

NECA Safety Professionals Institute

October 18 – 20, 2023 • Washington, D.C.

NECA recognizes that health and safety is a “Shared Responsibility” between employers and employees and provides this training for awareness and to help reduce incidents, injuries, and fatalities through an established Safety Management System, adaptable for all organizations. Designed for new safety professionals in the electrical contracting industry, this program provides participants with the “must know” topics for those responsible for keeping our workers safe.

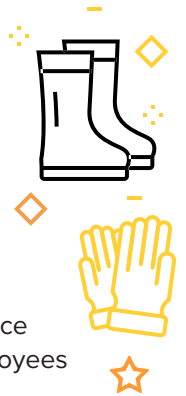
Learning Outcomes

Target Audience

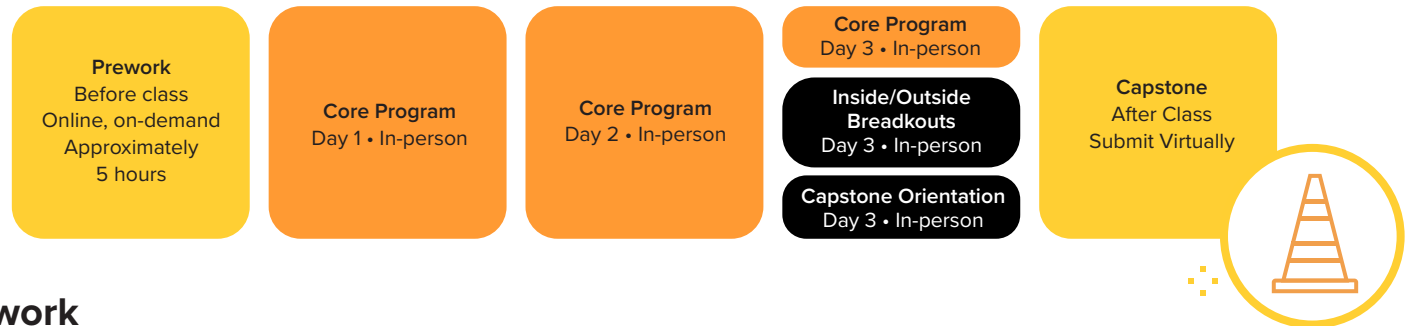
New safety directors, safety managers, site safety officers, safety coordinators, safety specialists or anyone who is looking to move into a safety role at their company.

Upon completing this program, participants will be able to...

- Describe common workplace hazards
- Define common safety regulations
- Identify the hazards electrical employees are exposed to
- Define risk
- Create a plan to reduce risk
- Create an emergency response plan
- Communicate the rights of employees to safety in the workplace
- Communicate the safety department’s responsibilities to employees
- Provide coaching and mentoring to employees on safety



Format



Prework

The prework for this program is differentiated based on the safety professional’s focus area: inside or outside work. Regardless of which pathway you take, expect to spend approximately 5 hours on the prework.

Inside	Outside
Electrical Safe Work Practices	Isolate and Insulate
Multi-employer Worksites	Grounding and Bonding
Aerial Lift/Mobile Elevated Work Platforms	Helicopter Safety
Fall Protection (Inside-specific)	Designated Observer
	Fall Protection (Outside-specific)

Capstone Project

All NECA Safety Professional Institute participants are expected to complete the Capstone project by March 1, 2024. This project must be specific to everyone’s individual company. Instructors from the program will be available to support the completion of the capstone project. The capstone project is meant to benefit the sponsoring company by enabling participants to graduate with a detailed safety program, reviewed by industry experts, to take back to their company.

Schedule of Events

- Oct 17**
- Arrival and Check In
 - Get Acquainted
 - Reception

- Oct 18**
- Breakfast
 - Morning Session
 - Lunch
 - Afternoon Session

- Oct 19**
- Breakfast
 - Morning Session
 - Lunch
 - Afternoon Session
 - Dinner

- Oct 20**
- Breakfast
 - Morning Session
 - Lunch
 - Afternoon Session & Wrap-up



Registration Procedures

Please read these application procedures and requirements prior to completing the Application Form. Failure to provide a complete application package may result in your application being denied.

