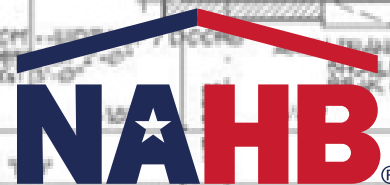


Guidelines for Hosting Fall Prevention in Residential Construction – Training Seminar



Job-Site Safety Institute



National Association
of Home Builders



Guidelines for Hosting

Fall Prevention in Residential Construction – Training Seminar

Background on OSHA Seminars

The National Association of Home Builders (NAHB) and the Job-Site Safety Institute (JSI)¹ has developed a 4-hour seminar for builders, trade contractors, supervisors and workers and is offered at **no-cost** to NAHB-affiliated Home Builder Associations—HBAs (i.e., HOSTs). This training program was funded under a grant from the Federal Occupational Safety and Health Administration (OSHA). The target audience for this safety training seminar is small to medium size builders, remodelers, and trade contractors in the residential construction industry. This training program focuses on identifying fall hazards in residential construction, as well as, providing student attendees an understanding of the OSHA fall protection regulations and safe work practices to prevent fall-related injuries and deaths. Participants in the training, will be able to:

- Recognize common fall hazards in residential construction.
- Identify when fall protection is required.
- Determine which protection system to use for a given fall hazard.
- Understand the key requirements and basic safety practices for each protection system.
- Understand the safety requirements and practices for ladders and scaffolding.

NOTE: The **Fall Protection Training** will be conducted in **English**, however training conducted in **Spanish** language is available upon request.

What NAHB Provides

- **A Qualified Instructor** – NAHB’s instructors have, on average, at least 15 years’ experience in residential construction safety training and are typically OSHA authorized outreach trainers.
- **Student Materials** – *Fall Prevention in Residential Construction* PowerPoint presentation, student guide, and other valuable construction safety information.
- **Marketing Assistance** – A marketing kit which includes items such as press releases, member announcements, and advertisements suitable for use in social media, email or newsletters.
- **Room Rental** – Rental of rooms for the training of up to \$500 per location is a reimbursable expense to the HOST.

Guidelines for Participants

Because the *Fall Prevention in Residential Construction* seminar is funded through a federal grant, the training seminars are required to be open to both NAHB members and non-members alike. As HOSTs, you are encouraged to coordinate, publicize, and offer this seminar to other members and local home builder associations, if applicable. You may co-sponsor this program with another HOST, such as another HBA or member company. Student participants **may not** be charged tuition fees for attending the seminar, however a nominal charge for food and beverages and seminar meeting room space rental is allowable, but must be approved by the NAHB staff (see Fees and Choosing Seminar Locations sections below).

Seminar Schedule

The *Fall Prevention in Residential Construction* seminar is scheduled to be a 4 ½ hour classroom course (4 hours of instruction and a 15 minute break and 15 minutes for testing and evaluation). We suggest the seminar be scheduled from either 8:00 AM to 12:30 PM or 1:00 PM to 5:30 PM. **NAHB requires that HOSTs GUARANTEE a minimum of 20 participants attend the training seminar.** In order to provide an effective and engaging training session we recommend that no more than 45 individuals attend any one training seminar. Training courses may be conducted in two sessions if the number of registrants exceeds 45 individuals, and hosts must inform NAHB if pre-registration numbers indicate there may be a need for a second

¹ JSI, established in 2014, is a 501(c) (3) charitable nonprofit organization dedicated to conducting safety research for residential and commercial construction; and offering education opportunities that will eliminate job-site injuries and fatalities. www.jssafety.org.

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training seminar. When you are deciding on a meeting room space, keep in mind that the capacity should accommodate at least **20** people. NOTE: If two sessions are needed, we require that the sessions are held in a contiguous time period (e.g. one session in the morning and one in the afternoon on the same day; or one session in the afternoon on the first day and one in the morning on the second day).

Registration

The HOST is responsible for student participant registration. Interested participants should be able to register in a variety of ways for the seminar:

By Website: A registration form provided on the HOSTs website.

By Email: Registration can be handled by emailing the registration information to the HOSTs email address.

By phone: Registration can be handled by calling the HOST directly.

Onsite: Participants can also register onsite the day of the seminar. However, the HOST should encourage all participants to pre-register.

