
Date of Issue :
July, 2019



ADDRESS: P : 360.297.3035
27055 Ohio Avenue NE F: 360.297.7366
Kingston, WA 98346 E: nwlabor@nwlett.org

Northwest Laborers-Employers Training Trust Fund



Affirmative Action Information

Legal Notice to All Participants

The Northwest Laborers-Employers Training Trust Fund (NWLETT), identification number 91-1283259, provides training and retraining for Construction Craft Laborer apprentices and journeypersons.

The Northwest Laborers-Employers Training Trust Fund admits students of any gender, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national, and ethnic origin in administration of its educational policies, administration policies, or other school-administration policies, or other school-administered programs. For information about any existing or anticipated future courses of study sponsored or established by the plan, including any prerequisites for enrolling in such courses and for a description of the procedure to enroll in such courses, please contact: Glen Freiberg, Training Director, NWLETT, 27055 Ohio Avenue NE, Kingston, Washington 98346.

We train participants of any race, color, gender, national, and ethnic origin.

CONTENTS

Introduction	4
Board of Trustees	4
Mission Statement	5
Description of Facilities	6
Registration	7
Accreditation	7
Hours of Operation	8
Academic Year	9
Staff	9
Admissions Policies and Procedures	11
Financial Information	12
Policies	12-14
Student Records	13
Graduation Requirements	14
Satisfactory Academic Progress	14
Rules and Regulations	15-17
Drug-Free Workplace	16
Student Services	17-19
Health and Safety	19-21
Courses	22-38
Continuing Education	39

Introduction

Greetings, and welcome!

The work of construction laborers is becoming more and more technical. The work ranges from skilled to highly skilled, and requires workers to know about all common construction work activities. They require a high level of training and experience.

As you learn, you will see that safety is not just a priority – it's a core value. It's the most important duty and responsibility of every construction team member on every job site. Our actions shape the culture of an industry that guides the attitude, character and behavior of every construction team member. A culture of safety is infused through ongoing education, rigorous activity pre-planning, job-specific safety analysis plans, and accountability at every level of the project.

Safety is our most important duty and responsibility as a construction team member, because we choose to foster a safe and injury-free work environment. Every construction team member is empowered to take action to ensure accidents do not happen. Every construction team member works toward the goal of creating a safe and healthy work environment that promotes safe productivity, and is proactive in anticipating and avoiding risk.

Zero accidents is the goal of every construction team member, and it starts with your training. As an apprentice, you are expected to follow the course of training as described below and by your coordinator.

Board of Trustees

The Trustees of the Northwest Laborers-Employers Training Trust oversee and govern all aspects of the training program. It is comprised of a total of 12 members, with 6 representing Labor and 6 representing Management.

Brian Belarde – Labor

Laborers Local 252, 4803 S. M Street, Tacoma, WA 98408.3506

Dale Cannon – Labor

Laborers Local 242, 22323 Pacific Highway South, Des Moines, WA 98198

Brandon Dully – Management

Guy F. Atkinson Construction, 707 South Grady Way, Ste 500, Renton, WA 98057

Dave Hawkins – Labor

WA & N. ID District Council of Laborers, 12101 Tukwila International Blvd, Ste 300,
Seattle, WA 98168

Dan Kuney – Management

Max Kuney Construction, P.O. Box 4008, Spokane, WA 99220.0008

Andrew Ledbetter – Management

Associated General Contractors of WA, 1200 Westlake Avenue N, Ste 301,
Seattle, WA 98109.3528

Rod Majors – Management (Secretary)

Granite Construction, 1525 East Marine View Drive, Everett, WA 98201

Stacy Martin – Labor

Laborers Local 292, 2810 Lombard Street, #100, Everett, WA 98201

Jermaine Smiley – Labor (Chairman)

WA & N. ID District Council of Laborers, 12101 Tukwila International Blvd, Ste 300,
Seattle, WA 98168

Carl Stewart – Management

Frank Gurney, Inc., P.O. Box 11557, Spokane, WA 99211

Two additional seats, one from Labor and one from Management, are vacant until further notice.

The Trustees of the fund (six from management, six from labor) serve without compensation. They are appointed by their respective organizations and meet quarterly to review and set policy.

Mission Statement

“To provide continuous workforce education and training which meets industry needs, builds careers, and increases our employers’ competitive advantage.”

Description of Facilities

Kingston (Main Campus)

27055 Ohio Avenue NE, Kingston, WA 98346
P: 360.297.3035 :: F: 360.297.7366
Security/after hours registration: 360.621.8333

Apprenticeship office:

P: 800.554.4457 :: P: 360.297.5948 :: F: 360.297.4150

Our main campus at Kingston, Washington, sits on 16 acres and includes 6 classrooms, an 80-bed dormitory, and a dining facility.

Des Moines (Instructional Service Center)

22323 Pacific Highway South, Des Moines, WA 98198
P: 360.297.3035, ext. 150 (or auto-attendant option 4) :: no fax

The Des Moines training site is comprised of three state-of-the-art classrooms located inside the Laborers Local 242 building. There are no lodging or dining accommodations.

Pasco (Instructional Service Center)

424 E. Lewis Place, Pasco, WA 99301
P: 509.547.8649 :: F: 509.420.4585

The Pasco training site is one classroom. There are no lodging or dining accommodations.

Satsop (Instructional Service Center)

116 Tower Boulevard, Elma, WA 98541.9156
P: 360.482.1568 :: F: 360.535.4205

The Satsop training site is located in the Grays Harbor Development Park in Elma, Washington. It is comprised of two classrooms and an outdoor training area. Students are lodged at a nearby motel and meals are provided during training.

Spokane (Instructional Service Center)

3921 E. Francis, Spokane, WA 99217
P: 509.467.5239 :: F: 509.467.5240

The Spokane training site has one classroom. Lodging and meals are not provided.

Utah (Branch)
5667 W. Dannon Way, West Jordan, UT 84081
P: 801.280.7195 :: F: 801.280.7198

The Utah training site sits on approximately 2 acres and has one classroom. There is no lodging, but lunches are provided on full training days.

NWLETT's website is www.nwlett.org.

Registration

As an apprentice, you will be following a predetermined course of study in conjunction with your on-the-job work. These courses are described in detail in the "Courses" section.

All other members who wish to attend a continuing education course must be in good standing with their local union hall. Requests for placement in a course are through the hall only.

While there are core courses generally offered each quarter, the schedule is a living document and subject to change according to the needs of our members and signatory contractors.

Accreditation

At the time of production of this publication, the Northwest Laborers-Employers Training Trust Fund is a candidate for accreditation through the Council on Occupational Education.

For further information on national and program accreditation, contact NWLETT at 360.297.3035, or:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
P: 800.917.2081 :: P: 770.396.3898 :: F: 770.396.3790
www.council.org

Hours of Operation

Kingston

The training site office is open Monday-Friday from 8:00 a.m. to 5:00 p.m. and closed for lunch from 12:00 p.m. – 1:00 p.m., except on observed holidays (please see calendar).

Course sign-in begins at 7:30 a.m. in the front office; however, students may also check in and register the night prior to course. Students arriving after 5:00 p.m. (M-F) may call security at 360.621.8333 up to 12:00 a.m. to sign in and be assigned a room. Check in on Sunday evenings is from 4:00 p.m. – 12:00 a.m.

