student 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 also covered.

**Topics Covered**

- Safety
- Construction Math and Measurements
- Project Planning
- Site Preparation
- Forming for Placement
- Placement and Consolidation
- Finishing and Curing
- Stripping and Cleanup
- Concrete Admixtures
- Sawing Concrete
- Concrete Repair

**Length of Course** 80 hours

**Training Materials** **Manuals/Workbooks**

Concrete Practices and Procedures Worker Manual  
Hazard Communication Worker Manual  
Hazard Communication Workbook

**Slides**

Hazard Communication

**Videos**

Basic Principles Used in the Transfer of Grade points  
Concrete Saws (TIPS # 6)  
Concrete Vibration (TIPS # 4)  
Finishing Concrete Flatwork  
Material Safety Data Sheets in Review  
Soils and Compaction (TIPS # 8)  
The Winning Tickets: Housekeeping on the jobsite  
Understanding Labels  
Understanding Material Safety Data Sheets  
Working at Heights Safely

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **CRAFT ORIENTATION**

**Objective** The **Craft Orientation** course introduces new members, trainees, and/or apprentices to the wide range of jobs that are available in the building, heavy and highway, utility, and environmental construction fields. Job descriptions are presented to help new CCLs choose a career path.

**Topics Covered** Apprenticeship Orientation  
OSHA  
CPR-First Aid  
Standard Squaring and Measuring

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks**

Craft Orientation Worker Manual

**Videos**

A Foundation for Success  
Construction Skills Training  
Making it Work  
NBC Nightly News  
Responding to the Need  
We Are the Laborers

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## GENERAL CONSTRUCTION

**Objective** The **General Construction** course provides trainees with fundamental construction information, covering four major categories;

**Building** - construction and reconstruction on residential and commercial buildings

**Heavy Highway** - construction and reconstruction on major and secondary highways, subdivision streets, bridges, tunnels, and airfields

**Utilities** - construction and reconstruction of underground utilities and piping systems such as petroleum, water, sewer, telephone, electric, and natural gas distribution and collection systems

**Environmental** - construction and reconstruction associated with hazardous waste removal, asbestos and lead abatement, and nuclear remediation

**Topics Covered**

- Hearing Protection
- Materials Identification
- Hand Tools and Power Tools
- Compaction
- Signaling and Rigging
- Hand Signaling
- Traffic Control Technician

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks**

General Construction Worker Manual  
Hazard Communication Worker Manual; Hazard Communication Workbook

**Slides/PowerPoint's**

Hazard Communication

**Videos** - A foundation for Success; Basic principles Used in the Transfer of Grade Points; Clearing the Air; Confined Space Entry; Heightened Awareness; making it Work; Material Safety Data Sheets in Review; Responding to the need; Site Safety Planning for Excavation Projects; Success at the Top; Understanding Labels; Understanding material Safety Data Sheets; Working at heights safely; **Tips Videos** - #1 The 90-pound pavement Breaker; #2 - Compressor Operation , Maintenance, and Safety; #3 - Small Gas Engines; #4 - Concrete Vibration; # 5 -Portable All-purpose Saws; #8 - Soils and Compaction; #9 - Chipping Guns and Grinders; #10 - Oxy-acetylene Cutting; #12 - Safe Chainsaw Operation and Maintenance; #15 - The Mechanics of Lifting, Prying, and Moving Objects; #18 - The Jackhammer

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.





## **HAND SIGNALING**

**Objective** The **Hand Signaling** course meets the OSHA Guidelines for signaling various types of material handling equipment. Knowledge of these 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. This course addresses training and certification requirements for signalers. The course combines classroom instruction with hands-on exercises to ensure the training has the opportunity to practice new skills.

**Topics Covered** Hoisting, Rigging and Crane Safety  
Rigging Hardware and Slings  
Signaling

**Length of Course** 10 hours

**Training Materials** **Manuals/Workbooks/Equipment**

Hoisting and Rigging Worker Manual  
Bob's Rigging and Crane Handbook  
Various Slings and Rigging Hardware, Dynafor, various objects for weight estimating and rigging/lifting

**Videos**

Hazard Awareness in Crane Operating Areas  
Hardware  
Slings  
Chains  
Hand Signals

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **HIGHWAY WORK ZONE SAFETY**

**Objective** The **Highway Work Zone Safety** course teaches trainees about work practices and procedures in the work zone as well “behind the barrel.” The course includes a unique work zone model to simulate scenarios for hands-on training.

**Topics Covered** Flagger Safety  
Traffic Control  
Personal Protective Equipment  
Environmental Hazards  
Hazard Communication  
Work Processes  
Work Site Safety  
Hand and Power Tools  
Communication

**Length of Course** 40 hours

8 hours for Traffic Control Technician

**Training Materials Manuals/Workbooks**

Highway Work Zone Safety Manual

**Videos**

Flagging Operation

Roadway Maintenance Operation

Traffic Control Devices

Traffic Control Zones

Safety Awareness

Cone Wheel

Time Lapses

Blind Spots Can Kill

Stayin' Alive in Work Zones

Watchdog Intrusion Alarm

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## **HOISTING AND RIGGING**

**Objective** The **Hoisting and Rigging** course is regulated by federal, state, and equipment manufacturers' standards. Knowledge of these 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. This course addresses training and certification requirements for riggers and signalers. The course combines classroom instruction with hands-on exercises to ensure the training has the opportunity to practice new skills.

**Topics Covered** Introduction to Hoisting and Rigging and Crane Safety  
Basic and Advanced Math for Hoisting and Rigging  
Signaling  
Knots, Hitches, and Bends  
Determining the Weights of Loads  
Rigging Hardware  
Slings

**Length of Course** 40 hours

**Training Materials Manuals/Workbooks/Equipment**

Hoisting and Rigging Worker Manual

Bob's Rigging and Crane Handbook

Various Slings and Rigging Hardware, Dynafor, various objects for weight estimating and rigging/lifting

**Videos**

Hazard Awareness in Crane Operating Areas

Hardware

Slings



Chains  
Hand signals

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **LINE AND GRADE: HIGHWAY GRADE CHECKING**

**Objective** The **Line and Grade: Highway Grade Checking** course provides the necessary skills for maintaining elevation and alignment control points for heavy and civil construction projects.

