

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION
 450 Columbus Boulevard, Suite 901, Hartford, Connecticut 06103
 Telephone: (860) 713-6135 Fax: (860) 713-7230

APPLICATION FOR OCCUPATIONAL TRADES CONTINUING EDUCATION PROVIDERS

RENEWAL APPLICATIONS MUST BE RECEIVED BY JULY 24, 2019
NEW COURSE PROVIDER APPLICATIONS SHALL BE REVIEWED ON A ROLLING BASIS

Please check one: Course Renewal: New Course: (New course filing required every year)

School Name: _____ Website: _____

Address: _____

Telephone: _____ Fax No: _____

Contact Name(s): _____

Email Address: _____

Course Name: _____

License Types Covered: _____

The application for each course must include the following:
(See Instructions page for full submission requirements and instructions)

		Yes	Commission Use Only
1	Detailed course outline/syllabus	<input type="checkbox"/>	
2	Copy of text and/or related teaching materials	<input type="checkbox"/>	
3	Copy of certificates to be issued *	<input type="checkbox"/>	
4	Copy of all proposed advertising and publicity	<input type="checkbox"/>	
5	Names, addresses, and qualifications or resumes of all instructors to be used	<input type="checkbox"/>	
6	Policy regarding tuition, related costs, cancellation and refund	<input type="checkbox"/>	
7	Dates, hours and locations of all classes	<input type="checkbox"/>	
8	Fire Marshal approval certificate for each classroom location	<input type="checkbox"/>	

Name of Authorized School Representative: _____

Signature of Authorized School Representative

Date

* Certificates to students shall be on official school stationary showing: school name, school code, name of licensee, license number and type (verified against license or www.elicense.ct.gov), name of course, and number of classroom hours. Verified certificate information shall be transmitted by the course provider to PSI Examination Services within fourteen (14) calendar days of course completion. Course providers shall be subject to continuing education requirements set forth in the Regulations of Connecticut State Agencies Section 20-334d-1.

APPLICATION INSTRUCTIONS FOR CONTINUING EDUCATION PROVIDERS FOR ELECTRICIANS

2020 LICENSE RENEWAL YEAR

LICENSE TYPES: C-5, C-6, C-7, C-8, L-1, L-2, L-5, L-6, PV1, PV2, T-1, T-2

1. Each continuing education provider for electricians (“Provider”) shall submit three (3) individual copies of their curriculum, each in a three (3) ring properly and orderly indexed/tabbed binder to the Occupational & Professional Licensing Division, 450 Columbus Boulevard, Suite 901, Hartford, Connecticut 06103. The Department may dispose of the application binders and hard copies upon acceptance or rejection of the application.
2. Each binder shall be indexed/tabbed in the following order and contain the appropriate material in that indexed/tabbed section.
 - Application (must be completely filled out)
 - Certificates of Insurance – (Verify the effective dates)
 - School Status (Proof of private, public, trade union or trade association)
 - Experience (Proof of educational training experience in trade)
 - Certificates (Copy of certificates to be issued to attendees – must indicate **“2020 Renewal Year”**)
 - Current Fire Marshal certificate (Indicating acceptable use of each facility)
 - Advertisements (Copy of all advertisement to be used)
 - Policies (Copy of school policies for tuition, related costs, cancellations/refunds)
 - Offerings (Dates, hours and locations of all classes)
 - Instructors (Names, addresses, license numbers and resumes for all instructors that will be teaching. Any changes to the instructor list must be submitted for additional approval.)
 - References (List of all reference materials to be used)
 - Teaching aids (Copy of any teaching aids such as Power Point, etc.)
 - Handout (Copy of bound handout to be distributed to each attendee, which includes laws and standards, safety, power point presentations and applicable calculations) Materials unrelated to the course content and advertisements shall not be included in course handouts or otherwise provided during the course.
3. Course offerings for one licensed type and category may not be combined or taught with curriculum for other license types and categories. For example, a course may not be designated as being for E-1 and C-5, or PV-2 and L-2. Each license type and category is a separate class.
4. All license holders attending classes **shall be required** to bring their copy of the 2017 National Electrical Code to class. Attendees should also bring a functioning calculator. Electronic versions of the 2017 National Electrical Code are acceptable subject to individual Provider approval. **Providers should include the following in all course advertisements:**