The kitchen serves coffee from 6:30 a.m. and breakfast at 7:00 to 7:30 a.m. Lunch is served at noon, and dinner from 5:00 – 5:30 p.m.

Students staying over the weekend (of a 10-day course) have the option to sign up for meal tickets, which are good for Friday night dinner, Saturday brunch and dinner, and Sunday brunch. The onsite kitchen serves a limited menu on Sunday night.

Des Moines:

Courses are conducted Monday-Friday from 7:00 a.m. to 3:30 p.m., with a break for lunch. Lodging and meals are not provided.

Pasco:

The Pasco site is open only when courses are scheduled. On 8-hour days, courses are conducted from 8:00 a.m. to 4:30 p.m. with a break for lunch. In-local courses are conducted in the evening, generally from 6:00 p.m. to 10:00 p.m. Lodging and meals are not provided.

Satsop:

Courses are conducted Monday-Thursday from 7:00 a.m. to 5:30 p.m., with a break for lunch. There are no evening hours. Lodging is at a local motel and meals are catered.

Spokane:

The Spokane site office is open from 8:00 a.m. – 5:00 p.m. Monday-Friday; daytime courses are conducted during the same hours. In-local programs are conducted in the evening, generally from 6:00 p.m. to 10:00 p.m.

Utah

The site office is open from 8:00 a.m. – 5:00 p.m. Monday–Friday, and is closed for lunch from 12:00 p.m. – 1:00 p.m. Lunch is provided on full (8 hour) course days. Any Saturday courses are conducted from 8:00 a.m. to 5:00 p.m.

Academic Year

NWLETT's courses run on a quarterly system:

Winter - January through March
Spring - April through June
Summer - July through September
Autumn - October through December

2019 - 2020 Calendar (school is closed)
May 27 - Memorial Day
July 4 - Independence Day
September 2 - Labor Day
November 28 - 29 - Thanksgiving
December 25 - Christmas
January 1 - New Year's Day

Staff

Management

Glen Freiberg

Thomas Reed

Mark Ware

Apprenticeship

Jose "David" Aguayo

Jeremy Clevenger

Mike Kuntz

Luis Licea

Jesse Loose - AS, Building & Construction Management, Salt Lake Community College

Tawny Sayers

Hospitality

Tonya Bray

Frank Campbell

Donna Clarke

Dana Driscoll

Cheryl Fogg

Traci Johnson

Susie Ramlo

Instructor

Travis Affonce

Dan Belger – AS, Printing - Ferris State

Lee Best

Paul Huston

Brandon Jordan

Shelly Kleppe

Humberto “Alex” Luna

Kevin MacDonald – AS, Fire Science - Community College of the Air Force and
City Colleges of Chicago

Anthony O’Brien – AA, Business - Southeastern Technical Community College;
AA - Construction Management - Pierce College

Ronnie O’Connell

Mallorie Quamme

James “Doug” Rooks

Ron Soete

Rod Walsh

Instructor support / site maintenance

Gloria Kiefert

Juan Torres Jr.

Night security / grounds maintenance

Randy Ryan

Support

Traci Affholter

Kathleen Birum – BA, Anthropology – University of Washington

Alysia Burrows

Teresa Calisesi

Debbie Cole

Katie Foulk

Mark Halvorson

Kim Hart – AS, Commercial Graphics-Design – Southern Illinois University

Stephanie Joslyn

Connie Rosenbalm

Becky Shields

Admissions Policies

Program applications are accepted throughout the year. Orientation, an NEA assessment, and interviews are held on a regular schedule at various union halls. At the time of the interview, applicants are expected to have proof of all items required on the application.

While there are no national or state requirements to become a Laborer, students will require the skills necessary for a successful career wherever they live. This can create opportunities for many different career paths, depending the courses students decide to take.

Requirements (Washington Construction Craft Laborers):

- Minimum 10th grade education
- Valid driver's license
- Must pass a drug test
- Must be at least 18 years old

Requirements (Utah Construction Craft Laborers):

- Must be at least 18 years old
- Prefer a 10th grade education

The selection process for new apprentices is based on past education and work history, as well as a tools and materials assessment.

Once you have been selected, you will attend a one week pre-construction training course (Washington only). During this week, your physical ability will be evaluated.

The course is used to teach basic skills, safety procedure, tool and material recognition, and traffic control.

Admissions procedures for the Construction Craft Laborer Apprenticeship Program (Washington and Utah)

Interview procedures

During an orientation/interview process you will speak with an apprenticeship coordinator from your local union hall. The process generally takes between 15-30 minutes.

Financial Information

Tuition, fees, related program costs

Students who have been accepted into the program do not pay tuition or fees. However, they are expected to obtain their own work gear and supplies (e.g., boots, hard hat, gloves, rain gear, calculator).

Financial aid

There are no requirements for financial aid as this is an apprenticeship program. For those in continuing education classes, there is no cost to you provided that you are a member in good standing with your union hall.

Program Costs

As the training is funded by the Northwest Laborers-Employers Training Trust, there are no tuition or book costs.

Required Equipment for the Program

A hard hat, work gloves, rain gear, and appropriate footwear are required for all training courses. If additional equipment is required, you will be notified when you receive instructions for attending that course.

Veterans' benefits

We presently do not offer Veterans' benefits as there are no tuition costs.

Refund policy

No refunds are provided as there are no tuition fees.

Policies

Transfer policy on students from other institutions

All applicants to the Laborers apprenticeship program will be evaluated via interviews and written testing. Successful applicants will be scheduled for Pre-Construction Training (PCT) course (Washington only).

Transfer policy on students between programs within the institution

RSI hours are transferable between Utah and Washington. Apprentices may confer with their coordinator to arrange a transfer between those programs.

However, students may request a copy of their training transcript at any time by contacting the main office in Kingston (or Utah).

Transfer of credit previously earned

There are no transfer credits from other institutions. Applicants to the apprenticeship program will be assessed and successful individuals (Washington only) will be scheduled for the PCT course.

Grading scale

Courses are graded as pass/fail, incomplete, or self-terminated. 80% and above is considered a passing grade. A passing grade for certification and recertification courses are determined by the issuer of the certification (e.g., Washington State, Utah, or Federal).

Transcripts

Student transcripts for Washington or Utah students may be obtained by contacting the Kingston office.

Clock hours

Clock hours are the total number of hours a student spends in course or participating in instructional activities. The Northwest Laborers-Employers Training Trust apprenticeship program requires that each student attend a course after approximately every 1,000 hours on the jobsite.

Missed courses

Apprentices are expected to attend all courses at their prescribed intervals. Should one of these classes be missed (due to excused or unexcused absence), the student will need to wait to be enrolled in the next available course. As there is limited availability for make-up courses, it is imperative that apprentices attend at their scheduled time.

The missed course will remain on the student's record until such time as it has been made up. Keep in mind that no pay raises will be given until the necessary course is completed, even if the student has enough hours.

It is imperative that both apprentices and continuing education students have provided a current address and telephone number to NWLETT, to ensure that all course notifications are received.

Current address and telephone numbers

It is the responsibility of each attendee to ensure that NWLETT has on record your current address and telephone number so that you may be easily contacted. A change in address or telephone number which results in the inability of NWLETT to contact you will not excuse your failure to comply with the directives of the program.

Student Records

Students may request a copy of their transcript at any time.

Family Education Rights and Privacy Act

The Federal Education Rights and Privacy Act (FERPA) of 1974 regulates an extensive range of privacy issues. These include (but are not limited to) the management of student records by the school, the regulations regarding who has access to those records, and for which purposes access to those records is granted.

