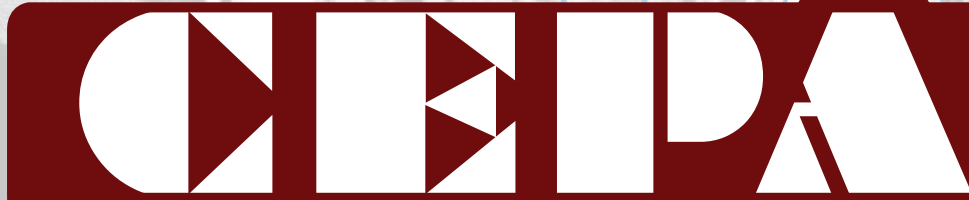


TRAINER GUIDE AND CURRICULUM



"CEPA, a program by Workers Defense Project, teaches workers how to be safer on the job and improve working conditions in construction." —EMILIANO ZAVALA



A **SAFETY** AND **HEALTH** TRAINING IN **CONSTRUCTION**
WORKERS DEFENSE PROJECT / PROYECTO DEFENSA LABORAL

ABOUT US

OSHA's mission

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.



CEPA community centers



Workers Defense Project (WDP) is a membership-based organization that empowers low-income workers to achieve fair employment through education, direct services, organizing, and strategic partnerships.



Fe y Justicia Center is a safe space for low-wage workers to learn about their rights in the workplace, and organize to improve working conditions on the job.



Texas Civil Rights Project (TCRP) promotes racial, social, and economic justice through litigation, education, and social services for low/moderate-income persons least able to defend themselves. TCRP strives to foster equality, secure justice, ensure diversity, and strengthen low/moderate-income communities in Texas.

Acknowledgements

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Training curriculum (2hr)

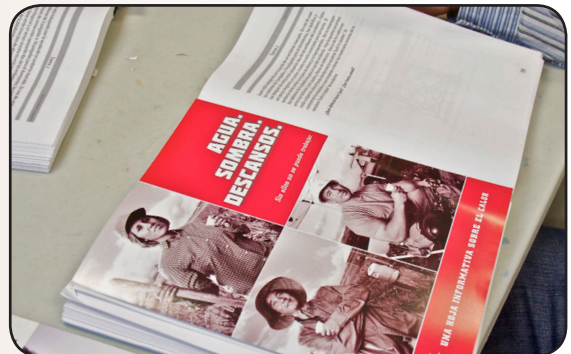
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INTRODUCTION

Educational materials

Use this guide with the following educational materials:

- ☐ **Facilitator Manual**
This will help in the facilitation of each section of CEPA: A Health and Safety Training for Construction.
- ☐ **Worker Manual**
This presents the most important information about construction hazards as well as other tips to better protect oneself. Workers can consult it during and after the training.
- ☐ **Safety Videos**
These present the most important information from each topic of the training. They offer advice to protect oneself and include scenarios for discussion during the training.
- ☐ **Information Sheets (Brochures)**
These summarize the most important information from each topic in the training. They will serve as a resource during and after the training.
- ☐ **Hazard Photos**
These serve as a visual guide during the training.



INTRODUCTION

Other materials

Before giving the training, make sure you have the following:



Technical Equipment

These will help in the facilitation of each section of CEPA: A Health and Safety Training for Construction.



Large Sheets

During small group activities, each group will write out brief responses to discussion questions and present to the class as a whole.



Dry Erase Board

For writing group responses to facilitator questions during the training.



Pens and Notebook at Each Table

For participants' use during the training as necessary.



Safety Equipment

This includes ladders, full-body harnesses, and some examples of Personal Protection Equipment (PPE).



THE TRAINING METHOD

Small group activities

The basic structure of this training is based on Small Group Activity method. The training is divided into four sections, and each section has a common structure:

Small Group Activities

The training always functions with persons working in small groups at each table. The assignments require each group to use their experience, the Workers' Manual, and the Handouts to respond to each scenario presented in the videos and hazard photos.

Reports: Class Presentations

To develop leadership and public speaking abilities, each group will present the results of their group assignment. For each assignment, the groups should choose both a writer and a presenter, whose jobs are to take notes and report to the whole class, respectively.

Facilitator Summary

Before concluding the discussion of the topic, the facilitator offers a summary, emphasizing the key points, and mentioning any topics or points that might have been overlooked during the reports.



THE TRAINING METHOD

The 3 basic exchanges

Learning isn't a one-way street from facilitator to worker. With the Small Group Activity method, the classroom is a place where sharing is learned. Better said, this method is a group learning process that allows each person to share their knowledge. It is based on three exchanges:

From Worker to Worker

This allows the participants to learn from each other, resolving problems in their small groups.

From Worker to Facilitator

This recognizes that facilitators also have a lot to learn, and on many topics any member of the group of workers may have the same or more collective knowledge. This exchange occurs during the reports.

From Facilitator to Worker

This serves to clear up confusions and improve the understanding of key points. This exchange occurs during the Summary.



HOW TO PREPARE FOR TRAININGS

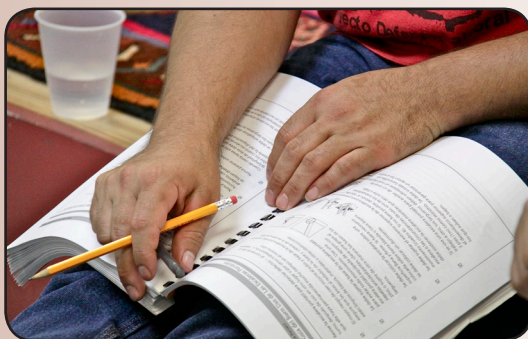
Be prepared before the training

A 2-hour training can be a very efficient way of communicating health and safety information to construction workers. To communicate the information effectively, it's necessary that you prepare yourself and have a real desire to get workers involved in their own health and safety.