- *Requirement to bring a copy of the 2017 National Electrical Code to class;*
 - *Provider policy on viewing the 2017 National Electrical Code on an electronic device during the course; and*
 - *Policy for any other materials or devices required to bring to the course.*
5. Providers who desire to add any training locations or add any instructors that have not been previously approved to their schedules must submit an application for approval at least **60 days** prior to the intended date of usage.
 6. Providers are required to have each attendee sign a “sign in/sign out” sheet at the beginning of each class, at the end of each class, and each time an attendee leaves the room during such course. Providers must retain copies of attendance sheets for four (4) years after each course.
 7. Certificates of course completion shall not be distributed to any attendee until the very end of the class, at which time the person whom is named on the certificate must be present and have attended all of the prescribed hours of the class before the certificate is issued to such person. No certificates shall be issued to any person who is not in attendance at the end of the class.
 8. At the completion of each course, Providers must provide PSI Examination Services (“PSI”) an electronic file for each of their students. Such electronic file shall comply with all of the data fields required by PSI in the template mandated by PSI. **All reports must be transmitted to PSI within 14 calendar days of each completed course.**
 9. After receiving course approval and prior to holding the first class, each Provider shall submit to the Department of Consumer Protection a copy of the **bound attendee handout book, and a CD or flash drive containing a copy of their entire Provider application inclusive of the attendee handout book.**
 10. Once the application is processed, the Provider will receive written confirmation that their course(s) has been fully approved. Without receipt of this written notification, a Provider shall not conduct or advertise for such courses.

SEND ALL SUBMITTAL INFORMATION TO:

Richard M. Hurlburt, Director
Department of Consumer Protection
Occupational and Professional Licensing Division
450 Columbus Boulevard, Suite 901
Hartford, CT 06103
Phone: 860-713-6135
FAX: 860-713-7230
DCP.OccupationalProfessional@ct.gov

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY**

*DIVISION OF FIRE, EMERGENCY & BUILDING SERVICES
OFFICE OF STATE FIRE MARSHAL*



On (date) _____, the (Town/City) _____ Office of the Fire Marshal conducted an inspection of (name of facility) _____ located at (address) _____ in the City/Town of _____ to determine the degree of compliance with the fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by Section 29-305 of the statutes. This facility was evaluated as a (new/existing) _____ (occupancy classification) _____ as classified by the CONNECTICUT FIRE SAFETY CODE. As a result of this inspection, the following conditions were found:

- I. At the time of inspection, no code violations were identified.
Certificate of approval recommended.
- II. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptance plan of correction was submitted. (See attached information) **Certificate of approval recommended.**
- III. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted. (See attached information) **Certificate of approval NOT recommended.**
- IV. Based on the extreme hazard to the public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our Town/City Attorney for the purpose of closing or restricting usage of this facility by the public. (See attached information) **Certificate of approval NOT recommended.**

Fire Marshal Name & Signature

Date

City or Town

Please Note: A fire marshal inspection is valid for one year from the date of the last inspection.

STATE OF CONNECTICUT
 DEPARTMENT OF CONSUMER PROTECTION
 OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION

EVALUATION FORM FOR ELECTRICAL CONTINUING EDUCATION COURSE

TO BE FILLED OUT BY THE STUDENT AND MAILED TO THE ADDRESS BELOW
PROVIDERS ARE NOT PERMITTED TO COLLECT, PROCESS OR DELIVER THIS INFORMATION

Date: _____ Email Address: _____ Phone: _____

Student Name: _____

School Name: _____ Course Name: _____

Location of Class: _____ Time: _____ Course Date: _____

Each instructor shall be evaluated by the students at the end of the course. Please rate your instructor and course in the following categories. Circle your choices.