**Topics Covered**

- Measurement Systems
- Construction Line
- Measurement Techniques and Equipment
- Views
- Stationing Systems
- Slope Expressions
- Construction Referencing Systems
- Roadway Slopes (Heavy Highway)
- Intermediate Slope Stakes
- Roadway Matrix
- Curb and Gutter Systems
- Quantity Calculations

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks/Equipment**

- Line and Grade Worker Manual
- Levels, Transits, Eye Levels
- Various Measuring Instruments
- String Line
- Various Hand Tools

### **Videos**

Basic Principles Used in the Transfer of Grade points



**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **MASON TENDING**

**Objective** 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.

**Topics Covered** 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

**Length of Course** 40 hours

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion

## **METRIC MEASUREMENT IN CONSTRUCTION**

**Objective** The **Metric Measurement in Construction** course was developed as a result of the U.S. Federal Highway Administration's plans to build all roads and highways using metric units of measure beginning in October 1998. The course is designed to introduce both experienced CCLs and new entrants to the metric system. During this presentation, trainees practice real-world measuring techniques in practical situations.

**Topics Covered** Estimating  
Measurement  
Volumes  
Blueprints and Work Site Practice

**Length of Course** 16 hours

**Training Materials** **Manuals/Workbooks**  
Metric Measurement in Construction Worker Manual  
Various Measuring Devices  
**Videos**  
Introduction to Metric Measurement

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **PIPELINE SAFETY**

**Objective** The **Pipeline Safety** course provides trainees with information regarding safe practices and procedures during pipeline construction.

**Topics Covered** Setting Up the Warehouse  
Fence Gang  
Right of Way Crew  
Ditch and Grade Crews  
Stringing and Tallying Pipe and Stringing Skids

Road Boring  
Set-Up and Bending Crew  
Doping Crew  
Lowering-In and Tie-Ins  
Cleanup and Testing  
Cleanup Crew  
River Crossings  
Setting Up the Water Push  
Fabrication Yard  
River Weights  
Pipe Coating  
Concreting Pipe in the Field  
Straw Bosses

**Length of Course** 40 hours

**Training Materials Manuals/Workbooks**

Pipeline Safety Worker Manual

Various Hands-On Materials, Tools and Equipment

**Videos**

Various Supporting Videos

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **ROUGH TERRAIN FORKLIFT**

**Objective** The **Rough Terrain Forklift** course teaches the trainee safe operation, from inspections, maintenance, operation, job site conditions and hazards. Reading and interpreting load charts are stressed to each trainee.

**Topics Covered** Maneuvering Skills  
Leverage, Center of Gravity, and Momentum  
Job Site Conditions  
Loads: Transporting, Picking Up, and Landing  
Inspection and Maintenance

**Length of Course** 40 hours

**Training Materials Manuals/Workbooks**

LIUNA Rough Terrain Forklift

**Videos**

Operating a Rough Terrain Forklift

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.



## **SCAFFOLD WORKER/USER**

**Objective** The **Scaffold Worker/User** Course fulfills all OSHA scaffold training requirements for 29 CFR 1926.454. The comprehensive course includes use of a specialized pre-built scaffold system designed for inspection, participant discussion, and interactive exercises.

**Topics Covered**

- Introduction to Scaffolds
- Summary of OSHA Standards
- General Ladder Requirements
- Fall Protection for General Construction
- Electrical
- Loading Scaffolds

**Length of Course** 8 hours

**Training Materials** **Manuals/Workbooks**

- Working Safely on Scaffolds
- Scaffold User Pocket Guide

**Videos**

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **SCAFFOLD BUILDER**

**Objective** The **Scaffold Builder** course builds on the *Scaffold Worker/User* course, but adds an in-depth look at the scaffold systems that are available. The course fulfills all OSHA scaffold training requirements for 29 CFR 1926.454. The comprehensive course includes use of a specialized pre-built scaffold system designed for inspection, participant discussion, and interactive exercises.

**Topics Covered**

- Introduction to Scaffolds
- Summary of OSHA Standards
- General Ladder Requirements
- Fall Protection for General Construction
- Electrical
- Loading Scaffolds
- Tube and Clamp
- Suspension
- Frame and Brace
- Adjustable Masonry

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks/Equipment**

- Building Secure Scaffolds
- Scaffold User Pocket Guide

Walk Through Frames  
Box frames  
Tube and Clamp  
Morgan Tower  
System Scaffolds  
**Videos**

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **TOTAL STATIONS AND G.P.S.**

**Objective** The **Total Station and G.P.S.** course provides the necessary skills for maintaining elevation and alignment control points for heavy and civil construction projects, using either a Total Station or G.P.S.

**Topics Covered**

- Northing and Easting
- Data Collectors
- Layout Procedures
- Managing Job Files
- Communication Parameters
- Stakeout Points
- Replacing Lost Hubs
- Carlson SurvCE Roads

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks/Equipment**

Total Station and G.P.S. Manual  
Lieka and Sokia Total Stations  
Panasonic Data Collectors with Carlson SurvCE software  
G.P.S. System with Rover and Base Station  
Various Hand Tools

**Videos**

Basic Principles Used in the Transfer of Grade points

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **TRENCH PROTECTION AND PRINCIPLES OF PIPE LAYING**

**Objective** The **Trench Protection and Principles of Pipe Laying** course provides pipe laying principles and information on different kinds of piping systems. Trainees are also provided with hands -on exercises to build their pipe laying skills. This class is usually divided into 2, 40-hour classes: Pipe Laying with Laser and Pressure Pipe.

**Topics Covered**

- Trenching and Shoring Safety
- Utility Line and Grade
- Pressure Piping Techniques

Gravity Flow Piping System

**Length of Course** 80 hours

**Training Materials Manuals/Workbooks**

Trench Protection and Principles of Pipe Laying Worker Manual

Hazard Communication Worker Manual

Hazard Communication Workbook

Slides/PowerPoints

Hazard Communication

**Videos**

Back Injury Prevention

Basic Principles in the Transfer of Grade Points

Clearing the Air: Confined Space Entry

General Techniques of Pipe Laying

Gravity Pipe Systems: Going with the Flow

MSA Proper Care and Use of the 360/361

Material Safety Data Sheets in Review

Mueller (B100) Training

Nikon NE-20S

On Solid Ground: A Plan for Safe Excavation and Trenching

Site Safety Planning for Excavation Projects

Spectra-Physics: Dial Grade Basic Training

Compressor: Operation, Maintenance, and Safety (TIPS #2)

Portable All-Purpose Saws (TIPS #5)

Understanding Labels

Understanding Material Safety Data Sheets

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **UNDERGROUND STORAGE TANK REMOVAL**

**Objective** The **Underground Storage Tank (UST) Removal** course is designed for CCLs involved in the cleanup of USTs. This course provides specific information on UST removal and closure. Emphasis is placed on the use of air monitoring instruments, bonding and grounding, purging and inerting, and confined space work practices.