In this guide you'll find some tips for facilitators, which can help to animate discussions and enable workers to promote their own safety.

Follow these four steps to prepare yourself:

- Read and familiarize yourself with the Workers' Manual. This manual will help you carry out the training, answer questions, and complete the OSHA requirements.
- Read and familiarize yourself with this Training Guide. This guide will help you carry out the training itself. It has instructions about each section of the training.
- Don't forget to ask that all participants to sign an attendance sheet so that there is a good record of everyone who has received a training.
- Don't forget to inform them all about your worker center, the benefits of becoming a member, and how to get involved in safety trainings.



HOW TO PREPARE FOR TRAININGS

The 4 sections of the Worker Manual

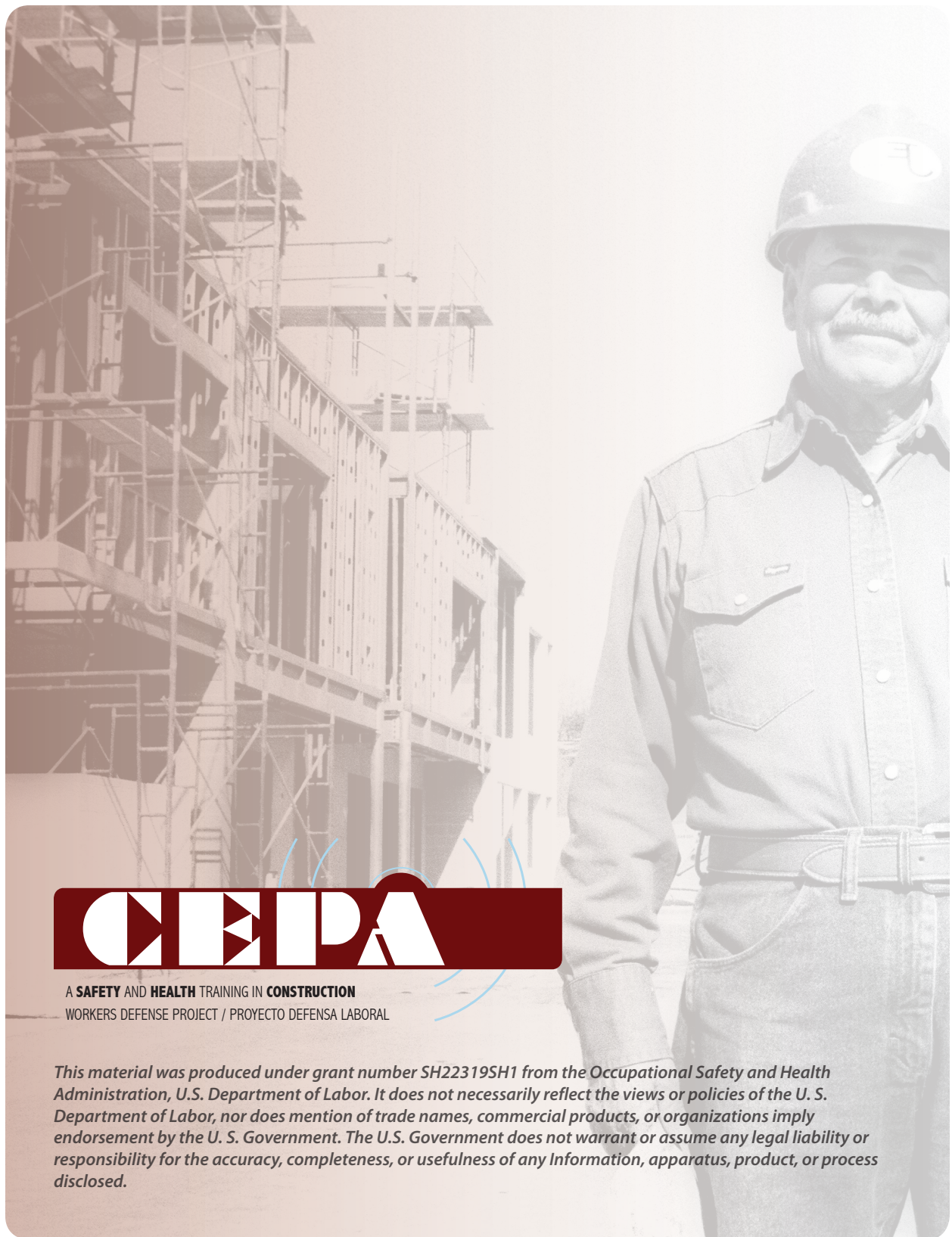
The Facilitator Manual is written in a way that makes the training easy to carry out. It is divided into four 30-minute sections.

- **Controlling Hazards:** Includes a discussion of heat stress and an activity about hazard identification and elimination.
- **Electricity:** Protect Yourself from Electrical Hazards
- **Protection:** Your Rights and Responsibilities under OSHA
- **Falls:** Protect Yourself from Fall Hazards

A common structure:

Each section has the same structure, which is based on the group activity method:

- Each section has a 5-7 minute safety video.
- Each section has two small group assignments. To carry out the training, you will have to lead a discussion in which you should ask questions and inspire the participants to respond.
- There are instructions on how to facilitate each section. The facilitator's instructions appear in bold and black text.
- The possible answers to the questions and main points appear in white boxes with red text.
- At the end of each section there are some facilitator tips to be taken into account.



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