On the day of the seminar, the HOST must provide a staff person to handle the on-site registration and coordination of the seminar, including the distribution of the seminar materials. The seminar is 4-hours long, so the HOST should plan on 5 ½-hour day (4 ½ hours for the seminar and a ½ hour at the beginning and end of the seminar for registration and cleanup. All seminar materials will be coordinated and sent ahead of time to the HOST. The HOST will be responsible for the receipt of all seminar materials sent by NAHB and to deliver them to the facility the day of the seminar. NAHB will provide one complete set of student materials per student registered. All unused seminar materials can be used by the HOST, at their own discretion.

The HOST must provide NAHB a copy of the **final registration list**.

Fees

The seminar is provided **FREE** to ALL attendees: builders, trade contractors, supervisors and employees, as well as both NAHB members and non-members. The seminar **cannot** be used as a revenue-generating event for the HOST. Any variance to the Fees policy **must be approved in writing** by JSI/NAHB staff in advance.

Choosing Seminar Locations

As HOST, you will be responsible for identifying, selecting, and initially paying (if applicable) for a suitable location to have the seminar. **NOTE: rental of rooms for the training of up to \$500 per location is a reimbursable expense to the HOST.** NAHB staff is available to assist the HOST with site selection.

When identifying locations, make sure you examine all of the requirements for the seminars and keep your options open. Seminar locations may include: State/local association conference or training room, Hotels, Conference Centers, Local Colleges/Universities, or a Clubhouse at a local housing development. You may find that some locations are unsuitable according to the following parameters:

- How many participants are expected?
- How will the room be set-up?
- Are the costs reasonable?
- Is the facility centrally located and easy to get to?
- Is the seminar being held in conjunction with another HOST or with another event that might dictate its location?

The ultimate location selection should be based on the location's ability to accommodate approximately **25 participants**. When determining how much space is needed, use the number of pre-registered participants as a guide to estimate final attendance counts. Once the HOST has secured a location, NAHB staff will work with the HOST to ensure that the room will be set-up properly and seminar materials are delivered correctly.

Meeting Room Set-Up

The right meeting atmosphere can ensure a successful seminar by boosting participant attention levels, promoting creative interaction among trainers and participants, encouraging discussion, and generally enhancing the learning process.

Room Logistics

The preferred meeting room set-up is classroom style with a head table in the front of the room. This set-up allows for note-taking and interaction and allows all participants to see the A/V PowerPoint presentation clearly. There may be situations where, due to a breakfast is being served, that a different set-up may be appropriate.

Location in Facility

Wherever you choose to hold your seminar, you should ensure that if it is located within a larger conference space or other facility, distractions that may impair your participants' ability to concentrate are limited. Are there any other functions or distractions proximate to the room that could possibly distract your participants?

Equipment

The seminar presents information using a PowerPoint slide program, which requires an LCD projector. **It will be the responsibility of the instructors to contact the local HOSTs to make sure proper equipment such as projector, laptop computer, and Microsoft PowerPoint software, etc. is available or be prepared to bring your own.** The projector works best in a room where the lighting can be adjusted separately in each area. This allows the lights above the participants to be raised so they may follow course materials and take notes during the presentation and the lights nearest the screen to be dimmed for optimal viewing.

A/V Equipment

If you are working with a hotel or conference center, check in advance to determine possible A/V costs, labor charges, and request a contact name for A/V services at the facility. Does the facility require the use of their equipment? Can you rent or bring your own equipment? Is there a permanent screen in the meeting room and is it located in the right place? The HOST should be prepared to provide each seminar with the following A/V items: lavalier microphone, projection screen, and extension cords (if necessary).

Electrical Outlets

Check to ensure that there are enough electrical outlets for all audiovisual requirements. There must be adequate hook-up for a projector, laptop, and microphones.

Marketing and Promotion

See: "Marketing Toolkit for HBAs".

Completion Certificates

A certificate of completion template will be included in the email sent out along with all student materials. The use of this certificate will be up to the HBA's discretion. It is not required. If you do decide to use it, the only fields that will need to be manually added are the attendee's name and date of the training. **PLEASE NOTE: certificates shall only be distributed to those who attend the whole training and take the post test at the conclusion of the course. No completed test, no certificate of completion to be given.**

Additional Assistance

If you have any additional questions or need further assistance, please contact Christian Culligan at (202) 266-8590 / cculligan@nahb.org or Rob Matuga at (202) 266-8507 / rmatuga@nahb.org we will be happy to assist you.