The Registration Fee of \$3200 includes prework, three days of instruction, coaching throughout the capstone project, all course materials, and the meals included in the Schedule of Events. The Registration Fee does not include lodging, airfare, or other miscellaneous expenses. Participants are responsible for making their own travel arrangements and for securing ground transportation upon arrival. Upon review, accepted applicants will be notified and provided the information to make their hotel arrangements within NECA's room block.

Applications will be processed on a first-come basis and attendance is limited. Therefore, promptness in complying with all application procedures is essential. Following acceptance, payment must be provided within 1 week.

Due to enrollment limitations, a wait list will be maintained. Individuals on this list will be accorded the opportunity to attend this program on a first-come basis, to fill a vacancy created by a cancellation.

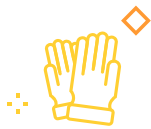
Cancellation Policy: Cancellations received 30 days prior to the start of the program may be made without charge; within 30 days prior to the start, there will be a service charge of \$500 and within 15 days of the program the registrant will forfeit their entire registration fee unless a substitute is provided or the registration spot is filled from the wait list. Substitutions for a confirmed registrant may be made only with consent of NECA Education.

Application Requirements

For your application to be considered you must submit the following:

- A completed application form
- A curriculum vitae (CV) or resume highlighting your relevant experience
- A letter of recommendation from an executive at your company; if you are the most senior executive in your firm, a notation of this is sufficient
- A photocopy showing proof of:
 - Completed OSHA 30-hour (either general industry or construction)OR
 - Completed ET&D 10-hour AND
 - Completed ET&D 20-hour Safety Leadership in Action Program
- Signed commitment pledge to complete Capstone by Monday, March 1, 2024





Core Program Curriculum

OSHA Regulations

- Describe OSHA regulations and consensus standards
- Define the General Duty Clause from OSHA
- List the employer's training requirements and obligations to employees
- Describe the four major hazards in the workplace
- Select appropriate Personal Protective Equipment (PPE) for a specific task

Risk Management Fundamentals

- Identify and document risk exposures for organization
- Perform analysis and response to risk using various tools
- Develop appropriate risk mitigation strategies
- Communicate all aspects of risk to upper-level management

Fundamentals of Safety Leadership

- Define Safety Leadership
- Develop attributes to strengthen employer/employee involvement in safety
- Motivate employees to work safely and follow regulations
- Coach and mentor new and seasoned employees
- Develop and use proper communication techniques

Policies, Programs and Procedures

- Develop company policies for workplace safety
- Identify content for employee training
- Determine the tasks that best practices can be developed for
- Implement the policies and best practices into the company safety management system

Worker's Compensation Overview

- Describe the purpose of Worker's Compensation
- List strategies for the management of worker's compensation claims
- List the state differences with worker's compensation programs
- Explain the different types of disability under worker's compensation

HR and Safety Risk Management

- Describe the relationship between HR, Safety and Risk Management
- Recognize employment laws and regulations regarding safety
- Highlight compliance and liability issues regarding safety
- List the different types of leave available to an employee

The Business Case for Safety

- Determine the direct and indirect costs of an incident
- Determine impact of incident rates on EMR
- List leading indicators related to safety
- Describe the business case for safety to field and upper-level management

Driver and Fleet Policies and Procedures

- State the risks of distracted driving
- Create policies for company vehicles and their operators
- List technologies that can assist in the management of vehicles
- Explain the roles of the National Transportation Safety Board and the Federal Motor Carrier Safety Administration

Silica and Other Hazardous Exposures in Construction

- Identify sources of silica found in the construction environment
- Name the types of asbestos used in buildings for fireproofing
- List the health effects of exposure to silica and asbestos

