



**TEAMSTERS**

# **Safety & Health FACTS**

Safety and Health Department, International Brotherhood of Teamsters  
25 Louisiana Avenue, NW, Washington, DC 20001 ♦ 202/624-6960 ♦ [ibtsafety@teamster.org](mailto:ibtsafety@teamster.org)

## **SMART MARK CONSTRUCTION TRAINING PROGRAM**

### **Instructions for Purchase and Use**

The purpose of this fact sheet is to provide information about the procedural requirements for participating in the Smart Mark training program. Smart Mark is a safety and health training program that prepares construction industry workers to identify hazards and prevent on-the-job accidents. It was developed and launched in 1998 by the Construction Industry Partnership, a national labor-management committee of seven (7) national contractor associations and fifteen (15) international unions. Each of the fifteen (15) affiliated International Unions oversee the use of Smart Mark materials by their members, including student certificate cards.

### **Price and Availability**

At present, a twelve (12)-module instructor kit (and corresponding student booklets) is available in the Smart Mark program, and several more are being developed. A CD-ROM containing the instructor's overhead transparencies will be mailed with each purchase of a complete 12-module instructor kit. The CD-ROM is not intended as a student's self-study program and may not be purchased separately. The cost of these materials is \$480. Instructor modules will be available individually at a cost of \$40 per module. These materials are copyrighted and may not be reproduced without the permission of the BCTD.

Orders will typically be shipped via UPS ground within five (5) business days of processing. Orders should be submitted 4-6 weeks in advance of a class to ensure that materials will be received on time. For unusual cases when an order must be expedited, the request should be indicated in writing and a UPS account number must be included on the order form.

## Ground Rules

Ground rules have been established for the use of Smart Mark training program materials that all users of the program within the building and construction trades unions are expected to follow (see attached sheet). The International Brotherhood of Teamsters (IBT), along with other international building trades affiliates, is required to serve as the gateway for participation in Smart Mark. Therefore, it is necessary that any user of the program provide information about its intended use and agree to these ground rules:

- ♦ Only instructors who have completed the “trainer course in occupational safety and health standards for the construction industry” (also known as the ‘OSHA 500’ course) may provide the training;
- ♦ Training will only be provided to members of the applying union.

## Ordering

To obtain the Smart Mark modules, the following steps should be taken.

1. Contact the IBT Safety and Health Department to request the Smart Mark order form or download the form. Complete the form and fax or mail it back to the IBT Safety and Health Department.
2. Fax or mail a copy of the completed order form, along with a check to cover the cost of the materials (plus shipping and handling), to:

Building and Construction Trades Department, AFL-CIO  
ATTN: SMART MARK  
815 16<sup>th</sup> Street, N.W., Suite 600  
Washington, D.C. 20006-4104

3. The IBT Safety and Health Department will review the request form, which will then be returned with the authorizing signatures. The training materials will be mailed directly to the instructor by the BCTD. The IBT Safety and Health Department should be contacted should any problems arise with the order.

A checklist is available to help ensure that all the requisite documents are provided.

## Smart Mark Student Certificate Cards

To receive the Smart Mark student certificate cards (bearing the General President’s signature) for each class taught, the following documents must be provided:

1. A copy of the class sign-in sheet (with original attendee signatures), with the name of the student, and his/her local union affiliation, the name(s) of the instructor(s) for that class, and dates of training, clearly written;

2. A completed copy of the “OSHA Outreach Training Program Report” for each class taught, which includes general questions about the content of the course taught by the instructor(s) (see attached); and
3. A copy of the student evaluations completed after each course. These will help determine whether the course is accomplishing its goals and ways in which it might be improved.

The IBT Safety and Health Department must maintain on file a copy of the following documents. These can be provided during initial contact with the Department (one-time only).

1. A copy of the resume or, if not available, the business card, of each instructor who will use the Smart Mark materials; and
2. A copy of each instructor’s OSHA Construction Outreach Trainer card.

### **OSHA 10-Hour Cards**

By completing the 10-hour Smart Mark program, each trained member will be entitled to receive an Occupational Safety and Health Administration (OSHA) 10-hour construction safety and health outreach program card (“OSHA Card”).



To obtain the 10-hour student card, the authorized instructor should send the following information to the Constructions Industry Outreach Program Coordinator at the OSHA Training Institute, 1555 Times Drive, Des Plaines, IL 60018:

- The ‘OSHA Outreach Training Program Report’, which includes general questions about the content of the course taught by the instructor and the student’s names and addresses (for OSHA’s records).

Please note that OSHA requires special permission for classes exceeding fifty (50) students.

Once OSHA receives the report, they will send back a personalized program report, including an instructor ID. This will facilitate future correspondence with the OSHA Training Institute. OSHA will also send out blank 10-hour student cards, which may be completed and sent to the students. It takes OSHA about three weeks to process cards

after they receive the documents requested in the ‘OSHA Outreach Training Program Report.’

Authorization as an instructor will remain active for four (4) years. Before the end of the fourth (4) year, a refresher course (Course 502) should be taken. Instructors who allow their refresher training to lapse will be required to take the OSHA 500 course once again.

Although ‘ergonomics’ is not listed as a subject in OSHA’s 10-hour Construction Safety and Health Outreach Program, the OSHA Training Institute has informed BCTD that ‘ergonomics’ (see Smart Mark modules list) can be included in a 10- (or 30-) hour construction course in place of one of the ‘optional’ topics.

The OSHA Training Institute’s library and resource center contains training videos on a variety of safety and health subjects, which may be borrowed by authorized instructors for use in their courses. These videos may be purchased from their producers should the need arise. The OSHA library may be reached at (847) 759-7736.

### **For Additional Information**

All other questions or requests for additional information related to Smart Mark or the OSHA 10-hour course should be directed to the IBT Safety and Health Department at (202) 624-6960.