INSTRUCTOR / FACILITY	POOR	FAIR	GOOD	VERY GOOD
1. Started and ended class on time	1	2	3	4
2. Instructor's delivery of subject matter	1	2	3	4
3. Level of preparation for the class	1	2	3	4
4. Knowledge of the subject	1	2	3	4
5. Ability to answer questions	1	2	3	4
6. Rapport with the class	1	2	3	4
7. Made learning enjoyable	1	2	3	4
8. Enthusiasm	1	2	3	4
9. Depth of coverage	1	2	3	4
10. Taught the course as it was advertised	1	2	3	4
11. Gave me information that will benefit	1	2	3	4
12. Overall evaluation of the Instructor	1	2	3	4
13. Registration process	1	2	3	4
14. Staff handled in a professional manner	1	2	3	4
15. Materials (handouts)	1	2	3	4
16. Course content	1	2	3	4
17. Overall evaluation of the course	1	2	3	4
18. Accommodations of Facility	1	2	3	4
Comments: _____				

Mail to: Department of Consumer Protection
 Occupational & Professional Licensing Division
 Richard M. Hurlburt, Director
 450 Columbus Boulevard, Suite 901
 Hartford, Connecticut 06103
 (860) 713-6135

2020 Continuing Education for Electricians

CURRICULUM OUTLINE

(FOR ALL LIMITED ELECTRICAL LICENSE HOLDERS)

PART I – Connecticut General Statutes and Safety (1/2 Hour Instructional Time)

Connecticut General Statutes & Regulations:

Include the following Connecticut General Statutes and Regulations in all course handouts to attendees for their future reference. (*Classroom review not required.*)

- Sec 20-340 Exemptions from licensing requirements
- Sec 20-332b Hiring ratios re apprentices, journeymen and contractors
- Sec 20-332-15a Employment of apprentices
- Sec 20-332-15-a(f) How to register an apprentice
- Sec 20-332-16 Prohibited acts. Records. Lettering
- Sec 20-335 License fee. Continuing education requirements. Expiration and renewal
- 20-338a Work required to be performed by licensed persons
- Sec 20-338b Building permits applications. Who may sign
- Sec 20-338c Work not to commence until permit is obtained
- Sec 20-340 Exemptions from licensing requirements
- Sec 20-341 Penalties for violations

Regarding ratio of apprentices to licensed tradesperson:

- Review 2017 changes to apprenticeship ratios in Section 20-332b of the Connecticut General Statutes, and reference attached ratio chart (include in handout booklet). Note highlighted areas in particular.
- Review and discuss the attached “Ratio Relief Form” for additional apprentices when additional licensed tradesperson’s cannot be hired.

2018 Connecticut State Building Code: (*Include in all course handouts to attendees for their future use. Classroom review not required*)

All of the following 2018 State Building Codes are applicable to all license holders relative to each particular project. The State Building Official’s website address is:

<https://portal.ct.gov/DAS/Office-of-State-Building-Inspector/Building-and-Fire-Code-Adoption-Process/Documents>

2018 CONNECTICUT STATE BUILDING CODE

2015 International Building Code
2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities
2015 International Existing Building Code
2015 International Plumbing Code
2015 International Mechanical Code
2015 International Energy Conservation Code
2017 NFPA 70, National Electrical Code, of the National Fire Protection Association Inc.
2015 International Residential Code of the International Code Council, Inc.
2018 Amendments to the Connecticut State Building Code

NOTE: Always refer to the State Building Officials website indicated above for all of the most currently adopted codes and “AMENDMENTS” to the codes.

Safety:

Attached are safety materials from ToolBoxTopics.com. Include a copy of each document in all course handouts. During the course, discuss and review the following tool box talk subjects:

1. Safe Operating Rules and Practices
2. Electrical
3. Lockout/Tagout Procedures
4. Aerial Lifts

PART II – 2017 NEC CODE AND TECHNICAL CHANGES – (3 1/2 Hours Instructional Time)

C5, C6, L5, L6 Limited Licenses: (Emphasis on alarm systems & low voltage)

- 2017 NEC Articles 725, 760 and 800 as applicable.
- NFPA 72 – Relative to placement of detection equipment.
- Provider shall provide additional curriculum as it relates to changes and/or new product developments relative to the scope of work covered by this license.