Students may complete a form authorizing NWLETT to permit specific individuals to view their academic record. This form can be e-mailed or faxed to the student by contacting the main office in Kingston or Utah.

Graduation requirements

Washington:

Apprentices must successfully complete 520 hours classroom and 6,000 on-the-job hours work to graduate to journeyman status. Applicants may be credited for previous experience and accelerated to a higher beginning percentage.

Utah:

Apprentices must successfully complete 320 hours classroom and 4,000 on-the-job hours to graduate to journeyman status. Applicants may be credited for previous experience and accelerated to a higher beginning percentage.

Certificates

Upon successful completion of the apprenticeship program (i.e., completion of both the required hours in classroom and on-the-job), the apprentice will graduate from the program and achieve journeyman status.

In Washington, graduating students receive a certification of completion from NWLETT and the Washington State Apprenticeship and Training Council (WSATC). In Utah, students receive a certification of completion from NWLETT and the Department of Labor, Office of Apprenticeship.

Withdrawal/Leave of Absence Procedures

Apprentices wishing to leave the program should submit a request in writing to the apprenticeship office, stating purpose and length of time requested. The maximum amount of leave is six months. If granted, the apprentice will receive confirmation in writing.

Satisfactory Academic Progress

Washington:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward the completion of their apprenticeship. Transferred apprentices are not subject to additional probationary periods.

The initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprentice is registered. The Washington State Apprenticeship and Training Council (WSATC) can grant exemptions for longer probationary periods if required by law.

During this time, the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the request of any affected party. The sponsor or the

apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices during their initial probationary period.

All apprentices employed in accordance with these standards in the 6,000 hour program shall be subject to a probationary period of the first 1,200 hours of employment.

Utah:

All applicants selected for apprenticeship will serve a probationary period. Applicants in the construction craft laborer apprenticeship program will serve a probationary period not less than the 1,000 hours of on-the-job learning (OJL) or one year, whichever is shorter.

During the probationary period either the apprentice or the JATC may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATC will provide written notice to the apprentice and to the registration agency of the final action taken.

Incomplete

Apprentices in both WA and UT not actively participating in his/her training (e.g., not turning in hours, attending courses, not accepting jobs, etc.) may be considered for administrative withdrawal from the program.

Administrative Withdrawal

Apprentices in both WA and UT who are not abiding by the rules and regulations of the program may have their agreement terminated.

Rules and Regulations

Code of Conduct

As an apprentice, you are expected to:

- Report all on-the-job hours on a weekly basis.
- Accept any and all jobs offered for dispatch.
- Sign the out-of-work list (OOWL) when not working.
- Attend courses when scheduled.
- Keep your phone number and address current.
- Practice a good work ethic.
- Work safely.

Under the guidance of the Northwest Laborers, you have been presented with the opportunity to develop and expand your knowledge and skills which will allow you to perform at the highest levels. It is the sincerest hope of the trustees, instructors, and staff of NWLETT that you strive to make the most of this opportunity which you have earned. While the work can be hard, the rewards are enormous.

Please keep in mind that the majority of your education is primarily funded by the work of the men and women of the Northwest Laborers unions (through direct contributions from their pay), as well as via grants and supplemental training funds. To respect the investment of your brothers and sisters, and to achieve the program's objectives, nothing short of your complete focus and commitment is accepted.

When you sign in, you will be informed of the rules and regulations to be observed while you are attending a course. They have been adopted to clarify the uniform policies, obligations, and requirements that are expected of all students. Every participant is responsible for knowing and abiding by these rules at all times.

Attire

Apprentices and continuing education members are expected to wear appropriate clothing, footwear, and gear when necessary. Certain courses have specific clothing requirements, which will be referenced with class notifications. Failure to wear proper attire may result in dismissal from class.

Prohibited attire in work or shop areas include neckties, jewelry, gowns or robes, dresses, flip-flops, sandals, high heels, platform shoes, or anything with an open toe.

Drug-Free Workplace

Drug testing

The Northwest Laborers-Employers Training program is committed to providing a drug-free and alcohol-free workplace and course environment. It is our goal:

To protect the health and safety of employees and students.

To promote a productive workplace and learning environment.

To protect the reputation of the Northwest Laborers-Employers Training Program, its employees and students.

Consistent with these goals, the Northwest Laborers-Employers Training Program prohibits the use, possession and distribution or sale at any of its training sites of drugs, drug paraphernalia, or alcohol. This policy remains in effect throughout the duration of your apprenticeship.

All individuals will take and pass a drug test with negative findings prior to registration as a registered apprentice.

Internet Use Policy

NWLETT provides free internet access. You are expected to abide by the generally accepted rules of network etiquette.

Harassment, bullying, or intimidation are not acceptable behaviors and will be disciplined. Transmission of material of violation of any law is prohibited - including, but not limited to - threatening, obscene, or copyrighted content.

Vandalism is prohibited; this includes damage to data, hardware, software, or unauthorized attempts to gain access to a network.

NWLETT makes no warranties of any kind, whether expressed or implied, for the service it is providing. It will not be held responsible for any damages which may be incurred while using the system (e.g., service interruptions, non-deliveries, delays) caused by errors, negligence, or omissions.

Use of any information obtained via the internet is at your own risk. NWLETT denies any responsibility for the quality or accuracy of information obtained.

NWLETT reserves the right to monitor usage of the internet.

If you identify a security problem, notify school personnel immediately, and do not show the problem to other users. You are forbidden from using the internet to discuss or disseminate information regarding security issues or how to gain unauthorized access to NWLETT's server and files.

Student Services

Placement Services

Apprentices are placed on jobs through their union hall.

Media Center

At present, NWLETT does not have a media center. However, course materials/manuals used may be requested from an instructor or member of the administrative staff.

Academic Advisement

Apprenticeship coordinators are available to consult on academic progress, professional development, continuing education, or any other concerns.

Orientation

Washington State Construction Craft Laborers Apprenticeship Program:

If the apprentice candidate scores 80% or above on their final assessment of the Preconstruction Training (PCT) course, they are accepted into the training program, which is a combination of 520 classroom and 6,000 hours of on-the-job training. Successful candidates will then attend 32 hours Preconstruction Training (PCT) course, which provides an assessment of skills plus 8 hours of Traffic Control.

On-the-job training begins when the apprentice is dispatched for the first time.

The classroom portion of training begins once the apprentice has experienced approxi-

mately 1,000 hours of on-the-job work; every additional 1,000 hours, she or he will return for more classroom training.

Counseling

NWLETT does not provide any direct counseling services other than for academic and professional development. Students are encouraged to seek any assistance they require.

Grievance procedures

An apprentice must have completed his/her probationary period in order to be eligible to file a grievance. Trainees or journeymen are advised to contact the person in charge of the facility where the grievance took place; if the grievance is against NWLETT, then the union hall representative should be contacted first.

Grievances involving matters covered by a collective bargaining agreement are not subject to the complaint procedures described below.

Grievances regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Grievances must be in writing.

If the apprentice disagrees with the resolution of the grievance or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.

If the apprentice disagrees with the program sponsor's decision, the apprentice may file for an appeal with the apprenticeship program. If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice.

If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to Washington Labor & Industries' (L&I) apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.

The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.

If the apprenticeship section is unable to resolve the matter within 30 business days, the apprenticeship section issues a written decision resolving the appeal.