**Topics Covered** Introduction to Underground Storage Tanks  
Health Effects  
Confined Space Entry  
Health and Safety During Underground Storage Tank Removal

**Length of Course** 24 hours

**Training Materials Manuals/Workbooks**

Underground Storage Tank Removal Manual

**Videos**

Underground Storage Tanks: Safe Removal Procedures

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.



# ENVIRONMENTAL TRAINING PROGRAMS

## **ASBESTOS ABATEMENT WORKER**

**Objective** The **Asbestos Abatement Worker** course focuses on the hazards of asbestos, specific procedures used on the job, and the legal rights of CCLs. During this course, trainees have an opportunity to participate in group discussions and hands-on exercises.

**Topics Covered**

- Asbestos and Its Uses
- Health Effects of Asbestos
- Medical Monitoring and Surveillance
- Legal Rights
- Asbestos Abatement Equipment and Clothing
- Safe Work Practices
- Engineering Controls
- General Site Safety
- Recommended Practices for the Use of Negative Pressure Air Filtration Systems
- Preparing the Work Area and Setting Up the Decontamination unit
- Asbestos Abatement Techniques
- Air Monitoring
- Hazard Communication Regulations

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks**  
Asbestos Abatement Worker Manual  
**Videos**  
Asbestos Abatement Work Practices

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion. Also eligible for State Asbestos Abatement Licenses from Missouri and Kansas.

## **ASBESTOS ABATEMENT WORKER REFRESHER**

**Objective** The **Asbestos Abatement Worker Refresher** course is designed to meet the refresher course requirements of the EPA and state regulations. Trainees are presented with up-to-date information regarding new regulations, equipment, work procedures, and other related information.

**Topics Covered**

- Types of Asbestos
- Health Effects of Asbestos
- Legal Standards
- Medical Surveillance
- Respiratory protection
- Work Process

**Length of Course** 8 hours

**Training Materials Manuals/Workbooks**

Asbestos Abatement Worker Refresher Manual

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion. Also eligible for State Asbestos Abatement Licenses from Missouri and Kansas.

## **ASBESTOS ABATEMENT SUPERVISOR**

**Objective** The **Asbestos Abatement Supervisor** course builds on the information provided in the 32-hour *Asbestos Abatement Worker* course. Emphasis is placed on enhancing leadership and communication skills.

**Topics Covered**

- Worker's Course Topics
- Safety and Health Hazards (other than asbestos)
- Contracts
- Insurance and Liability
- Respirators-Legal Requirements
- Record keeping for Supervisors
- Supervision
- Air Monitoring

**Length of Course** 40 hours

**Training Materials Manuals/Workbooks**

Asbestos Abatement Supervisor manual

**Videos**

Asbestos Abatement Work Practices

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion. Also eligible for State Asbestos Abatement Supervisor Licenses from Missouri and Kansas.

## **ASBESTOS ABATEMENT SUPERVISOR REFRESHER**

**Objective** The **Asbestos Abatement Supervisor Refresher** course provides supervisors with important up-to-date information concerning new regulations and advancements in asbestos abatement technology.

**Topics Covered**

- Types of Asbestos
- Health Effects of Asbestos
- Legal Standards
- Medical Surveillance
- Respirator Protection
- Work Practices
- Respirator Protection Programs
- Record Keeping

Changes in Federal and State Regulations  
New Techniques and Technologies

**Length of Course** 8 hours

**Training Materials** **Manuals/Workbooks**  
Asbestos Abatement Supervisor Refresher Manual  
**Videos**

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion. Also eligible for State Asbestos Abatement Supervisor Licenses from Missouri and Kansas.

## **BASIC EMERGENCY RESPONSE AWARENESS**

**Objective** 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.

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

**Certificate of Completion** The trainee will receive a certification card in compliance with OSHA 29 CFR 1910.120 upon successful course completion.

## **HAZARDOUS WASTE WORKER**

**Objective** The **Hazardous Waste Worker** course meets all OSHA 29 CFR 1910.120 requirements and is mandatory for all CCLs involved in hazardous waste cleanup. This course doubles OSHA's 40-hour minimum training requirements due to extensive hands-on exercises and activities, classroom discussions, and demonstrations.

**Topics Covered**

Hazard Recognition and Identification	Health Effects
Hazard Communication Regulations	Decontamination
Personal Protective Equipment	Site Safety
Workplace Monitoring	Health Plans
Superfund Community Relations	Legal Rights
Material Handling, Storage, and Transportation	

**Length of Course** 80 hours

**Training Materials** **Manuals/Workbooks**  
Hazardous Waste Worker Manual



**Slides**

Hazardous Waste Worker

**Videos**

Basket Creek Site - Vapor Extraction

Breath of Air

Confined Space Disaster

Confined Space Entry

Decontamination - The Right Moves

Drum Site (Matthews, NC) - Staging

Hazardous Waste Workers Legal Rights

Heat Stress

Investigation and Cleanup of Wood - Treatment Sites

Material Safety Data Sheets in Review

Montana Post and Pole Groundwater Treatment Facility

On Safe Ground: Hazardous Waste Worker Training

Overview of Superfund Sites

Understanding Labels

Understanding Material Safety Data Sheets

Part 2 - Health Effects

**Certificate of Completion** The trainee will receive a certification card in compliance with OSHA 29 CFR 1910.120 upon successful course completion.

## **HAZARDOUS WASTE SUPERVISOR**

**Objective** The **Hazardous Waste Worker Supervisor** course builds on the information provided in the *Hazardous Waste Worker* course and provides Hazardous Waste supervisors with information on their responsibilities during abatement projects.