C5, C6, T1, T2 Limited Licenses: (Emphasis on telecommunications, data, grounding and bonding)

- 2017 NEC Articles 250, 300, 725 and 800 as applicable.
- Provider shall provide additional curriculum as it relates to changes and/or new product developments relative to the scope of work covered by this license.

C7, C8 Limited Licenses:

- 2017 NEC Articles 600 – 604, Electric Signs and Outline Lighting

- Provider shall provide additional curriculum as it relates to changes and/or new product developments relative to the scope of work covered by this license.

L1, L2 Limited Licenses:

- Provider shall provide curriculum as it relates to changes and/or new product developments relative to the scope of work covered by this license.

PV1, PV2 Limited Licenses:

- 2017 NEC Articles 690 and 694
- Provider shall provide additional curriculum as it relates to changes and/or new product developments relative to the scope of work covered by this license.

Instructors are to utilize at least one of the three references listed below to perform the above comparisons:

- Analysis of Changes NEC – 2017 International Association of Electrical Inspectors
- Significant Changes to the 2017 NEC – National Joint Apprenticeship and Training Committee
- Stallcup’s Illustrated Code Changes 2017 – James Stallcup, Sr. and James Stallcup, Jr.

(NOTE: Students are NOT required to purchase these books.)

SEND ALL SUBMITTAL INFORMATION TO:

Richard M. Hurlburt Director
Department of Consumer Protection
Occupational and Professional Licensing Division
450 Columbus Boulevard, Suite 901
Hartford, CT. 06103
Phone: 860-713-6135
FAX: 860-713-7230
occprotrades@ct.gov
Agency Web site: www.ct.gov/dcp

END



CONNECTICUT DEPARTMENT OF LABOR

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Journey Person to Apprentice Ratio

ALL TRADES	
Apprentices	Licensee (Journey person or Contractor)
1	1
2	2
3	3
4	6
5	9
6	12
7	15
8	18
9	21
10	24
Ratio continues at 3 journey person to 1 apprentice	

200 Folly Brook Boulevard, Wethersfield, CT 06109 / Phone: 860-263-6000

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CONNECTICUT DEPARTMENT OF LABOR APPLICATION FOR APPRENTICESHIP RATIO RELIEF

Ratio Relief applicants must advertise open journey person position(s) for 30 days on CThires.com prior to subcommittee review of application beginning January 1, 2018

Ratio Relief is intended to help when qualified Journey workers cannot be found

GENERAL INFORMATION

1. Name of Firm/Sponsor _____ Date of Application _____
dba Name, if any _____
Mailing Address _____ Zip Code _____
Physical Location _____ Zip Code _____
City _____ County/State _____
Trade _____ License Category _____
Email _____ Phone # _____ Fax # _____

2. Type of Firm (Check only one) Corporation Partnership Proprietorship Joint Venture LLC

3. How many years has the Firm been in business? _____ Under the same name? _____ Program Approval Date _____

4. Number of previous requests for ratio relief within the past five years _____

5. Please answer the following questions & attach the proper documentation:
 yes no A. Is the Firm actively seeking Journey workers? yes no B. Is the Firm actively seeking Apprentices?
 yes no C. Registered and posted job listing with CT Hires? www.cthires.com Job # _____
Please attach a copy of the CT Hires job listing. *THIS IS A REQUIREMENT*
 yes no D. Advertising for licensed position(s)? Please attach all copies.

6. Within the past five years has the firm, any affiliate, (including any contractor of record), any predecessor company or entity, owner of 5.0% or more of the firm’s shares, director, officer, partner, or proprietor been subject of: (check any that apply and explain under sponsor remarks. It is imperative that a full explanation of the circumstances relating to a “yes” statement be submitted to ensure an objective evaluation by the Department. Attach additional pages if necessary).