If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request

the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties. The WSATC will conduct an informal hearing to consider the request for review.

The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

Unresolved academia grievances may be addressed by contacting:
The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
P: 800.917.2081 :: P: 770.396.3898 :: F: 770.396.3790
www.council.org

Health & Safety

Onsite accidents

All accidents, illnesses, or injuries shall be reported to the front office, instructor, administrator, or other authorized personnel before leaving NWLETT premises.

General emergency response

- For obvious fire, medical, or security emergencies, contact 911.
- Emergency procedures diagrams are posted in all work areas, classrooms, dormitories, the staff lounge, and instructor quarters. Diagrams show evacuation routes and locations of fire extinguishers and first aid kits.

Fire evacuation

- All NWLETT facilities at all sites are equipped with a fire alarm system which is monitored by an offsite service.
- In the event of an alarm the alarm company will contact the Assistant Director to validate the alarm. If the alarm cannot be validated the fire department will respond.
- DO NOT reset the alarm. This resets the entire system and the problem cannot be isolated. If the horns need to be silenced, depress the silence button only.
- In case of fire alarm, all personnel will evacuate the affected building(s) immediately and muster at the location given by the instructor during the course introduction.
- Everyone must be out of the affected building(s) and in the muster area when the fire department arrives.
- To ensure everyone is accounted for, a head count will be taken. Staff will report to their immediate supervisor, and students will report to their instructor. If no supervisor is on site, staff will use the "buddy system" to ensure that everyone is present and accounted for.
- The fire department will inspect all rooms in the affected building(s) and reset the alarm once they have established all is clear.
- All personnel will remain outside until the all clear is sounded.

Natural disasters

Earthquake

- If possible, evacuate buildings and move to an outdoor area free of overhead falling hazards such as trees or toppling structures.
- If it is not possible to evacuate the building, shelter beneath a solid piece of furniture, such as a desk or table.
- Remain in safe/sheltered position until movement stops.
- When it is safe, if possible, report to the muster point as detailed above.

Flood

- In the event of a flood, contact the Director/Assistant Director for instructions.
- Instructors will coordinate with students to determine individual evacuation plans.
- If students are to be evacuated to a secondary site, instructors will make every effort to contact that site and let them know how many students to expect.
- If students do not appear at the site as expected, the Director/Assistant Director will be contacted to determine what follow-up action should be taken.

Windstorm

- Stay indoors and away from windows.
- In case of tornado, try to shelter in the most structurally sound part of the building, away from any windows or anything which could become a projectile.

Medical emergencies

- Call 911.
- If qualified, administer first aid based on the Good Samaritan law.

Active shooter

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims. Events tend to evolve very quickly.

Run

- Run and escape, if possible. Getting away from the shooter(s) is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter(s) may be.
- Call 911 when you are safe, and describe shooter(s), location, and weapon(s). You may also be asked to give an estimate of potential victims.

Hide, if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights. Block entrances with heavy furniture, if possible.

- Don't hide in groups – spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

Fight as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter(s).
- Recruit others to ambush the shooter(s) with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter(s).
- Throw items, yell, and improvise weapons to distract and disarm the shooter(s).

After

- Raise hands and spread fingers, keeping them visible at all times.
- Avoid making quick moves toward law enforcement officers.
- Avoid screaming, pointing, or yelling.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed. Do not stop.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people on to their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

The full version of NWLETT's Accident Prevention Program (APP) is available upon request, or by accessing NWLETT's website at <http://www.nwlett.org/wp-content/uploads/2019/06/NWLETT-Accident-Prevention-Program.pdf>.

Courses

The course descriptions below are an outline of what you'll learn as a construction craft laborer apprentice. These courses are a required part of your training. Failure to attend without an acceptable excuse may jeopardize your apprenticeship.

An acceptable excuse must be made in writing and must be due to an unavoidable conflict (e.g., attending another course at Kingston or one of the other instructional service centers, a letter from your employer expressing urgent need, or a doctor's note are considered acceptable). Excuses must be received and accepted by the training office prior to the beginning of the course.

You are not considered excused until you are notified by the training office that the excuse is acceptable.

Please note that your local and employer may already have been notified; check with them to ensure that everyone is aware of your upcoming absenteeism.

Washington Construction Craft Laborers Apprenticeship Program:

If an applicant scores 80% or above on their assessment, they are accepted into the construction craft laborer apprentice training program, which is comprised of 520 hours of classroom time (RSI – related supplemental instruction) and 6,000 hours of on-the-job work. This program will take between 3-5 years to complete.

On-the-job training begins when the apprentice is dispatched for the first time.

The classroom portion of training begins once the apprentice has experienced approximately 1,000 hours of on-the-job work; on the average, after every additional 1,000 hours s/he will return for more classroom training in accordance with the schedule below:

Construction Craft Laborer Apprenticeship Washington Program Sequence

Courses should be taken in step order

Sequence Order:	Course Code:	Course Name:	Course Hours:
Application (40 Hrs)	PRECON	Preconstruction Training	32
	FLAG	Traffic Control	8
Step 1 (80 Hrs)	GENCON	General Construction	80
Step 2 (80 Hrs)	CONCR	Concrete Worker	80

Step 3 (80 Hrs)			
	MAS.T or MAS.T.G	Mason Tending	80
or			
	PIPE.GF	Gravity Flow Pipe Systems	80
Step 4 (80 Hrs)			
	HOIST.B	Hoisting & Rigging Basic	40
	BPR.B	Basic Building & Construction Plan Reading	40
or			
	HOIST.B	Hoisting & Rigging Basic	40
	ROAD.EX	Road Excavation & Plan Reading	40
Step 5 (80 Hrs)			
	HAZ.W40	Hazardous Waste Worker	40
	ASB.W	Asbestos Worker	40
or			
	HAZ.W	Hazardous Waste Worker	80
Step 6 (80 Hrs)	Take any combination of these electives courses for a minimum of 80 hours		
	ASPH.W	Asphalt Worker	80
	BOOM	Boom Lift Safety	8
	CONCUT.W	Concrete Cutting & Coring	40
	DOE.SOIL	Department of Ecology Soil Erosion	16
	FINTOOL	Financial Tools for the Trades	8
	FORK.INI	Forklift Safety	16
	GRD.B	Grade Checking Basic	80
	HOIST	Hoisting & Rigging Certification	80
	ICRA	Infection Control Risk Assessment Worker	24
	MANLFT8	Man-Lift Platform	8
	OSHA10	OSHA 10	12
	PIPE.PP	Pressure Pipe	80
	SHAFT	Safety Hazard Awareness for Tunnels	40
	SCAF.F	Scaffold Erection - Frame	40
	SSLOAD	Skidsteer Loader Operator	16
	SOTF	Survival of the Fittest	16
	HGHWZ.TCS	Traffic Control Supervisor	24
	LEV	Transit & Level	40
	TUN.RAIL	Tunnel Rail Installation and Maintenance	40
	TUN.UTL	Tunnel Utilities Installation and Maintenance	40

Course descriptions - Construction Craft Laborer - Washington

Preconstruction Training (PCT) – 40 hours – 5 days – quarterly/weekly

The new entrant will learn what it takes to become a productive Construction Craft Laborer. Trainees will receive preliminary preparation and training for entry into the Laborers apprenticeship program. The course consists of 4 days learning and practicing timed worktasks and one day test based on actual task performance.

