Annual Construction Safety Refresher Training

Revision and Approval

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Nature of Changes</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>05-30-2018</td>
<td>Original issue.</td>
<td>Steve Altman</td>
</tr>
</tbody>
</table>

Click here for previous versions

Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for the Annual Construction Safety Refresher (ACSR) training.

In accordance with Cal/OSHA regulations and the Caltrans Injury and Illness Prevention Program (Caltrans IIPP), SC field personnel are required to attend a four-hour ACSR training listed in the Caltrans Learning Management System (LMS) as training course G100028.

Process Inputs

1. LMS class code G100028, Annual Construction Safety Refresher (ACSR) training course.
2. All SC field personnel assigned to field construction projects.

Procedure

1. SC employees:
   a. Enroll in LMS class code G100028, Annual Construction Safety Refresher, and attend the ACSR training.
   b. Discuss the ACSR training with supervisor regarding specific application of the training.
   c. Implement the information learned from ACSR training during the course of day-to-day activities.
   d. Throughout the year, send pictures, questions, lesson learned to the SC Supervisor. The collected information maybe to develop additional SC-specific training.
E. Assist District Construction Safety Coordinators (District CSCs), Construction Engineers, and Resident Engineers in preparing safety topics of discussion as necessary and as requested.

2. SC supervisors:
   a. Ensure SC employees complete ACSR training and monitor for compliance.
   b. Attend the ACSR training.
   c. Discuss ACSR training with your employees.
   d. Monitor SC employees for compliance.
   e. Notify SC managers of SC employee non-compliance; take action to attain compliance as necessary.
   f. Notify SC managers of problems with, or improvements, which can be made to ACSR training.
   g. Coordinate with District CSCs to address SC-specific topics for the ACSR training.
   h. Throughout the year, collect pictures, questions and lesson learned for safety related topics from SC employees. Use the collected information to develop additional SC-specific ACSR training.
   i. Assist and coordinate with District CSCs, Construction Engineers, and Resident Engineers in preparing safety topics of discussion as necessary and as requested.

3. SC managers:
   a. Secure the assistant of the SC Headquarter Training Engineer (SC HQTE) for the development of safety specific training materials if necessary.
   b. Attend the ACSR training.
   c. When time permits, attend the introduction of as many ACSR training classes as possible.
   d. Monitor SC employees and SC supervisors for compliance, take action to attain compliance as necessary.
   e. Evaluate ACSR training, make suggestions for improvements as needed, and provide them to the SC HQTE and CSC.

4. SC HQ Training Engineer (Professional Development):
   a. Compile questions and comments throughout the year and make them available for discussion during ACSR training.
   b. Assist with course content revisions as necessary to reflect new laws, rules, and specification changes.
   c. Coordinate with SC Managers to include specific items they would like addressed in.
d. Revise and finalize training to be distributed. Send a copy of the ACSR training curriculum to SC Top Management prior to presenting to get comments.

e. Track SC field staff regarding completion of ACSR training.

f. Verify training budget and help resolve issues that arise regarding training charging.

g. Assist in communicating class schedule.

h. Assist where necessary to find training facilities.

**Process Outputs**

1. SC field staff receive ACSR training.
   
   
   b. Customer Expectations:
      
      i. Increased knowledge and awareness of construction safety issues.
      
      ii. Increased consistency statewide in construction safety training.
      
      iii. Focused structure safety training for SC staff.
      
      iv. Timely distribution of updated Cal/OSHA changes.
      
      v. Having staff with a better awareness of construction safety issues.
      
      vi. Increased construction safety knowledge should lead to less accidents and better partnering with the Contractor on safety issues.
      
      vii. Satisfy requirements of Caltrans IIPP.

2. Satisfy the requirements of the *Caltrans IIPP*:
   
   
   b. Customer Expectations: Understand and carry out the requirements of the Caltrans IIPP.

3. Reminded personnel of construction safety issues annually:
   
   a. Customers: SC field staff, SC Top Management, District.
   
   b. Customer Expectations:
      
      i. Increased knowledge and awareness of construction safety issues.
      
      ii. Increased consistency statewide in construction safety training.
      
      iii. Focused structure safety training for SC staff.
      
      iv. Timely distribution of updated Cal/OSHA changes.
      
      v. Having staff with a better awareness of construction safety issues.
vi. Increased construction safety knowledge should lead to less accidents and better partnering with the Contractor on safety issues.

4. Staff increased awareness of safety issues:
   a. Customers: SC field staff, SC Top Management, Districts.
   b. Customer Expectations:
      i. Increased knowledge and awareness of construction safety issues.
      ii. Increased consistency statewide in construction safety training.
      iii. Having staff with a better awareness of construction safety issues.
      iv. Increased construction safety knowledge should lead to less accidents and better partnering with the Contractor on safety issues.

**Attachments**

None.