- yes no A. A judgment or conviction of any business related conduct constituting a crime under state or federal law?
 yes no B. A currently pending indictment for any business-related conduct constituting a crime under state or federal law?
 yes no C. A grant of immunity for any business-related conduct constituting a crime under state or federal law or regulation?
 yes no D. Any final determination of a violation of any federal labor law or regulation?
 yes no E. Any OSHA violation that was categorized as willful, repeat, failure to abate, or was based on retaliating against an employee for filing a safety or health complaint.
 yes no F. Any final determination of a violation of any state labor law or regulation?
Public work violation? yes no Was this violation willful? yes no
 yes no G. A consent order with the Connecticut Department of Environmental Protection, or a federal or state enforcement determination involving a construction-related violation of federal or state environmental laws?
 yes no H. A debarment from federal contracts for violation of the Davis-Bacon Act, 49 Stat. 101(1931), 40 USC 278a-2?
 yes no I. A debarment from state contracts for violation of Connecticut’s prevailing wage law pursuant to Conn. Gen. Stat. Section 31-53a?
 yes no J. A debarment or suspension for violation of any other state prevailing wage law?
 yes no K. Rejection of any bid or proposed subcontract or general contract for lack of responsibility pursuant to state law?
 yes no L. Any final determination of a violation of any state occupational licensing statute or regulation?
 yes no M. A consent order entered into with the Connecticut Department of Consumer Protection or any other state or federal government agency?
 yes no N. Any pending enforcement proceeding by a federal, state or municipal agency regarding an alleged violation of the law?
 yes no O. Are all current apprentices attending related instruction (if required)?

SPONSOR _____ TRADE _____

CURRENT NUMBER OF JOURNEYPERSONS EMPLOYED _____

CURRENT NUMBER OF PRE-APPRENTICES REGISTERED _____

CURRENT NUMBER OF APPRENTICES REGISTERED _____

CURRENT NUMBER OF APPRENTICES (STATUS)

YEAR 1 _____ YEAR 2 _____ YEAR 3 _____ YEAR 4 _____ YEAR 5 _____ YEAR 6 _____

NUMBER OF APPRENTICES RATIO RELIEF IS REQUESTED FOR? _____ TRADE _____

Is this request for a CT Technical High School graduate? yes no School Attended? _____

Is this request for a pre-apprentice student? yes no

Is this request for a U.S. Military Veteran? yes no

CUMULATIVE APPRENTICESHIP RECORD (based on previous five years)

Registered _____ *Completed _____

* Completed is defined as those individuals who have been awarded a certificate of completion per the Regulations of Connecticut State Agencies, Sec. 31-51d-2(h).

PRE-APPRENTICE STARTING (WAGE) RATE \$ _____

APPRENTICE STARTING (WAGE) RATE \$ _____ or _____%

JOURNEYPERSON COMPLETION (WAGE) RATE \$ _____

TOTAL NUMBER OF JOURNEYPERSONS TERMINATED IN THE PAST FIVE YEARS? _____

TOTAL NUMBER OF JOURNEYPERSONS WHO VOLUNTARILY QUIT IN THE PAST FIVE YEARS? _____

TOTAL NUMBER OF APPRENTICES TERMINATED IN THE PAST FIVE YEARS? _____ PRE-APPRENTICES _____

TOTAL NUMBER OF APPRENTICES WHO VOLUNTARILY QUIT IN THE PAST FIVE YEARS? _____ PRE-APPRENTICES _____

TERMINATION DATA (based on previous five years)

<u>TERMINATION CODES</u>	<u>NUMBER OF APPRENTICES TERMINATED</u>
1. Discharged/Released	_____
2. Left to accept related employment	_____
3. Left to accept other employment	_____
4. Unsatisfactory Performance	_____
5. Lack of work	_____
6. Entered military service	_____
7. Illness/death	_____
8. Voluntarily quit	_____
9. Probationary period – discharge/voluntary quit	_____
Total	_____

SPONSOR REMARKS (Reason(s) for request, attach additional sheet if necessary):