Tasks include:

- Proper lifting techniques
- Concrete block moving
- Ditch digging to grade and compaction
- Proper use of a shovel
- Personal protective equipment
- Sand wheeling / control of a wheelbarrow
- Scaffold erection & disassembly, basics
- Lumber moving and stacking
- Material and tool recognition
- Fine grading for concrete placement
- Gravel wheeling
- Brick moving and stacking
- Promptness & attitude
- Hearing conservation

Traffic Control – 8 hours – 1 day – quarterly/weekly

This traffic control course is recognized and valid for flaggers in Washington, Oregon, and Idaho. Written traffic scenarios are used for hands-on exercises.

Topics covered include:

- Clothing and equipment
- Safety and positioning of traffic elements
- How to stop and release traffic
- Slowing and directing of traffic to other lanes
- Stopping distance
- Road conditions
- One-way control
- Taper length
- Channeling devices
- Signage
- Night flagging

General Construction – 80 hours – 10 days - quarterly

This course teaches basic skills that every Construction Craft Laborer should have. It covers new construction, demolition, and land clearing. The course is mostly hands-on learning with an emphasis on safety.

Included topics:

- Oxygen/acetylene cutting
- Air tools (chipping gun, pavement breakers, etc.)

- Electric tools (sawsall, roto-hammer, etc.)
- Power tools (powder-actuated, chainsaws, etc.)
- Sandblasting
- General and electrical safety
- PPE - hearing, eye, head, toe protection (including repetitive motion)
- Soil compaction and equipment
- Hearing conservation

Concrete Worker – 80 hours – 10 days – quarterly

Concrete is the most versatile construction material ever invented, and it is used in one application or another on almost every construction project. All construction craft laborers must understand and be able to: 1) prepare for concrete placement; 2) place it correctly; and 3) predict the chemical reactions that will occur when it cures.

Concrete is a major job-skill area within the spectrum of work performed by construction craft laborers. This is a “must have” course for any career laborer.

This course includes:

- Preparing for placement
- Calculating quantities
- Cement-to-water ratios
- Chemical reactions during curing
- Mixing basics

Hoisting & Rigging Basic – 40 hours – 5 days – quarterly

The need to move construction tools and materials occurs on every construction project. A good rigger/signaler is an important member of any construction crew, because moving tools and materials safely is critical to project safety and productivity.

This course covers the regulations, theory, and techniques used in hoisting and moving loads. It includes hands-on practice designed to impart a working knowledge of hoisting procedures and special safety concerns.

This course includes:

- State and federal regulations
- Types of slings, and their ratings and uses
- Calculating loads
- Wire and man-made ropes
- Knots and splices
- Hand and voice signaling
- Safety issues

Mason Tending Practice and Procedures – 80 hours – 10 days – quarterly

Mason tending is a sub-occupation of the building industry. Many construction craft laborers work their entire career as a mason tender, and often with a single employer. Most masonry contractors consider their mason tender the most important member on the project, because a good tender keeps the entire crew productive.

This course includes:

- Job setup
- Scaffold erection
- Estimating and stocking materials
- Mortar mixes and procedures
- Rough-terrain forklift operation and safety
- Working with masons
- Project weather protection

OR:

Gravity Flow Pipe Systems – 80 hours – 10 days – quarterly

Extensive demonstration and hands-on experience allow participants to hone skills in pipe laying techniques, transit level and laser setup, drain fills, backfilling (and related safety), field math, testing pipe procedures, drain fields, and safe load bearing for sand and gravel.

Basic Building & Construction Plan Reading – 40 hours – 5 days – quarterly

All projects start with a blueprint (also called a “plan” or a “print”). The ability to read and interpret a project plan is a fundamental skill that every construction craft laborer should possess.

OR:

Road Excavation & Plan Reading – 40 hours – 5 days – quarterly

This is an advanced course for heavy and highway work. It covers project layout, elevations, underground utility work, and scheduling (using actual projects from DOT projects).

Hazardous Waste Worker – 40 hours – 5 days – quarterly

Hazardous waste remediation is a major division of the environmental remediation industry. Many construction craft laborers are working in this industry. State and Federal regulations require training and certification to work in this industry. The Hazardous Waste Worker course uses both classroom and hands-on training to teach common types of hazardous materials and safe methods to remediate them. This course meets and actually exceeds state and federal training requirements.

The course includes:

- Hazard recognition
- Health effects
- Types of personal protective equipment
- Site safety and health plans
- Sampling protocols for air, water and soil
- Regulations and worker legal rights
- Remediation technologies

AND

Asbestos Worker – 40 hours – 5 days – quarterly

Asbestos is a naturally occurring fibrous mineral that can cause lung and other respiratory/gastronomic diseases when inhaled or ingested. Because of its insulating and fireproofing properties, it was used extensively in the construction industry before the negative health effects were commonly known.

Because so much asbestos was used in common building products, its removal is a major work area in the Environmental Remediation industry, and many laborers have been and still are employed in this industry.

Due to the health hazards, workers must be trained, tested and certified before working in this industry, and must recertify annually.

This Asbestos Abatement Worker course is state-approved in Washington and Oregon, and meets or exceeds the EPA, OSHA, WISHA and DEQ training and certification requirements. It is taught by a Washington Labor & Industries-approved instructor.

The course includes lectures, demonstrations and hands-on training in:

- Legal rights of workers
- Safe removal and work-area cleanup
- Personal protective equipment
- Engineering controls and air monitoring
- Respiratory protection
- HEPA air filters
- Personal Hygiene
- Hands-on exercises
- Glove bag procedures
- Erecting 3-stage decontamination chamber
- Removal of simulated asbestos-containing material (ACM)
- Respirator use

Trainees are required to pass with a grade of 80% or above before his/her application is submitted to the applicable state for certification.

Washington State-approved course provider #067

OR:

Hazardous Waste Worker – 80 hours – 10 days – quarterly

Hazardous waste remediation is a major division of the environmental remediation industry. Many construction craft laborers are working in this industry. State and Federal regulations require training and certification to work in this industry. The Hazardous Waste Worker course uses both classroom and hands-on training to teach common types of hazardous materials and safe methods to remediate them. This course meets and actually exceeds state and federal training requirements and students are required to recertify annually.

The course includes:

- Hazard recognition
- Health effects
- Types of personal protective equipment
- Site safety and health plans
- Sampling protocols for air, water and soil
- Regulations and worker legal rights
- Remediation technologies

Elective Courses (total of 80 clock hours)

While there are core courses offered each quarter, these courses are held intermittently throughout the year.

Asphalt Worker – 80 hours – 10 days – offered as needed

This course teaches the basic skills needed for street and highway asphalt construction. Classroom and hands-on training are combined to provide an understanding in raking, shoveling, paving, estimating, and troubleshooting the placement of asphalt materials. Students will also experience placing asphalt by hand and using a latent box.

Boom Lift Safety – 8 hours – 1 day – offered as needed

Students are provided with an overview of safe operating procedures when operating an aerial lift.

Concrete Cutting & Coring – 40 hours – 5 days - quarterly

This course covers the proper safety, use, and handling of concrete sawing equipment.