**Topics Covered**

- Leadership
- Safety and Health Plans
- Quality Assurance
- Emergency Response Plans
- Personnel Protective Equipment
- Media Relations
- Rights and Remedies – Supervisors’ Issues

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks**  
Hazardous Waste Supervisor Worker Manual  
**Slides**  
Hazardous Waste Worker

**Certificate of Completion** The trainee will receive a certification card in compliance with OSHA 29 CFR 1910.120 upon successful course completion.

## **HAZARDOUS WASTE LIMITED ACCESS WORKER**

**Objective** The **Hazardous Waste Limited Access Worker** course meets the minimum requirements of OSHA 29 CFR 1910.120 for laborers who regularly work in monitored and fully characterized areas and are unlikely to be exposed above permissible or published exposure limits. The course teaches trainees to recognize different types of hazards, such as chemical, biological, and physical as well as their health effects. Handling, sampling, and monitoring of hazardous wastes are covered in detail.

<b>Topics Covered</b>	Hazard Recognition and Identification	Health Effects
	Hazard Communication Regulations	Decontamination
	Personal Protective Equipment	Site Safety
	Workplace Monitoring	Health Plans
	Permit Required Confine Space	Legal Rights
	Material Handling, Storage, and Transportation	

**Length of Course** 24 hours

### **Training Materials Manuals/Workbooks**

Hazardous Waste Limited Access Worker Manual

### **Videos**

Basket Creek Site - Vapor Extraction  
Breath of Air  
Confined Space Disaster  
Confined Space Entry  
Decontamination - The Right Moves  
Drum Site (Matthews, NC) - Staging  
Hazardous Waste Workers Legal Rights  
Heat Stress  
Investigation and Cleanup of Wood - Treatment Sites  
Material Safety Data Sheets in Review  
Montana Post and Pole Groundwater Treatment Facility  
On Safe Ground: Hazardous Waste Worker Training  
Overview of Superfund Sites  
Understanding Labels  
Understanding Material Safety Data Sheets  
Part 2 - Health Effects

**Certificate of Completion** The trainee will receive a certification card upon successful course completion.

## **HAZARDOUS WASTE WORKER REFRESHER**

**Objective** The **Hazardous Waste Worker Refresher** course meets the requirements of OSHA 29 CFR 1910.120, which requires CCLs certified through the Hazardous Waste Worker, Operations, and Limited Access courses to receive annual refresher training. The course reviews information provided in the 80-hour *Hazardous Waste Worker* course. In addition, new regulations, technologies, and advancements are covered. During this presentation, skilled hazardous waste workers have an opportunity to discuss their work experiences.

**Topics Covered**

- Hazard Recognition
- Hazard Communication
- Health Effects
- Personal Protective Equipment
- Decontamination
- Site Safety and Health Plan
- Material Handling and Sampling
- Workplace Monitoring
- Permit-Required Confined Space
- Soil and Groundwater Remediation Technologies
- Legal Rights

**Length of Course** 8 hours

**Training Materials** **Manuals/Workbooks**  
Hazardous Waste Worker Refresher Manual  
**Videos**

**Certificate of Completion** The trainee will receive a certification card in compliance with OSHA 29 CFR 1910.120 upon successful course completion.

## **INFECTION CONTROL DURING HOSPITAL RENOVATION AND CONSTRUCTION AWARENESS**

**Objective** The **Infection Control During Hospital Renovation and Construction Awareness** course teaches the trainee safe work practices, such as air handling units, barrier set up, and infection control and risk Assessment in hospital renovations. This class is intended for all laborers working in or around the Hospital.

**Topics Covered**

- Background on Hospital Infections
- Hazards posed by construction
- Responsibilities of the Hospital's Infection Control Staff
- How Risk Assessment and Infection Control are Determined
- Procedures and Controls to Reduce Hazards:
  - Work practices
  - Ventilation
  - Barriers
- Hands-on experience in a mock healthcare environment with building

barriers and controlling the environment with ventilation while performing required work practices.

**Length of Course** 8 hours

**Training Materials Manuals/Workbooks**  
Infection Control During Hospital Renovation

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## **INFECTION CONTROL DURING HOSPITAL RENOVATION AND CONSTRUCTION WORKER**

**Objective** The **Infection Control During Hospital Renovation and Construction Worker** course teaches the trainee safe work practices, such as air handling units, barrier set up, and infection control and risk Assessment in hospital renovations. This class is intended for laborers working directly in the hospital renovation.

**Length of Course** 16 hours

**Training Materials Manuals/Workbooks**  
Infection Control During Hospital Renovation

**Prerequisites:** Infection Control During Hospital Renovation and Construction Awareness

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## **LEAD ABATEMENT WORKER**

**Objective** The **Lead Abatement Worker** course provides trainees with information on lead abatement methods for safely removing lead from materials and safely handling lead-contaminated materials. Currently, there are three worker courses offered. Each course has a different course schedule, but uses the same basic curriculum.

**Topics Covered** Lead and Its Uses  
Regulations and Workers Legal Rights  
Health Effects of Lead  
Personal Protective Equipment  
Work Practices, Abatement Methods, and Disposal Procedures  
Hazard Communication Regulation Inspection Reports

**Length of Course** 40 hours - Lead Abatement Worker for Residential/ HUD Housing  
32 hours - Lead Abatement Worker for Steel Structures  
40 hours - Lead Abatement Worker for Residential/  
HUD Housing and Steel Structures

## **Training Materials Manuals/Workbooks**

Lead Abatement Worker Manual

### **Slides**

Lead Abatement

### **Videos**

A Breath of Air; Getting the Lead Out; Heat Stress;  
Lead Hazard Training for Ironworkers; Medical Surveillance; Safe Practices in Lead Abatement; Understanding Labels; Understanding Material Safety Data Sheets

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion. Many states and EPA regions require training, testing, and licensing in order to work with lead.

## **LEAD ABATEMENT WORKER REFRESHER**

**Objective** The **Lead Abatement Worker Refresher** course reviews information provided in the *Lead Abatement Worker* course.

**Topics Covered** Lead and Its Uses  
Regulations and Workers Legal Rights  
Health Effects of Lead  
Personal Protective Equipment  
Work Practices, Abatement Methods, and Disposal Procedures  
Inspector and Inspection Reports

**Length of Course** 8 hours

## **Training Materials Manuals/Workbooks**

Lead Abatement Worker Refresher Manual

### **Videos**

A Breath of Air  
Getting the Lead Out  
Heat Stress  
Lead Hazard Training for Iron Workers  
Medical Surveillance  
Safe Practices in Lead Abatement

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion. Many states and EPA regions require training, testing, and licensing in order to work with lead.