CERTIFICATION: The undersigned acknowledges that this questionnaire is submitted for the express purpose of inducing the Connecticut Labor Department to authorize the hiring of apprentices in a certain ratio to journeypersons under its state apprenticeship program pursuant to Section 31-51d-5(l) of the Regulations of Connecticut State Agencies. Applicant acknowledges that the Department may, in its discretion, determine the truth and accuracy of all statements made herein. Applicant further acknowledges that intentional submission of false or misleading information in this application may constitute reasonable cause for institution of a formal de-registration proceeding against applicant's apprenticeship program pursuant to Section 31-51d-7 of the Regulations of Connecticut State Agencies. Applicant states and certifies under penalty of law (Conn. Gen. Stat. Section 53a-175 Class A Misdemeanor) that the information submitted in this questionnaire and any attached pages is true, to the best of his or her knowledge.

_____ Signature of Officer	_____ Date	_____ Signature of Contractor of Record
_____ Printed or Typed Name of Officer	_____ Title	_____ Printed or Typed Name of Contractor of Record

Please return to:

Connecticut Department of Labor
Office of Apprenticeship Training
200 Folly Brook Boulevard
Wethersfield, CT 06109

For Office Use Only

Date Received at OAT: _____ Reviewed & Verified by: _____
Date Received CO: _____ Initials: _____

CT DOL OAT Recommendation

Approved Denied Partial Approval for: _____

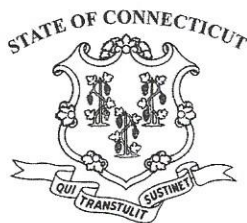
If Denied, explain _____

Signature: _____ **Program Manager**

Approved Partial Approval for: _____ Denied

Signature: _____ **Commissioner**

The Connecticut Department of Labor



Substitute Senate Bill No. 353

Public Act No. 17-76

AN ACT ESTABLISHING AN APPRENTICE, JOURNEYMEN AND CONTRACTOR WORKING GROUP.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective from passage*) (a) There is established a working group to discuss hiring ratios for apprentices, journeymen and contractors and study the hiring ratio relief process. The working group shall meet at least three times annually and shall study and make recommendations related to apprentices, journeymen and contractors.

(b) The working group shall consist of ten members, and shall be evenly divided between members of the following union and nonunion industry trade groups: The International Brotherhood of Electrical Workers, the Independent Electrical Contractors of New England, the Associated Builders and Contractors of Connecticut, Sheet Metal Local 40, Sprinkler Fitters Local 669, the Connecticut Chapter of American Fire Sprinkler Association, the United Association of Plumbers and Pipefitters Local 777, the Plumbing Heating and Cooling Contractors of Connecticut, the Connecticut Heating and Cooling Contractors and the Connecticut State Building and Construction Trades Council. Each union industry trade group member shall be either the business manager of such group or such

Substitute Senate Bill No. 353

business manager's designee from such group. Each nonunion industry trade group member shall be either the president of such group or such president's designee from such group.

(c) Such members shall be selected as follows:

(1) Two union members appointed by the speaker of the House of Representatives;

(2) Two union members appointed by the president pro tempore of the Senate;

(3) One nonunion member appointed by the majority leader of the House of Representatives;

(4) One union member appointed by the majority leader of the Senate;

(5) Two nonunion members appointed by the minority leader of the House of Representatives; and

(6) Two nonunion members appointed by the minority leader of the Senate.

(d) All appointing authorities shall consult with the chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to the Department of Consumer Protection prior to making any appointments pursuant to this section.

(e) All appointments to the working group shall be made not later than thirty days after the effective date of this section. Any vacancy shall be filled by the appointing authority.

(f) The members of the working group shall select the chairpersons of the working group from among the members of the group. One

Substitute Senate Bill No. 353

chairperson shall be a union member and one chairperson shall be a nonunion member. Such chairpersons shall schedule the first meeting of the working group.

(g) The administrative staff of the joint standing committee of the General Assembly having cognizance of matters relating to the Department of Consumer Protection shall serve as administrative staff of the working group.

