

NECA

Safety Professionals Institute



November 12–14, 2024 • Washington, D.C.

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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
Before class
Online, on-demand
& scheduled
webinars

Core Program
Day 1 • In-seat

**Inside Electrical
/ Outline Line
Breakout**
Day 2 • In-seat

Core Program
Day 3 • In-seat

Capstone Orientation
Day 3 • In-seat

Capstone
After Class
Submit Virtually



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 Electrical	Outside Line
Electrical Safe Work Practices	Helicopter Safety
Multi-employer Worksites	Fall Protection
Webinars for both groups	
Program Introduction	
Worker’s Compensation	
Environmental Policies, Hazardous Exposures, and Emergency Responses	
DOT Compliance	

Breakout Session Topics

Inside Electrical	Outside Line
National Electrical Code (NEC) and NFPA 70E Overview	National Electrical Safety Code (NESC) Overview
Fall Protection	Isolate and Insulate
NFPA 70E Best Practices	Grounding and Bonding
Mobile Elevated Work Platforms	Aerial Lift, Construction Forklift, and Equipment Safety
Communication and Customer Engagement	

Capstone Project

All NECA Safety Professional Institute participants are expected to complete the Capstone project by March 3, 2025. 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

Nov 11 • Arrival

Nov 12 • Breakfast

- Morning Session
- Lunch
- Afternoon Session
- Reception

Nov 13 • Breakfast

- Breakout Morning Session
- Lunch
- Breakout Afternoon Session
- Dinner

Nov 14 • Breakfast

- Morning Session
- Lunch
- Afternoon Session & Wrap-up
- Capstone Guidance





Core Program Curriculum

Foundations 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

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

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

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

Surviving OSHA Inspections

- 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

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

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

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

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

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

Best Practices for Safety in Electrical Construction

- 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

Mental Health and Employee Wellness

- Identify common mental health challenges faced by electrical workers
- Recognize signs and symptoms of mental health issues among colleagues and yourself
- Describe the impact of mental health on workplace safety
- Apply coping mechanisms and stress management techniques tailored to the unique demands of construction work



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 3, 2025



2024 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 _____

List Your Dietary Restrictions _____

Which track is your preference: Inside Electrical or Outside Line? _____

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 3, 2025

Please submit your application by email to:

education@necanet.org

Capstone Commitment Pledge

I, _____, agree to complete the Capstone requirement for the NECA Safety Professionals Institute by Monday, March 3, 2025. 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 _____