## **LEAD ABATEMENT SUPERVISOR**

**Objective** The **Lead Abatement Supervisor** course builds on the information provided in the *Lead Abatement Worker* course and provides abatement supervisors with information on their responsibilities during abatement projects.

**Topics Covered** Leadership Techniques  
Project Documentation  
Air Monitoring  
Insurance and Liability  
Inspections

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks**

Lead Abatement Supervisor Manual  
Lead Abatement Supervisor Instructor Manual

**Videos**

A Breath of Air  
Getting the Lead Out  
Heat Stress  
Lead Hazard Training for Ironworkers  
Medical Surveillance  
Safe Practices in Lead Abatement  
Understanding Labels  
Understanding Material Safety Data Sheets

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion. Many states and EPA regions require training, testing, and licensing in order to work with lead.

## **LEAD ABATEMENT SUPERVISOR REFRESHER**

**Objective** The **Lead Abatement Supervisor Refresher** course reviews the information provided in the 40-hour *Lead Abatement Supervisor* course.

**Topics Covered** Health Effects  
Regulations  
Personal Protective Equipment  
Work Practices, Abatement Methods, and Disposal Procedures  
Leadership Techniques  
Project Documentation  
Air Monitoring  
Inspections  
Insurance and Liability

**Length of Course** 8 hours

### **Training Materials Manuals/Workbooks**

Lead Abatement Supervisor Refresher Manual

### **Videos**

A Breath of Air

Getting the Lead Out

Heat Stress

Lead Hazard Training for Ironworkers

Medical Surveillance

Safe Practices in Lead Abatement

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion. Many states and EPA regions require training, testing, and licensing in order to work with lead.

## **LEAD AND SILICA IN BRIDGES**

**Objective** The **Lead and Silica in Bridges** course provides trainees with information necessary to perform work activities safely on jobs involving lead and silica exposure. The course is divided into two major areas (lead and silica), which may be presented together or separately as either an 8-hour lead or an 8-hour silica awareness course.

**NOTE:** If the course is presented solely as a lead awareness course, it does not comply with the EPA's training requirements for lead abatement training for target housing or child-occupied facilities. In order to work on residential lead abatement projects, trainees must undergo training by an approved lead abatement training provider certified by the EPA or proper state authority.

**Topics Covered**

- History of Lead and Its Uses
- Health Effects of Lead
- OSHA Lead Regulations
- Personal Protective Equipment
- Abatement Methods on Steel Structures
- Silica and Its Uses
- Health Effects of Silica
- Medical Surveillance
- OSHA Special Emphasis Program for Silica
- Silica Control Measures

**Length of Course** 16 hours or 8 hours. See **NOTE** above.

### **Training Materials Manuals/Workbooks**

Lead and Silica

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion. Many states and EPA regions require training, testing, and licensing in order to work with lead. See **NOTE** above.

## **LEAD AWARENESS**

**Objective** The **Lead Awareness** program provides information to CCLs regarding the hazards associated with work activities such as demolition or oxy-acetylene torch cutting of lead paint coated steel on construction projects.

**NOTE:** If the course is presented solely as a lead awareness course, it does not comply with the EPA's training requirements for lead abatement training for target housing or child-occupied facilities. In order to work on residential lead abatement projects, trainees must undergo training by an approved lead abatement training provider certified by the EPA or proper state authority.

**Topics Covered**

- 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 in Construction: Medical Surveillance
- Lead in Construction – Safe Work Practices in Lead Abatement

**Length of Course** 4 hours. See **NOTE** above.

**Training Materials Manuals/Workbooks**  
Lead Awareness

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion. Many states and EPA regions require training, testing, and licensing in order to work with lead. See **NOTE** above.

## **MICROBIAL REMEDIATION**

**Objective** 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.

**Topics Covered**

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

**Length of Course** 8 or 40 hours. The class is 40 hours if done as a standalone class or it is 8 hours if done in combination with Lead Worker or Asbestos Worker.

**Training Materials Manuals/Workbooks**  
Microbial Remediation

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## **SILICA AWARENESS**

**Objective** 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.

**Topics Covered** Silica and Its Uses  
Health Effects of Silica  
Medical Surveillance  
OSHA Special Emphasis Program  
Silica Control Measures

**Length of Course** 4 hours

**Training Materials** **Manuals/Workbooks**  
Silica Awareness

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

# **SAFETY TRAINING PROGRAMS**

## **CONFINED SPACE AWARENESS**

**Objective** The **Confined Space Awareness** course is a condensed version of the 24-hour Permit-Required Confined Space course. This course is designed for CCLs who do not work in confined spaces but whose jobs brings them in contact with confined spaces.

**Topics Covered** Characteristics of Confined Spaces and Permit-Required Confined Spaces.

Hazardous Atmospheres  
Pre-Entry Testing  
Periodic and Continuous Testing  
Controlling Atmospheric Hazards  
Physical Hazards  
Permit-Required Confined Space Entry Program  
Confined Space Entry team

**Length of Course** 8 hours

**Training Materials** **Manuals/Workbooks**  
Confined Space Awareness Manual  
**Videos**  
Confined Space Disaster  
Heat Stress

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **PERMIT-REQUIRED CONFINED SPACE**

**Objective** The **Permit-Required Confined Space** course introduces trainees to characteristics of confined spaces, specially permit-required confined spaces, and methods of protecting themselves from hazards associated with confined space operations. OSHA Confined Space Entry Standard 29 CFR 1910.146 is included.

**Topics Covered** Types of Permit-Required Confined Space  
Hazard Recognition  
Entry Program  
Atmospheric Testing  
Controlling Atmospheric Hazards  
Isolation  
Personal Protective Equipment

**Length of Course** 20 hours

**Training Materials** **Manuals/Workbooks/Equipment**  
Permit-Required Confined Space Worker Manual  
Air monitoring Equipment  
Ventilation Equipment  
Supplied Air and Rescue Equipment  
**Videos**  
Confined Space Disaster  
Heat Stress

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **FIRE WATCH**

**Objective** The **Fire Watch** course teaches the basic principles a fire watch worker must know to work safely around different kinds of fire. The variety of types of watches are also discussed.

