

DRAFT NEW TRADE
SAFETY AND HEALTH INSPECTOR
(Time-Based)

APPENDIX A

O*NET CODE 19-5011.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

	Approximate Hours
A. Workplace Orientation	100
1. Maintain compliance with all standards of the New York State Department of Labor (Department).	
2. Understand and apply Department policies, rules, procedural regulations, directives, and office policies.	
3. Demonstrate proper use of Department equipment and resources (such as: office equipment; state vehicles; etc.).	
4. Demonstrate customer service skills (e.g., problem solving, attentiveness, patience, and attention to detail).	
5. Exhibit professionalism when dealing with employers and maintain Department and employer privacy.	
B. Safety Awareness	150
1. Observe and implement appropriate actions to maintain a safe environment, in accordance with Department policies and procedures, and to identify hazards to reduce or eliminate them.	
2. Understand the use of appropriate safety equipment, such as proper clothing and personal protective equipment (PPE).	
3. Ensure that all required PPE are being worn, used, and maintained according to manufacturing guidelines, and company, Department, and government regulations.	
4. Learn safety procedures and recognize hazards associated with the workplace (such as: trenching and excavation safety; fall and scaffolding hazards; electrical, chemical, and biological hazards; equipment malfunctions; fire hazards; etc.).	

5. Review emergency response plans, and suggest updates, if appropriate.

C. Pre-Inspections

300

1. Understand applicable guidelines and regulations, and how they relate to the work environment.
2. Determine employer location, and secure transportation.
3. Assist or conduct employer history search, and research applicable Standard Industrial Classification codes, hazards, and work processes.
4. Prepare equipment or supplies necessary to conduct the inspection.
5. Research the Division of Safety and Health (DOSH) and Occupational Safety and Health Administration (OSHA) Field Operations Manual (FOM) for information pertinent to specific inspection activity.

D. Conducting Inspections

1000

1. Conduct an opening conference and provide employer with introduction and identify inspection procedures and parameters.
2. Conduct safety inspections (using DOSH safety inspection checklists) and evaluate workplace environments, equipment, and practices to ensure compliance with government safety standards and regulations.
3. Examine and test machinery and equipment to ensure proper working order and confirm function and safety of instruments or equipment.
4. Inspect specified areas to ensure the presence of fire prevention equipment, safety equipment, or first-aid supplies, and that hazardous materials are stored correctly.
5. Review records.
6. Conduct employee and employer interviews.
7. Identify safety and health hazards within workplaces.
8. Collect evidence (e.g., photographs, statements, etc.).
9. Conduct onsite DOSH form completion and engage in abatement assistance and the closing conference:
 - a. Take field notes, review documentation, and complete required forms.
 - b. Assist the employer with abatement options and ensure abatement occurs.

- c. Inform employer, union representatives, and employees of their rights, and conduct a closing conference.

E. Post Inspections **500**

1. Prepare case files.
2. Assist or conduct standards research.
3. Evaluate research collected on employer operations, processes, equipment, or products.
4. Analyze all collected evidence and data, and identify any hazards, injuries, illnesses, or accidents.
5. Organize information for reporting systems (e.g., OSHA, or DOSH, reports, and forms).
6. Complete all required DOSH forms.
7. Draft reports that make suggestions to improve worksite safety, if required.
8. Write alleged violation description and assign abatement dates, if required.
9. Prepare all citations and provide copies to employer, if required.

F. Post Inspection Conferences **150**

1. Participate in informal conferences, follow-up conferences, and litigation, as necessary.

G. Accident or Complaint Investigations **300**

1. Investigate safety and health-related complaints and inspect facilities to ensure that they comply with safety and health regulations and coordinate corrective action.
2. Support investigations of safety and health incidents or accidents to identify what caused them and note any preventative measures that can be taken.
3. Conduct proper response to accident notifications.
4. Conduct necessary research, and establish an inspection strategy (e.g., interviewing employees, employers, witnesses, and preparing preliminary reports).
5. Prepare data on accidents, workplace incidents, and related safety and health information.

H. Equipment Inventory and Maintenance **200**

1. Conduct or assist in scheduled maintenance, inventory, and calibration of issued equipment.

I. Compliance Assistance **200**

1. Provide accurate information when requested by employers, employees, and representatives, family members of employees or other interested parties, in a timely manner, and as prescribed by regulations.
2. Maintain safety and health records.
3. Provide information on issues related to the safety and health of workers.
4. Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials.
5. Collaborate with subject matter experts to institute control or remedial measures for hazardous or potentially hazardous conditions or equipment.

J. Public Programs **100**

1. Assist in designing public or employee safety and health programs and demonstrate the use of safety equipment.
2. Assist in planning "right-to-know" programs regarding hazardous chemicals or other substances.
3. Prepare healthcare training materials and advise communities or institutions regarding safety or health issues.
4. Support the delivery of appropriate training on safety rules, regulations, policies, and procedures.

Approximate Total Hours **3000**

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

DRAFT NEW TRADE
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APPENDIX B
RELATED INSTRUCTION

Safety

1. Use of Personal Protective Equipment (PPE)
2. Fire Prevention Safety
3. First Aid and CPR (6.5 hours)
4. All Applicable OSHA, DOSH, and Department Regulations, Standards and Rules
5. Right-to-Know/Safety Data Sheets (SDS)
6. Sexual Harassment Prevention Training – must comply with section 201-g of the Labor Law

Trade Theory and Science

1. OSHA Training Institute courses, as required.
2. Hazardous Materials Training
3. Machine and Machine Guarding Standards
4. Confined Space Entry
5. Respiratory Protection
6. Biohazards
7. Air Quality
8. Excavation and Trenching
9. Fall Protection
10. Electrical Standards
11. Other OSHA/DOSH Related Training Courses, as required.
12. Other topics, as approved.

Job Skills

1. Computer Skills
2. Verbal and Written Communication Skills
3. Time Management Skills
4. Interpersonal Relationships
5. Customer Service

6. Public Speaking Skills

144 Hours of Related Instruction are Required for Each Apprentice for Each Year.

Appendix B topics are approved by New York State Education Department.

DRAFT