Hazard Identification and Performing Risk Assessments

- Define the terms Hazard, Risk, and Job Hazard Analysis (JHA)
- List the three steps of a JHA
- Explain the importance of probability, severity, and frequency
- Describe the Hierarchy of Controls

Environmental Policies and Emergency Response

- Create an emergency action plan for the main office and jobsites
- Determine hazardous chemicals in the workplace and their effect on the environment
- Develop a spill containment plan for work locations
- List the agencies for immediate notification in the event of a major spill

National Electrical Code and NFPA 70E

- State the requirements of Temporary Power
- Explain the function of a Ground Fault Circuit Interrupter
- Define an electrical "Qualified Person"
- List the steps to create an "Electrically Safe Work Condition"
- Communicate the proper steps for Absence of Voltage Testing

Human Performance Overview

- Identify and explain common error traps
- Define principles of human performance
- Define the term "normal deviation" as it relates to human performance
- List the precursors to error
- Develop and Implement tools for preventing human error in the workplace

Conduct a Proper Jobsite Inspection

- Identify the credentials workers need on a specific project or task
- List the documentation that must be kept for OSHA and company records
- List the components that should be included in site checklists
- Recognize the hazards found on construction projects

Incident and Accident Investigation

- Define the difference between an Incident and an Accident
- Determine who should conduct the proper incident/accident investigations
- Use the Root Cause Method when conducting investigations
- List examples of direct causes, indirect causes, and precursors
- Develop a corrective action plan

Aerial Lift and Mobile Equipment Safety

- Identify the mechanical equipment commonly used on construction projects
- List the different types of mobile elevated work platforms (MEWPs)
- State the training and maintenance requirements for jobsite equipment
- Evaluate operators for safety compliance

Electrical Contractor Safety Program Overview

- List the regulatory requirements for a safety program
- Identify the components of an effective safety program
- List the benefits of a good safety and health program
- Describe the roles and responsibilities of Upper-Level Management, Company Safety Manager, Site Safety Supervisor and Foreman/JWs related to safety
- Communicate the employer and employee responsibilities under a safety program

Fall Protection, EM-385, and Other Regulatory Requirements

- Identify types of personal fall arrest systems and devices
- List the different fall protection thresholds for general industry and construction
- Review the training requirements for workers and supervisors
- Describe procedures for fall rescue operations

Drug-Free Workplace Requirements

- Locate state and local laws & regulations for a Drug-Free Workplace
- Determine owner and project-specific laws & regulations for a Drug-Free Workplace
- Identify the legal requirements for a Drug-Free Workplace Program
- State the federal, state, and local laws and regulations for a Drug-Free Workplace Program
- List the benefits of implementing a drug-free workplace policy
- Review collective bargaining agreements and their impact on employer drug-free workplace policies



2023 NECA Safety Professionals Institute Application Form

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Name _____ Title _____

NECA Member Number _____ NECA Chapter Affiliation _____

Company _____

Address _____

City _____ State _____ Zip _____

Business Telephone _____ Email _____

Please ensure that your registration application packet includes:

- A completed application form
- A curriculum vitae (CV) or resume highlighting your relevant experience
- A letter of recommendation from an executive at your company; if you are the most senior executive in your firm, a notation of this is sufficient
- A photocopy showing proof of either:
 - Completed OSHA 30-hour (general industry or construction)
 - OR
 - Completed ET&D 10-hour and
 - Completed ET&D 20-hour
- Signed commitment pledge to complete Capstone by Monday, March 1, 2024

Please submit your application by email to:

education@necanet.org

For further information, please contact education@necanet.org.



Capstone Commitment Pledge

I, _____, agree to complete the Capstone requirement for the NECA Safety Professionals Institute by Monday, March 1, 2024. I understand that if I do not complete the Capstone requirement by the date listed above, I may be ineligible for a Certificate of Completion indicating my participation in this program. I understand that not completing this Capstone requirement does not make me eligible for a refund, in partial or total, of my fees to participate in this program.

Signature _____ Date _____