**Topics Covered** Types of Fires  
Types of Extinguishers  
Types of Watches

**Length of Course** 4 hours

**Training Materials** **Manuals/Workbooks/Equipment**  
Fire watch Worker Manual  
Fire Extinguishers  
**Videos**  
Cutting and Burning Torches

**Certificate of Completion** The trainee will receive a certificate and wallet card of completion upon successful course completion.

## **NATIONAL SAFETY COUNCIL STANDARD FIRST AID AND C.P.R.**

**Objective** The **Standard First Aid CPR** course provides the basic life-saving skills for an emergency. Trainees will learn the skills needed to sustain life threatening injuries until professional help arrives

**Topics Covered**

Acting In an Emergency	Preventing Disease Transmission
Checking the Victim	Basic Life Support
Recovery Position	Choking
Heart Attack and Chest Pain	Bleeding and Wound Care
Shock	Burns
Serious Injuries	Bone, Joint and Muscle Injuries
Sudden Illness	Allergic Reactions
Poisoning	Cold and Heat Emergencies
Rescuing and Moving Victims	

**Length of Course** 8 hours (Standard First Aid and CPR)  
4 hours (CPR)  
4 hours (First Aid)

**Training Materials** **Manuals/Workbooks**  
National Safety Council Standard First Aid and C.P.R.  
**Videos**  
National Safety Council Standard First Aid and C.P.R. DVD

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## **HEARING PROTECTION**

**Objective** The **Hearing Protection** course instructs trainees in ways to protect themselves from loud and unnecessary noise on the job. They learn how noise is measured and the different types of noises. Health and safety issues are covered, with emphasis on monitoring noise levels and exposure limits. Hearing conservation is discussed in detail, including audiometric testing, record keeping, and controlling noise exposure

**Topics Covered**

- Introduction to Noise
- Health and Safety
- Hearing Conservation Program
- Regulations

**Length of Course** 4 hours

**Training Materials** **Manuals/Workbooks**  
Hearing Protection Manual

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## **HAZARD COMMUNICATION**

**Objective** The **Hazard Communication** program introduces CCLs to the occupational safety and exposure to hazardous substances, including identifying chemical hazards and the proper use of container labels, placards, and material safety data sheets. Exposure to hazardous substances, including identifying chemical hazards and the proper use of container labels, placards, and material safety data sheets.

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

**Length of Course** 4 hours

**Training Materials Manuals/Workbooks**  
Hazard Communication Manual

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## **OSHA CONSTRUCTION SAFETY AND HEALTH**

**Objective** The 10- or 30- module **OSHA Construction Safety and Health** course provides trainees with information on the contents of the OSHA 1926 Code of Federal Regulation standards to fulfill OSHA's training requirements. The course is presented by instructors who have completed the OSHA 500 training recognized by the OSHA Training Institute. Some of the topics offered are optional; others are mandatory. trainees learn about the standards that should be adhered to on construction sites and the issues in creating a safe and healthy work environment.

**Topics Covered** Introduction to OSHA  
OSHA Inspection Procedures  
General Safety and Health Provisions  
Confined Spaces  
Occupational and Health and Environmental Controls  
Personal Protective Equipment  
Fire Protection, Material Handling and Cranes  
Hand and Power Tools  
Welding and Cutting  
Electrical, Scaffolds, Walking and Working Surfaces  
Motor Vehicles, Excavations, Concrete and Masonry  
Ladders and Stairways

**Length of Course** 10 hour minimum, could be more  
or 30 hour minimum, could be more

**Training Materials Manuals/Workbooks**

## OSHA Construction Safety and Health Worker Manual

### Videos

Avoid the Heat: Fire Prevention in Construction

Clearing the Air: Confined Space Entry

Heightened Awareness

Success at the Top

Take Control: Lock-Out/Tag-Out

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion and a Construction Safety and Health Certificate from the U.S. DOL OSHA.

## **RESPIRATORY PROTECTION**

**Objective** The **Respiratory Protection** course instructs trainees in the correct use of the respirators when there may be hazardous substances present. They will learn exposure guides, the different kinds of respirators and their proper use, and respirator program requirements.

**Topics Covered**

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

**Length of Course** 4 hours

**Training Materials** **Manuals/Workbooks**  
Respiratory Protection Manual

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## **ROADWAY SAFETY AWARENESS**

**Objective** 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 + 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.

**Topics Covered**

- 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

**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

# SUPERVISOR TRAINING PROGRAMS

## FOREMAN PREPAREDNESS

**Objective** The **Foreman Preparedness** course provides the prospective foreman with techniques associated with leadership in the construction industry.

**Topics Covered**

- Communication
- Construction Math
- Project Organization and Documentation
- Health and Safety Recognition
- Dealing with People
- Problem Solving

**Length of Course** 40 hours

**Training Materials** **Manuals/Workbooks**

- Foreman Preparedness Supervisor Manual
- Hazard Communication Worker Manual
- Hazard Communication Workbook

**Slides**

- Hazard Communication

**Videos**

- Dealing with People
- Material Safety Data Sheets in Review
- Understanding Labels
- Understanding Material Safety Data Sheets



**Certificate of Completion** The trainee will receive a certificate of completion upon successful course completion.

## **COMMUNICATION FOR CONSTRUCTION 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.

### **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 Thompson 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.

### **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.

**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 for becoming 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.

**Specific topics covered in this program include:**

- Project Planning
- Project Scheduling
- Project Procurement and Management

**RECORD KEEPING AND DOCUMENTATION**

The **Record Keeping 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 record keeping 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.

### **Specific topics covered in this program include:**

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

# **MOKAN LTC CLASSES THAT REQUIRE REFRESHERS:**

## **CLASS**

1. National Safety Council First Aid
2. National Safety Council C.P.R.
3. Rough Terrain Forklift
4. Asbestos Worker
5. Asbestos Supervisor
6. Lead Abatement Worker
7. Lead Abatement Supervisor
8. Traffic Control Technician
9. Hazardous Waste Worker
10. Hazardous Waste Supervisor
11. Hazardous Waste Limited Access

## **REFRESHER**

- every 3 years
- every 2 years
- every 3 years
- annually
- annually
- Training – annually, License – 2 years
- Training – annually, License – 2 years
- every 3 years
- annually
- annually
- annually

# APPRENTICESHIP PROGRAM

**REQUIRED APPRENTICE TRAINING - (a minimum 480 classroom hours and a total of 12 Union meetings)**

<b><u>CLASS</u></b>	<b><u>LENGTH (HOURS)</u></b>
1. Apprentice Orientation	8 hours
2. OSHA	10 hours
3. CPR/First Aid	8 hours
4. Standard Measuring and Squaring	12 hours
5. Construction Math	40 hours
6. Environmental Course, (Asbestos, Lead, Mold, or Hazardous Waste	32 hours
7. Mason Tending	40 hours
8. Pipe Laying, Line and Grade, or Total Stations/GPS	80 hours
9. General Construction	40 hours
10. Blue Print Reading	40 hours
11. Concrete Placement	80 hours
12. Cutting and Burning	16 hours
13. Hazard Communication	4 hours
14. Union Meetings	12 hours

**= 422 hours, the other 68 hours are selected from optional classes**

# MOKAN LTC DELIVERS THE APPRENTICE CLASSES IN THE FOLLOWING FORMAT

<b>Class</b>	<b>Hours</b>
<b>1. Craft Orientation</b> <ul style="list-style-type: none"><li>-Apprentice Orientation</li><li>-OSHA</li><li>-CPR/First Aid</li><li>-Standard Squaring and Measuring</li></ul>	<b>40 hours</b>
<b>2. General Construction</b> <ul style="list-style-type: none"><li>-Hearing Protection</li><li>-Material ID</li><li>-Hand and Power Tools</li><li>-Soil Compaction</li><li>-Hand Signaling</li><li>-Traffic Control Technician</li></ul>	<b>40 hours</b>
<b>3. Torch Cutting and Sand Blasting</b> <ul style="list-style-type: none"><li>-Lead, Asbestos, Silica Awareness</li><li>-Sand Blasting</li><li>-Confine Space Awareness</li><li>-Fire Watch</li><li>-Torch Cutting</li></ul>	<b>40 hours</b>
<b>4. Construction Math and Instruments</b>	<b>40 hours</b>
<b>5. Mason Tending or Scaffold Builder</b>	<b>40 hours</b>
<b>6. Pipe Laying with Laser</b>	<b>40 hours</b>
<b>7. Grade Checking</b>	<b>40 hours</b>
<b>8. Environmental</b>	<b>40 hours</b>
<b>9. Concrete Forming</b>	<b>40 hours</b>
<b>10. Concrete Placement and Finishing</b>	<b>40 hours</b>
<b>11. Blue Print Reading</b>	<b>40 hours</b>
<b>12. Optional Class</b>	<b>40 hours</b>
<b>13. Union Meetings</b>	<b>12 hours**</b>

\*\*1- Union Meeting counts as 1 – hour of Training

# ONLINE COURSES

## **UNION LABORER MEMBERSHIP**

We are working with Kelly Group, an online education resource, and have compiled several bundles of online training courses. We will cover the cost of taking these courses for our members. It is our goal to supply our membership with continued opportunities to make themselves valuable to their contractors and our local halls. After each member is enrolled, they have 1 year to complete the courses in each bundle. That allows each individual to take the courses at their own pace and in the time frame that fits their family's schedules. Along with skilled topics like Pipe and Concrete, we also have online OSHA available. There are stand-alone online courses for OSHA 10 in English and Spanish, OSHA 10 Road Construction, OSHA 30 in English, or we also have the OSHA 30 bundle that includes not only the basic 10 and 30 courses but also more detailed courses. Laborer journeypersons that are interested in enrolling should contact their local halls and have a training referral sent to the training fund.

The comprehensive course bundles include:

## **HIGHWAY CONSTRUCTION** - Includes 14 courses:

- Asphalt Design - SuperPave: Mix Design
- Asphalt Pavement - Design Basics
- Basic Civil Engineering - Asphalt
- Basic Construction Math
- Fundamentals of Asphalt Pavement Design
- Green Infrastructure 4: Best Practices for Pavement
- Highway Engineering 5: Highway Traffic Engineering
- Highway Engineering 6: Highway Drainage and Surveys
- Highway Engineering 7: Contracts and Supervision
- Highway Engineering 8: Part 1 - Highway Materials, Maintenance and Rehabilitation
- Highway Engineering 8: Part 2 - Highway Materials, Maintenance and Rehabilitation
- Superpave Mix Design Process and Analysis
- Transportation Engineering: Introduction to Transportation, Planning, and Funding
- Worksite Safety 11: OSHA Hazards in Communication

## **PIPE BUNDLE** – Includes 9 courses:

- Basics of Soil Resources 1: Classification, Mapping and Data Bases
- Drinking Water Quality - Critical Parameters
- Drinking Water Quality - Monitoring & Security
- Ductile Iron Pipe
- Excavation Safety and Shoring/OSHA
- Pumping Stations - Part 1, Basic Concepts
- PVC Pipe - Which type should I use?
- Stormwater Discharges from Construction Activities
- Trenchless Methods: An Introduction

## **CONCRETE BUNDLE** – Include 17 courses:

- Concrete 1: Evaluation and Causes of Damage
- Concrete 2: Repair Planning and Preparation
- Concrete 3: Methods, Materials, and Maintenance
- Concrete Additives: Water-Repellency & Efflorescence Control in Masonry
- Concrete Fundamentals - Concrete Slab On Grade
- Concrete Fundamentals: An Introduction
- Concrete Pavement Rehabilitation - Diamond Grinding
- Concrete Pavement Rehabilitation - Full Depth Repair
- Concrete Pavement Rehabilitation - Partial Depth Repair
- Concrete Pavement: Glass Fiber Reinforced Polymers
- Concrete Standards and Requirements
- Concrete: Self-Consolidating
- Essentials of Quality Concrete
- Handling, Placing and Finishing Concrete
- Precast Concrete Erection Procedures
- Reinforced Concrete Tilt-Up Panels
- Structural Masonry Materials