The course has extensive hands-on training in the use and operation of:

- Walk-behind saws
- Hydraulic track-guided wall saws
- Floor saws
- Coring & drilling equipment
- Handheld hydraulic chainsaw
- Hearing conservation

Department of Ecology (DOE) Soil Erosion – 16 hours – 2 days - quarterly

This course is taught by a certified Washington DOT instructor. Procedures are presented for the design and implementation of Temporary Erosion and Sediment Control plans (TESC). Practical examples, WDOT case studies, and hands-on field work will be utilized to stress the proper installation, maintenance, inspection, and removal of temporary erosion and sediment control Best Management Practices (BMPs).

Upon completion, students will be able to:

- Understand and implement the TESC
- Direct the proper installation, inspection, maintenance, and removal of erosion and sediment control BMPs
- Communicate effectively with WSDOT construction personnel, sub-contractors, grading inspectors, and resource energy personnel regarding erosion and sediment control
- Work in partnership with the above personnel to suggest and additions to TESC plans to enhance compliance with WSDOT erosion and sediment control requirement

Financial Tools for the Trades – 8 hours – 1 day - as needed (95%)

This course covers money management skills from the perspective of those in the construction trade. It covers dealing with debt, spending plans, and understanding credit.

Forklift Safety – 16 hours – 2 days - quarterly

State and federal regulations require training and credentialing for any employee who

operates a powered industrial lift truck (forklift) on a construction site. Students are required to recertify every three years.

This course includes:

- Operator responsibilities
- Maintenance and fueling
- Understanding load charts
- Estimating load weights

Grade Checking Basic – 80 hours – 10 days - quarterly

Participants are educated on the use of field level transits and laser levels as well as their associated maintenance. Prior completion of the Transit & Level course is highly recommended. Topics include:

- Proper safe operation (laser levels)
- Maintenance of laser levels
- Mathematics used in cuts, fills and slopes
- Read, understand and use standard symbols in grade work

Hoisting & Rigging Certification – 40 hours – 5 days – quarterly

The Hoisting and Rigging Certification course is required every five years for individuals who have successfully completed the Hoisting and Rigging program. This course addresses important safety topics, reviews hardware, slings, and inspection procedures, and provides updates on regulations and industry standards.

- Crane safety
- Signaling
- Determining load weight
- Rigging hardware and slings
- Sling configurations

Infection Control Risk Assessment (ICRA) Worker – 24 hours – 3 days – as needed

Students learn best practices for control of airflow, protection of workers, and containment of pathogens.

Manlift Platform – 8 hours – 1 day – offered as needed (95%)

This training course covers the standard operating procedures for the safe and proper use of boom and scissor lifts.

Topics include:

- Workplace inspection
- Manufacturer operator manual
- Pre-start inspection
- Fall protection requirements
- Safety procedures
- Hands-on training for the proper use of boom & scissor lifts

OSHA 10 – 12 hours – 2 days - as needed

Participants learn the basics of on-the-job hazard identification, reduction, elimination,

and reporting.

Pressure Pipe – 80 hours – 10 days – as needed

Students learn the necessary elements of assembly of pressure pipe systems. Topics covered in the classroom and in the field include techniques and safety for mechanical fitting, water main testing, hydrant work, and polyethylene pipe fusion.

Safety Hazard Awareness for Tunnels (SHAFT) – 40 hours – 4 days – quarterly (95%)

The most serious hazards associated with tunneling operations and the proper methods for working safely in underground construction is the focus of this course. It is intended to provide participants with a basic awareness of underground construction activities and their respective hazards.

Please note that it may not address all of the hazards that one may encounter while working in a tunnel and does not replace the job-specific safety training that an employer is required to provide before one begins working on a tunnel project.

Scaffold Erection – Frame – 40 hours – 5 days – as needed

Students learn the essential components of scaffold building, such as erection and dismantling, maintenance, storage, and safety procedures.

Skidsteer Loader Operation – 16 hours – 2 days – as needed

This course is an introduction to the operation of a skidsteer and covers weight distribution, controls and their functions, and safety procedures.

Survival of the Fittest – 16 hours – 2 days – as needed

This course examines the attitudes, behaviors, effort, personal responsibility, and performance standards necessary to successfully compete and succeed in today's construction industry.

Traffic Control Supervisor – 24 hours – 3 days – quarterly (95%)

The supervisory skills, duties, and responsibilities necessary to successfully control traffic are the focus of this course. Over three days, students receive instruction with legal issues such as liabilities, emergencies, documentation, governing documents (i.e., MUTCD, specifically part IV), contracts, and WSDOT or ODOT guidelines (depending on the state).

Participants must complete the TCS and pass the exam with a score of 80% or better.

PREREQUISITES: Applicants must have/provide the following to be considered for this course:

- A current, state-approved flagging card from Idaho, Oregon, or Washington
- TWO signed letters (typed and on company letterhead) verifying the applicant has at least 2,000 hours of work in traffic-related tasks, provided by any of the following who can verify the applicant's knowledge and experience:
- Employers (past/present), subcontractors, DOT inspectors, or other traffic control supervisors.

- Letters should include a brief history of the individual's work experience, a summary of the projects they have worked on, and the approximate number of cumulated hours worked as a flagger/work zone worker.

Transit & Level – 40 hours – 5 days – as needed

The course covers the proper techniques of controlling elevations and operations of a transit level. This course is highly recommended prior to attending the Grade Checking or Road Excavation & Plan Reading courses.

- Tripods: proper setup
- How to set up instruments
- Interpreting a surveyor's rod reading
- Math exercises and conversion
- Focusing, signaling

Tunnel Rail – Installation & Maintenance – 40 hours – 4 days - quarterly

Students learn the basics of the safety, procedures, and equipment used in the construction of a tunnel rail system through the incorporation of classroom training and hands-on exercise to complete a ring steel lagging tunnel.

Tunnel Utilities – Installation & Maintenance – 40 hours – 4 days – quarterly

A combination of classroom lectures and hands-on training allows students to master the basics of tunnel utilities. Topics covered include:

- Safety procedures
- Tools and techniques used in the structure and installation of victoric pipes, walkways, and conveyor systems

Utah Construction Craft Laborers Apprenticeship Program

The Utah program is a combination of 320 classroom and 4,000 hours of on-the-job training. Approximate time to complete the program takes 3-5 years.

On-the-job training begins when the apprentice is dispatched for the first time.

The classroom portion of training begins once the apprentice has experienced approximately 1,000 hours of on-the-job work; every additional 1,000 hours, s/he will return for more classroom training in accordance with the schedule below.

The core courses may be taken in any sequence. Core courses are a total of 164 clock hours, and electives are a total of 156 clock hours:

Construction Craft Laborer Apprenticeship Utah Program Sequence

Courses can be taken in any order

Core Courses (164 hrs)

Course Code:	Course Name:	Course Hours:
CONCR.1	Concrete Flatwork	40
UCONSPC	Confined Space Awareness	8
CUT.B	Cutting & Burning	4
FIRST.C	First Aid/CPR	8
FORK.INI	Forklift Safety	16
GENCON.1	General Construction	32
PIPE.GF-1	Gravity Pipe	24
OSHA10	OSHA 10	12
SILICA.A	Silica Awareness	4
TRENCH8	Trenching & Shoring Safety	8
UFLAGUDOT	Certified Flagger	8

Elective Courses (156 hrs)
156 hours

Students can take any combination of electives to achieve

Course Code:	Course Name:	Course Hours:
ASB.S	Asbestos Supervisor	40
ASB.W	Asbestos Worker	40
BPR.B	Basic Building & Construction Plan Reading	40
UBACONFRM	Concrete Forms	40
CONMATH	Construction Math	40
USOIL	Environmental Control Specialist	16
FIREW4	Fire Watch	4
HAZ.W40	Hazardous Waste Worker	40
PIPEFUSE	HDPE Pipe Fusion	8
UHWZ	Highway Work Zone Specialist	8
HOIST.B	Hoisting & Rigging Basic	40
HOIST	Hoisting & Rigging Certification (Pre-req: HOIST.B)	40
MINE.S	MSHA #48	24
RSO.NC	OSCA/RSO	6
PRCS	Permit Required Confined Space	24
UMAIN	Traffic Control Maintainer	24

Course descriptions - Construction Craft Laborer - Utah

Concrete Flatwork – 40 hours – 5 days

This course covers the fundamentals of concrete flatwork. Students will learn basic math, form building, concrete placement, and basic finishing methods (including broom finish) for slab on concrete.