(h) Not later than December 1, 2017, and annually thereafter, the working group shall submit a report on its recommendations to the joint standing committee of the General Assembly having cognizance of matters relating to the Department of Consumer Protection, in accordance with the provisions of section 11-4a of the general statutes.

Sec. 2. Section 20-332b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

The Commissioner of Consumer Protection shall amend existing regulations of Connecticut state agencies adopted pursuant to section 20-332 to specify the following allowable hiring ratios regarding apprentices, journeymen and contractors for the following trades:

TRADE

**Electrical, Plumbing, Heating, Piping and Cooling,
Sprinkler Fitter and Sheet Metal Work**

Apprentices

1
2
3
4

Licensees

(Journeyman or Contractors)

1
2
[5] 3
[8] 6

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5	[11]	<u>9</u>
6	[14]	<u>12</u>
7	[17]	<u>15</u>
8	[20]	<u>18</u>
9	[23]	<u>21</u>
10	[26]	<u>24</u>

Ratio continues at 3 Journeypersons
To 1 Apprentice

Approved June 27, 2017

TOOLBOXTOPICS.COM

Company Name _____ Job Name _____ Date _____

SAFE OPERATING RULES AND PRACTICES

Safe operating rules and practices are to be established during the planning meeting at the start of the job as dictated by the hazards inherent in the nature of the work, federal and state Safety and Health Regulations, company policies, and owner and other regulatory agency requirements. Other safety rules may have to be added as the work progresses due to changed conditions, new methods, new equipment, and as an outgrowth of accident experience.

General safe operating rules and practices apply to all employees, regardless of the nature of their duties. These rules are to be explained to each new hire during indoctrination and must be reemphasized at toolbox meetings and in day-to-day contacts. These are minimum requirements, and are to be rigidly enforced. Examples of general rules follow:

Wear personal protective equipment as required.

Wear suitable shoes and work clothes in good repair

Lift correctly. Get help on the heavy loads.

Do not smoke in prohibited areas.

Avoid off-balanced positions when pulling, pushing, or prying, especially at heights

Report all injuries promptly, even though minor in nature,

Keep alert around moving equipment

Always inspect ladders prior to use and use ladders correctly.

Always follow the approved lock and tag procedures.

Operate equipment and vehicles only if authorized

Correct unsafe conditions as noted, or if you can't correct them, call them to the attention of your foreman immediately.

Keep tools and materials away from the edge of scaffolds or floor openings where they can be knocked off on employees working below.

Be considerate of the welfare of fellow employees. Do not distract their attention or engage in horseplay.

Replace all guards removed for servicing or other reasons,

Pressure cylinders should be used and stored in an upright position and secured against accidental tipping.

Keep all stairways, ladders, ramps, scaffold platforms, walkways and work areas free from loose materials and trash.

Riding on loads, hooks and hoists is prohibited.

Always wear eye protection when grinding, drilling, burning, or performing any operation which may produce flying particles or objects.

Safety

Recommendations: _____

Job Specific

Topics: _____

M.S.D.S

Reviewed: _____

Attended By:

TOOLBOXTOPICS.COM

Company Name _____ Job Name _____ Date _____

ELECTRICAL

All electrical work, installation and wire capacities shall be in accordance with provisions of the National Electrical Code.

Job sites will have a Ground Fault Circuit Interrupter system, or an Assured Equipment Grounding Conductor Program. This is required for all 120 volt, single phase 15 and 20 ampere receptacle outlets which are not a part of the permanent wiring of the building or structure in use by employees.

The company shall not permit an employee to work in such proximity to any part of an electric power circuit that he/she may come in contact with it in the course of his/her work unless the employee is protected against electric shock by de-energizing the circuit and grounding it or by guarding it by effective insulation or other means. In work areas where the exact location of underground electric power lines is unknown, workmen using jackhammers, bars, or other hand tools which may come in contact with a line shall be provided with insulated protective gloves.