## **GREEN CONSTRUCTION BUNDLE** – Includes 13 courses:

- Green Infrastructure 1: Introduction to High Performance Guidelines
- Green Infrastructure 2: Best Practices for Site Assessment
- Green Infrastructure 3: Best Practices for Streetscape
- Green Infrastructure 4: Best Practices for Pavement
- Green Infrastructure 5: Best Practices for Utilities
- Green Infrastructure 6: Best Practices for Stormwater Management
- Green Infrastructure 7: Best Practices for Landscape
- Green Infrastructure 8: Best Practices For Construction
- Green Streets
- Green Urban Design
- Residential Green Building: Design, Construction, and Accreditation
- Residential Green Remodeling: Design, Construction, and Certification
- Stormwater Harvesting: A Green Concept

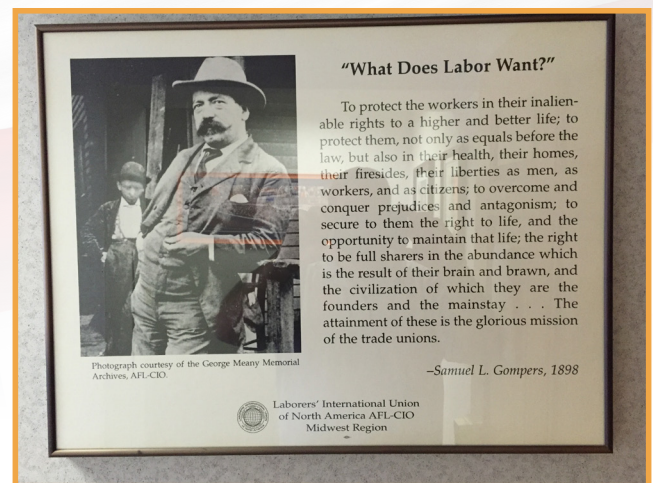


## **LEADERSHIP BUNDLE** – Includes 35 courses:

- Communication & Leadership
- Protecting Your Team Against Workplace Violence
- Smart Business Writing: Email Do's and Don'ts
- Smart Business Writing: Writing Effective Emails
- Smart Customer Service 1: Courtesies, Attitude, and Ethics
- Smart Customer Service 2: Listening for Understanding
- Smart Customer Service 3: Effective Verbal and Nonverbal Communication
- Smart Customer Service 4: 3 Steps to Successful Customer Interaction
- Smart Customer Service 5: Handling Customer Complaints
- Smart Leadership: Part 1 - What Leaders Do
- Smart Leadership: Part 2 - Model the Way
- Smart Leadership: Part 3 - Inspire a Shared Vision
- Smart Leadership: Part 4 - Challenge the Process
- Smart Leadership: Part 5 - Enable Others to Act
- Smart Leadership: Part 6 - Encourage the Heart
- Smart Management: Coaching for Better Performance
- Smart Management: Data Security
- Smart Management: Discrimination in the Workplace for Managers
- Smart Management: Effective Performance Review Practices
- Smart Management: Equal Employment Opportunity and Diversity for Managers
- Smart Management: Getting the Most out of a Multigenerational Workforce
- Smart Management: How to Handle Workplace Challenges
- Smart Management: Key Skills for Managing & Coaching Your Team
- Smart Management: Methods for Motivating and Mentoring Your Team
- Smart Management: SMART Goals - Setting Effective Targets for Success
- Smart Management: The Art & Science of Delegation
- Smart Mental Health: Managing Anger and Emotions
- Smart Mental Health: Reducing Stress and Anxiety
- Smart Safety: Safe Driving
- Smart Time Management: 7 Steps to Regaining Control of Your Day
- Smart Time Management: The 80/20 Rule for Making Every Minute Count
- Smart Workplaces: Code of Conduct - Ethics Education & Social Media Guidelines
- Smart Workplaces: Designing Safe Workspaces & Preventing Injury
- Smart Workplaces: Preparing for a Pandemic Flu Outbreak
- Smart Workplaces: Sexual Harassment Prevention for Team Members

## SAFETY BUNDLE – Includes 26 courses:

- Back Safety
- Back Safety: Protection and Treatment Basics
- Bloodborne Pathogens
- Confined Spaces in Construction
- Crystalline Silica: Understanding the Hazards
- DOT Drug and Alcohol Testing
- Driving Safety
- Eye and Face Protection
- Fire Essentials and Fire Science
- Fire Safety
- Hand & Power Tool Safety
- Heat Safety Awareness
- Lockout/Tagout
- Mold Remediation
- Mold Safety and Health
- OSHA 10-Hour Construction Online Course
- Personal Protective Equipment
- Respiratory Protection
- Safety: Fire Part 1 - Workplace Fire Hazards & Preventing Fires
- Safety: Fire Part 2 - Fire Protection Equipment & Techniques
- Walking and Working Surfaces
- Work Zone Safety and Traffic Control
- Worksite Safety 03: OSHA Fall Protection
- Worksite Safety 04: OSHA Struck-By & Caught-Between Accidents
- Worksite Safety 05: OSHA Personal Protective Equipment
- Worksite Safety 11: OSHA Hazards in Communication



## OSHA 30 BUNDLE – Includes 27 courses:

- Back Safety
- Back Safety: Protection and Treatment Basics
- Bloodborne Pathogens
- Confined Spaces in Construction
- Crystalline Silica: Understanding the Hazards
- DOT Drug and Alcohol Testing
- Driving Safety
- Eye and Face Protection
- Fire Essentials and Fire Science
- Fire Safety
- General Industry Safety - Hazard Communication
- Hand & Power Tool Safety
- Heat Safety Awareness
- Lockout/Tagout
- Mold Remediation
- Mold Safety and Health
- OSHA 10-Hour Construction Online Course
- OSHA 30 Hour Online Course
- Personal Protective Equipment
- Respiratory Protection
- Safety: Fire Part 1 - Workplace Fire Hazards & Preventing Fir
- Walking and Working Surfaces
- Work Zone Safety and Traffic Control
- Worksite Safety 03: OSHA Fall Protection
- Worksite Safety 04: OSHA Struck-By & Caught-Between Accidents
- Worksite Safety 05: OSHA Personal Protective Equipment
- Worksite Safety 11: OSHA Hazards in Communication





**MOKAN**  
**LABORERS**  
**TRAINING CENTER**

**TRAINING DIRECTOR:**  
Michael S. White

**PHONE:** 816-331-6862

**FAX:** 816-322-3796

**EMAIL:** [director@mokanltc.com](mailto:director@mokanltc.com)

**WEBSITE:** [MoKanLTC.com](http://MoKanLTC.com)