Confined Space Awareness – 8 hours – 1 day

Students will increase awareness/recognition of a non-permit-required confined space.

Course includes:

- Recognition of permit-required confined spaces

- Hazards of confined spaces
- Responsibilities of “entrant,” “attendant,” & “supervisor”

Cutting & Burning – 4 hours – ½ day

This course covers the procedures, fire prevention, and torch skills necessary for the safe operation of cutting and burning equipment.

First Aid/CPR – 8 hours – 1 day

The Medic First Aid course covers basic first aid and CPR and includes the identification and first treatments for:

- Assessment and handling of serious injuries
- Shock, heart attack, unconsciousness, circulatory problems
- Sprains & strains, diabetic emergencies, seizures, poison
- Spider bites, snake bites, anaphylactic shock, choking
- Drowning, cold-related emergencies, hyperventilation
- Strokes, injuries to the head, eyes, neck, and back
- Bleeding control, bandage workshop
- Basic life support
- AED (automated external defibrillator)
- Bloodborne pathogens

Forklift Safety – 16 hours – 2 days

State and federal regulations require training and credentialing for any employee who operates a powered industrial lift truck (forklift) on a construction site.

This course includes:

- Operator responsibilities
- Maintenance and fueling
- Understanding load charts
- Estimating load weights

General Construction – 32 hours – 4 days

This course teaches basic skills that every Construction Craft Laborer should have. It covers new construction, demolition, and land clearing. The course is mostly hands-on learning with an emphasis on safety.

Included topics:

- Oxygen/acetylene cutting
- Air tools (chipping gun, pavement breakers, etc.)
- Electric tools (sawsall, roto-hammer, etc.)
- Power tools (powder-actuated, chainsaws, etc.)
- Sandblasting
- General and electrical safety
- PPE - hearing, eye, head, toe protection (including repetitive motion)
- Soil compaction and equipment
- Hearing conservation

Gravity Flow Pipe Systems – 24 hours – 3 days

Extensive demonstration and hands-on experience allow participants to hone skills in pipe laying techniques, transit level and laser setup, drain fills, backfilling (and related safety),

field math, testing pipe procedures, drain fields, and safe load bearing for sand and gravel.

OSHA 10 – 12 hours – 1 ½ days

Participants learn the basics of on-the-job hazard identification, reduction, elimination, and reporting.

Silica Awareness – 4 hours – ½ day

This course will educate members on the new silica standard put forth by OSHA. It covers how to safely work with silica, and includes both classroom time and hands-on training.

Topics covered:

- Health effects of exposure to silica
- Specific workplace tasks that could lead to exposure
- Measures to reduce exposure (such as engineering controls & work practices)
- Personal protective equipment (PPE) used to reduce exposure
- Workplace air monitoring
- Medical surveillance in relation to the silica standard
- Establishing a workplace exposure control plan
- Designation of the competent person on jobsites with silica
- Contents of the silica standard

Trenching & Shoring Safety – 8 hours – 1 day

This course covers the safety procedures and standards required to ensure the safety of those working in trenches.

UDOT Certified Flagger – 8 hours – 1 day

This course is designed to instruct students on how to deal with traffic in and around work zones.

They include:

- Proper clothing and personal protective equipment (PPE)
- Safety
- Positioning
- Traffic elements
- Stopping distances
- Road conditions
- Slowing, stopping, and releasing traffic
- Direction of traffic to other lanes
- One-way traffic control
- Taper length and channeling devices
- Signage placement
- Night time and freeway flagging
- Dealing with road rage

It also covers environmental hazard awareness, including spiders, snakes, biohazards, and UV protection.

This course is twice the required length for current certification requirements.

Elective Courses (total of 156 clock hours)

Asbestos Supervisor – 40 hours – 5 days

This course focuses on the responsibilities of the supervisor on an asbestos project and complies with or exceeds the EPA, federal OSHA, WISHA, and DEQ training requirements.

Topics covered include:

- Identification
- Aerodynamic characteristics
- Summary of abatement control
- Calibration of air monitoring equipment
- Fit test protocols (QNFT & QLFT)
- Project setup and design
- Managing the job – workers, employer, client & regulatory

Trainees are required to pass a written test with a grade of 80% or above before his/her application is submitted to the applicable state for certification.

Asbestos Worker – 40 hours – 5 days

Asbestos is a naturally occurring fibrous mineral that can cause lung and other respiratory/gastronomic diseases when inhaled or ingested. Because of its insulating and fireproofing properties, it was used extensively in the construction industry before the negative health effects were commonly known.

Because so much asbestos was used in common building products, its removal is a major work area in the Environmental Remediation industry, and many laborers have been and still are employed in this industry.

Due to the health hazards, workers must be trained, tested and certified before working in this industry. Students are required to recertify annually.

This Asbestos Abatement Worker course is state-approved in Utah, and meets or exceeds the EPA, OSHA, UOSHA, and DEQ training and certification requirements.

The course includes lectures, demonstrations and hands-on training in:

- Legal rights of workers
- Safe removal and work-area cleanup
- Personal protective equipment
- Engineering controls and air monitoring
- Respiratory protection
- HEPA air filters
- Personal Hygiene
- Hands-on exercises
- Glove bag procedures
- Erecting 3-stage decontamination chamber
- Removal of simulated asbestos-containing material (ACM)
- Respirator use

Trainees are required to pass with a grade of 80% or above before his/her application is submitted to the applicable state for certification.

Basic Blueprint & Construction Plan Reading – 40 hours – 5 days

All projects start with a blueprint (also called a “plan” or a “print”). The ability to read and interpret a project plan is a fundamental skill that every construction craft laborer should possess. If you desire to advance in any type of construction work, you must take this training.

This course introduces concepts and conventions that are used in plans, and includes:

- Learning common symbols and notations
- Identifying types of plans such as civil, architectural, etc.
- Finding and interpreting detail drawings

Concrete Forms – 40 hours – 5 days

Students learn how to handle, configure, build, maintain, and calculate volume for forming systems and similar materials.

Construction Math – 40 hours – 5 days

Students review basic math functions as they relate to the construction industry with practice in addition, subtraction, multiplication, and division. Students will work with problems involving volumes in square feet, square yards, cubic feet, and cubic yards, figuring out construction problems in concrete volumes, backfill amounts in dirt, and asphalt amounts for paving jobs.

Environmental Control Specialist – 16 hours – 2 days

In this course, participants will study the design, installation, inspection, and maintenance of temporary erosion and sediment control measures as set forth by the Utah Department of Transportation.