Before work is begun, the cognizant supervisor shall ascertain by inquiry, direct observation, or instruments whether any part of an electric power circuit, exposed or concealed, is located so that the performance of the work may bring any person, tool, or machine into physical or electrical contact with it. The company shall post and maintain proper warning signs where such a circuit exists. Employees shall be advised of the location of such lines, the hazards involved, and the protective measures to be taken.

Suitable barriers or other means shall be provided to ensure that workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.

Sufficient space shall be provided and maintained in the area of electrical equipment to permit ready and safe operation and maintenance of such equipment. When parts are exposed, the minimum clearance for the workspace shall be not less than 6-1/4 feet high nor less than a radius of 3 feet wide. There shall be a clearance sufficient to permit at least a 90 degree opening of all doors or hinged panels. All working clearances shall be maintained in accordance with the National Electrical Code.

Equipment or circuits that are de-energized shall be rendered inoperative and have tags attached at all points where such equipment or circuits can be energized. Controls that are to be deactivated during the course of work or energized or de-energized equipment or circuits shall be tagged. Tags shall be placed to identify plainly the equipment or circuits being worked on. Unexpected energizing of any electrical line can cause death, shock, serious injury, etc. In addition to the tag, the circuit at the switch box should be padlocked in the "OFF" position. A lockout hoop should be provided and used.

Safety

Recommendations: _____

Job Specific

Topics: _____

M.S.D.S

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LOCKOUT/TAGOUT PROCEDURES

Lockout/Tagout Procedures

Before any maintenance, construction, demolition, tie-in, inspection or servicing of equipment (electrical, mechanical, steam or other) that requires entrance into or close contact with machinery, equipment, power sources or line breaking, the power shall be disconnected and locked out.

Electrical

Electrical sources will have the main power switch locked out, and if possible, the fuses removed. Locks with dissimilar keys will be provided to each person working on the affected job. Only the person attaching the lock shall remove it. Multiple locking devices shall be provided. Tags will be attached to each lock indicating the name of the person attaching the lock, the location where he/she is working and the person's foreman or supervisor. Hot work will be avoided, if possible.

Moving Equipment

The main power source, or sources, shall be locked out; drive gear disengaged and locked out; and appropriate tags applied.

Piping

Piping shall be blanked or valves shall be closed, chained and locked. Where possible, at least two valves before and after the affected section should be chained, locked and tagged. Piping shall be de-pressurized, drained and purged, if necessary.

Other Energy Sources

Other power sources shall be rendered inoperative as directed by a qualified supervisor or manager

Locks And Tags

Locks and tags will be attached and removed only by the individual employee directly involved in the operation. The last person removing his/her lock shall ensure that there are no persons exposed should the power be turned on.

Safety

Recommendations: _____

Job Specific

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AERIAL LIFTS

Aerial lifts include the following types of vehicle-mounted aerial devices used to elevate personnel to work at above ground elevations:

- 1 Extensible boom platforms
- 2 Articulating boom platforms
- 3 Vertical towers
- 4 Aerial ladders
- 5 A combination of any of the above

Aerial equipment may be powered or manually operated and are deemed aerial lifts whether or not they are capable of rotating about a substantially vertical axis. Specific requirements:

1 Ladder trucks and tower trucks - Ladders shall be locked in lowered and stowed position prior to highway travel.

2 Extensible and articulating boom platforms

- a. Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.
- b. Only authorized persons shall operate an aerial lift.
- c. Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
- d. Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position.
- e. A body belt shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- f. Boom and basket load limits specified by the manufacturer shall not be exceeded.
- g. The brakes shall be set and when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline, provided they can be safely installed.
- h. An aerial lift truck shall not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation in accordance with the provisions of 1926.556(a)(1) and (2).
- i. Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to

their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

j. Climbers shall not be worn while performing work from an aerial lift

k. The insulated portion of an aerial lift shall not be altered in any manner that might reduce its insulating value.

l. Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position except as provided in paragraph h. above.

Safety

Recommendations: _____

Job Specific

Topics: _____

M.S.D.S

Reviewed: _____

Attended By:

