

C.I.L.T.F.
**Course Catalog &
Apprenticeship Program**

CILTF

**Construction Industry
Laborers Training Fund**

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CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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CONSTRUCTION TRAINING PROGRAMS

ABOVE GROUND DRILLING

Objective The **Aboveground Drilling** course introduces trainees to the unique working environment of aboveground 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**
Aboveground 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.

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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 & Estimating
- Placing & Paving Methods
- Repairing and Patching
- Electronic Grade & 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/power points**
 - 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.

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BRIDGE CONSTRUCTION, RENOVATION, & 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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 & 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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

80hrs.

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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 & 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.

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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 -

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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 & Crane Safety
Rigging Hardware & 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.

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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.



CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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 & Advanced Math for Hoisting & 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, Dynaflex, 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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. 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.

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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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

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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, & Momentum
- Job Site Conditions
- Loads: Transporting, Picking Up, & Landing.
- Inspection & Maintenance

Length of Course 40 Hours (approximately)

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

Total Stations & G.P.S.

Objective The **Total Station & 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 & 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 & G.P.S. Manual
- Leica & Sokkia Total Stations
- Panasonic Data Collectors with Carlson SurvCE software
- G.P.S. system with Rover & 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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 & 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/power Points
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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

Environmental Training Programs

ASBESTOS ABATEMENT WORKER INITAIL

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

ASBESTOS ABATEMENT SUPERVISOR INTITAIL

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

<u>Topics Covered</u>	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 & 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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 & Health Plans
- Quality Assurance
- Emergency Response Plans
- Personnel Protective Equipment
- Media Relations
- Rights & 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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 & fully characterized areas & 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, & physical as well as their health effects. Handling, sampling, & monitoring of hazardous wastes are covered in detail.

<u>Topics Covered</u>	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 & 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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, & infection control and risk Assessment in hospital renovations. This class is intended for all Laborers working in or around the Hospital.

Topics Covered Provide background on hospital infections
Discuss hazards posed by construction
Discuss the responsibilities of the hospital's infection control staff
Show how risk assessment and infection control are determined
Provide 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND

of

WESTERN MISSOURI & KANSAS

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, & infection control and risk Assessment in hospital renovations. This class is intended for Laborers working directly in the hospital renovation.

Topics Covered By the end of this section, participants should be able to:

- List the four ways construction work is classified in an hospital (class A-D)
- Identify patient risk groups
- Describe the classes of precautions by construction project type and patient risk groups
- Describe what precautions must be taken during class I, Class II, Class III and Class IV work activities
- Describe what precautions must be taken after finishing Class I, Class II, Class III and Class IV work activities
- List six causes of indoor air pollution
- Identify and describe the ideal environment for mold growth
- Identify at least two common symptoms associated with mold exposure.
- Identify the routes of entry for fungi to enter the body
- List the three different control group classifications
- Understand the role of the hospital's Infection control administrator
- Describe at least three different types of engineering controls
- Describe the purpose of a negative pressure enclosure
- Define and explain the purpose of anterooms
- List at least three good work practices during Class II, III and IV work activities
- Understand the effect personal hygiene has on everybody in the hospital
- Describe the minimum amount of air changes per hour a negative pressure enclosure needs
- Perform basic volume calculations
- Perform basic CFM (cubic feet per minute) calculations to determine the size or how many portable air scrubbers will be needed to finish the construction project
- List the different components of a portable air scrubber

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

SAFETY TRAINING PROGRAMS

CONFINED SPACE AWARENESS

Objective The **Confined space Awareness** course is a condensed version of the 24hr 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

2.) 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.



CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

FIREWATCH

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND

of

WESTERN MISSOURI & KANSAS

National Safety Council Standard First Aid & 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 & CPR)
4 Hours (CPR)
4 Hours (First Aid)

Training Materials

Manuals/Workbooks

National Safety Council Standard First Aid & C.P.R.

Videos

National Safety Council Standard First Aid & C.P.R. DVD

Certificate of Completion

The Trainee will receive a certificate of completion upon successful course completion.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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, recordkeeping, 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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

HAZARD COMMUNICTAION

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

COMMUNICATION FOR SUPERVISORS

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

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

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND

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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

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

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

Specific topics covered in this program include:

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

SAFETY AND HEALTH FOR CONSTRUCTION SUPERVISORS

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

Specific topics covered in this program include:

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

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND
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**C.I.L.T.F. CLASSES THAT REQUIRE
REFRESHERS:**

<u>Class</u>	<u>Refresher</u>
1. National Safety Council First Aid	every 3 years
2. National Safety Council C.P.R.	every 2 years
3. Rough Terrain Forklift	every 3 years
4. Asbestos Worker	annually
5. Asbestos Supervisor	annually
6. Lead Abatement Worker	Training – annually, License – 2 years
7. Lead Abatement Supervisor	Training – annually, License – 2 years
8. Traffic Control Technician	every 3 years
9. Hazardous Waste Worker	annually
10. Hazardous Waste Supervisor	annually
11. Hazardous Waste Limited Access	annually

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND
of
WESTERN MISSOURI & KANSAS

Apprenticeship Program

REQUIRED APPRENTICE TRAINING - (a minimum 480 classroom hrs. & a total of 12 Union Meetings)

CLASS	LENGTH (Hours)
1. Apprentice Orientation.....	8 Hours
2. OSHA.....	10 Hours
3. CPR/First Aid	8 Hours
4. Standard Measuring & 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 & 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 & Burning	16 Hours
13. Hazard Communication	4 Hours
14. Union Meetings.....	12 Hours

= 422 hrs, the other 68 hrs are selected from optional classes.

CONSTRUCTION INDUSTRY LABORERS TRAINING FUND of WESTERN MISSOURI & KANSAS

CILTF delivers the Apprentice classes in the following format.

Class	Hours
1. Craft Orientation.....	40 hours
-Apprentice Orientation	
-OSHA	
-CPR/First Aid	
-Standard Squaring& Measuring	
2. General Construction	40 hours
-Hearing Protection	
-Material ID	
-Hand & Power Tools	
-Soil Compaction	
-Hand Signaling	
- Traffic Control Technician	
3. Torch Cutting & Sand Blasting.....	40 hours
-Lead, Asbestos, Silica Awareness	
-Sand Blasting	
-Confine Space Awareness	
-Fire Watch	
-Torch Cutting	
4. Construction Math & Instruments	40 hours
5. Mason Tending or Scaffold Builder.....	40 hours
6. Pipe Laying w/Laser.....	40 hours
7. Grade Checking.....	40 Hours
8. Environmental	40 hours
9. Concrete Forming.....	40 hours
10. Concrete Placement & Finishing	40 Hours
11. Blue Print Reading	40 Hours
12. Optional Class.....	40 Hours
13. Union Meetings	12 Hours**

**1- Union Meeting counts as 1 – Hour of Training