Fire Watch – 4 hours – ½ day

This course reviews the responsibilities of being on fire watch, including how to use a fire extinguisher and how to notify emergency personnel.

Hazardous Waste Worker – 40 hours – 5 days

Hazardous waste remediation is a major division of the environmental remediation industry. Many construction craft laborers are working in this industry. State and Federal regulations require training and certification to work in this industry. The Hazardous Waste Worker course uses both classroom and hands-on training to teach common types of hazardous materials and safe methods to remediate them. This course meets and actually exceeds state and federal training requirements. Students are required to recertify annually.

The course includes:

- Hazard recognition
- Health effects
- Types of personal protective equipment
- Site safety and health plans

- Sampling protocols for air, water and soil
- Regulations and worker legal rights
- Remediation technologies

HDPE Pipe Fusion – 8 hours – 1 day

Students learn the necessary elements of and receive certification in the assembly of pressure pipe systems. Topics covered include techniques and safety for butt joint welding, and polyethylene pipe fusion.

Highway Work Zone Specialist – 8 hours – 1 day

This is an advanced flagger course that expands on highway work zone safety for workers and is a prerequisite for becoming certified as a Traffic Control Maintainer (TCM); hours worked as a highway work zone specialist are applied toward the 2,000 hours of experience required to qualify for TCM certification. The course focuses on internal traffic safety control techniques, proper safety and handling of traffic devices, and roadway work zone safety. This course is unique to the development of our TCM participants and partner employers.

Hoisting & Rigging Certification – 40 hours – 5 days

The Hoisting and Rigging Certification course is required every five years for individuals who have successfully completed the Hoisting and Rigging program. This course addresses important safety topics, reviews hardware, slings, and inspection procedures, and provides updates on regulations and industry standards.

- Crane safety
- Signaling
- Determining load weight
- Rigging hardware and slings
- Sling configurations

Hoisting & Rigging Basic – 40 hours – 5 days

This course is divided into regulations, theory, and hands-on training to promote trainee self study, use of problem-solving techniques, and practical use and application of rigging techniques. The course is designed to give the trainee a working knowledge of hoisting procedures and special safety issues.

Topics covered:

- Federal & State regulations
- Slings: types, ratings and uses
- Calculating loads
- Rope of man-made fibers
- Knots and splices
- Hand and voice signaling
- Wire rope
- Safety
- Hearing conservation

MSHA #48 – 24 hours – 3 days

24 hours of safety training are required to work in any surface open pit mining operation, including crushers for sand and gravel. Eight hours of site-specific task training are required before training is complete; 8 hour annual refreshers are required for a valid 5000-23 form.

OSCA/RSO – 6 hours – 2/3 day

6 to 8 hours of safety training are required to gain access to work in refineries. This course addresses subjects relevant to process safety management, such as fire, explosion, chemical hazards, and evacuation procedures.

This certification must be renewed every two years.

Permit Required Confined Space – 24 hours – 3 days

Participants learn safe and effective methods on how to enter a permit-required confined space.

Course includes:

- Recognition of permit-required confined spaces
- How to read and complete and entry permit
- The responsibilities of entrant, attendant, and supervisor
- Setup and entry of a confined space
- Physical and atmospheric hazards (how to recognize and control them)
- Personal protective equipment (PPE)
- Rescue operations

Traffic Control Maintainer – 24 hours – 3 days

This comprehensive course teaches the duties, responsibilities, and safety necessary to keep the motoring public and highway workers safe from traffic vehicles, including heavy equipment (backovers).

TCMs configure work zones, set speed limits, and prepare tapers using traffic devices (barrels, cones, vertical panels, messaging boards, and arrow panels), place concrete barriers, set type three barricades, and oversee flagger positioning and supervision.

Each UDOT project requires at least one TCM; this course provides three times the minimum length currently required for certification.

PREREQUISITES: Applicants must have/provide the following to be considered for this course:

- Northwest Laborers Flagging UDOT certification
- 2,000 hours' highway work zone experience

Continuing Education Courses (non-accredited)

The following courses are offered on an as-needed basis.

Course Name	Course Code	Course Hours
ACI Shotcrete Recertification	SHOT.ACI.R	8
Ahera Bldg Inspector Recertification	ASB.AHERAR	4
Air Tools & Oxygen/ Acetylene Equipment	AIR.OE	40
Asbestos Abatement Worker Recertification	ASB.R	8
Asbestos Abatement Worker Recertification Utah	ASB.R.U	8
Asbestos Supervisor	ASB.S	40
Asbestos Supervisor Recertification	ASB.SR	8
Asbestos Supervisor Recertification Oregon	ASB.SR.O	8
Asbestos Supervisor Recertification Utah	ASB.SR.U	8
Asbestos Worker Oregon	ASB.W.O	40
Asbestos Worker Recertification Oregon	ASB.R.O	8
Basic Fence Building	FEN.C	40
Bottle Watch	BOT.W	4
Concrete Patch & Repair	CONCR.PR	40
Concrete Worker - Practices & Procedures (week 2)	CONCR.2	40
Confined Space Attendant	CONSPA	4
Confined Space Entry	CONSPC.E	24
Construction/Contractor Safety Awareness	CONAWAR	8
DOE Soil Recertification	DOE.SOILR	8
Elevation Control	ELEV	40
Fire Watch	FIREW4	4
Forklift (Rough Terrain)	FORK	16
General Construction Safety	GENCON.SAF	40
Global Positioning System (Instruments)	GPS	40
Hazard Communication	HAZCOM	8
Hazardous Waste Supervisor	HAZ.S	40
Hazardous Waste Supervisor Recertification	HAZ.SR	8

Course Name	Course Code	Course Hours
Hazardous Waste Worker Recertification	HAZ.R	8
Hoisting & Rigging Recertification	HOIST.REF	8
Introduction to General Construction	GENCON.INT	40
Laborers Our Heritage	LABMAN	40
Lead Abatement Supervisor	LEAD.S40	40
Lead Abatement Supervisor Recertification	LEAD.SR	8
Lead Abatement Worker 40 Hour	LEAD.W40	40
Lead Abatement Worker Recertification	LEAD.R	8
Lead Awareness	LEAD.A	8
Lead Renovator Initial	LEAD.REN	16
Lead Renovator Recertification	LEAD.RENR	8
LOCI Safety Orientation	TUN.LOCI	40
Microbial Remediation	MICRO	40
Mine Health & Safety	MINE.S	24
Mine Health & Safety Refresher	MINE.R	8
OSHA 30	OSHA30	32
OSHA 500	OSHA500	40
OSHA 510	OSHA510	40
Pipeline Safety/Operator Qualifications	PIPSAF	40
Plastic Pipe Fusion	PPIPE.FU	16
Powder Actuated Tools	POWACT	8
Radiation Worker II	RADWOR	24
Scaffold Erection and Fall Protection	SCAF.FP	80
Scaffold User	SCAF.U	8
Shot-Crete Certification ACI	SHOT.ACI	40
System Scaffolding	SCAF.SY	40
Traffic Control Manager	HGHWZ.TCM	8
Traffic Control Supervisor Recertification	HGHWZ.TR	8
Tube & Clamp Scaffolding	SCAF.TC	40
UDOT Certified Traffic Control Maintainer Recertification	UMAIN.R	8
Utah Fire Watch	UFIREW4	4
Utah Global Harmonization System	UGHS	3
Utah Global Harmonization System Recertification	UGHS.R	1

This page intentionally left blank.