



**Builders Trust Field Safety Services has the mission of providing long term, stable, solutions to workers' compensation obligations and liabilities for its participants and the members of the New Mexico Home Builders Association. Our philosophy is to maximize value and to promote safety to our Participants and their employees through various services such as industry safety training. Below you will find a detailed synopsis of the Construction Industry safety courses that Builders Trust Field Safety has to offer. Please review the courses available and contact our Service Center for registration or general questions. Until then please keep in mind...**

**The prevention of accidents and injuries is the responsibility of every employer and each employee.**

**No job is so important that we cannot take time to do our work safely.**

**Safety training is essential for great safety performance.**

**Safe work should be a condition of employment.**

**All exposures can be safeguarded.**

**All injuries can be prevented.**

**Safety is just *Good Business***

# OSHA Construction Industry Training

[\(See Course Guidelines prior to registration\)](#)

## OSHA 10-HOUR Certification (FULL COURSE)

- **Duration** – 10 hours, split over 2 days, at 5 hours each day, including two 10 minute breaks.
- **Focus Audience** – General Staff / Site Worker
- **Materials** – Intro to OSHA Guide / Focus Four Hazards for Construction Guide / 1926 OSHA Pocket Guide
- **Overview** – This course is designed to provide an introduction to OSHA and a basic overview of the most frequently cited and/or violated safety standards within the construction industry. The course is instructed by use of OSHA mandated training materials and covers topics within: Introduction to OSHA, Focus Four Hazards for Construction (Falls, Electrocution, Caught-In, and Struck-By), Personal Protective Equipment, and Health Hazards in Construction. This course will also include the instruction of a selected number of elective topics chosen by the instructor during the course. These elective topics may include, but are not limited to: Excavation & Trenching, Materials Handling & Storage, Hand & Power Tool Safety, Ladder Safety, and/or Scaffold Safety. This course is designed to provide an overview and basic insight to OSHA safety regulations to lower level employees who may be new to the industry, and who are not required to manage others and/or an onsite safety program.

### COST

**\$160.00** (Non-Association Members)

**\$80.00** (Association Members)

**\$40.00** (Builders Trust Participants)

## OSHA 30-HOUR Certification (FULL COURSE)

- **Duration** – 30 hours, split over 4 to 5 days, at 4 to 7.5 hours each day, includes two 10 minute breaks and 1 hour for lunch each day. (Day and time durations vary based on location.)
- **Focus Audience** – Supervisory Staff & Management
- **Materials** – Intro to OSHA Guide / Focus Four Hazards for Construction Guide / CFR 1926 OSHA Construction Industry Regulation Manual
- **Overview** – This course is designed to provide an in depth review of OSHA's 29 CFR 1926, Safety Regulations for The Construction Industry. This comprehensive training course is instructed by use of OSHA mandated training materials and covers topics within: Introduction to OSHA, Focus Four Hazards for Construction (Falls, Electrocution, Caught-In, and Struck-By), Personal Protective Equipment, and Health Hazards in Construction. Beyond these basic topics the instructor will also cover all other major components of the OSHA regulation manual including but not limited topics within: Confined Space, Respiratory Protection, Scaffold Safety, Ladder Safety, Cranes & Rigging Safety, Excavation & Trenching, Fall Protection & Prevention, Electrical Safety, Hand & Power Tool Safety, and Materials Handling. This course is designed to be for management or supervisory personnel whose position requires them to be in charge of other employees, managing on site safety practices, and/or has years of previous industry experience and is taking on more responsibility.

### COST

**\$500.00** (Non-Association Members)

**\$250.00** (Association Members)

**\$125.00** (Builders Trust Participants)

## Construction Safety 10HR (REFRESHER)

- **Duration** – 5 hours, completed in 1 day, including one 10 minute break.
- **Focus Audience** – General Staff / Site Worker (**NOTE:** This course is for employees who have already successfully completed the “FULL” 10 Hour Certification OSHA course within the past 3 years. Those who have not completed the “FULL” 10 Hour OSHA course within the past 3 years, or completed the course more than 3 years prior, are required to attend the “FULL” 10 Hour OSHA course.)
- **Materials** – Focus Four Hazards for Construction / 1926 OSHA Pocket Guide
- **Overview** – An abbreviated version of the “FULL” 10HR course, this “REFRESHER” training will focus on refreshing and updating the student on any OSHA regulatory changes that may have taken place since their completion of the “FULL” course. Core topics will include that of the Focus Four Hazards as a reminder to the student that these are the areas or scopes of work where hazard exposures are highest and thus lead to the most frequently sighted and injuries and illnesses. From there course topics may vary based on any changes or updates have occurred within OSHA’s regulations and/or the industry. Our instructors will do their best to focus these additional topics to the interest of the students present.
- (**NOTE:** For those students who successfully complete this course, only a written letter will be provided from BT that clarifies the student attended and completed the course. No OSHA certificate or certification card will be provided.)

### COST

**\$120.00** (Non-Association Members)

**\$60.00** (Association Members)

**\$30.00** (Builders Trust Participants)

## Construction Safety 30HR (REFRESHER)

- **Duration** – 8 hours, completed in 1 day, including two 10 minutes breaks and 1 hour for lunch.
- **Focus Audience** – Supervisory Staff & Management (**NOTE:** This course is for employees who have already successfully completed the “FULL” 30 Hour OSHA course within the past 3 years. Those who have not completed the “FULL” 30 Hour OSHA course within the past 3 years, or completed the course more than 3 years prior, are required to attend the “FULL” 30 Hour OSHA course.)
- **Materials** – Focus Four Hazards for Construction / CFR 1926 OSHA Construction Industry Regulation Manual / Regulatory Updates
- **Overview** – An abbreviated version of the “FULL” 30HR course, this “REFRESHER” training will focus on refreshing and updating the student on any OSHA regulatory changes that may have taken place since their completion of the “FULL” course. Core topics will include that of the Focus Four Hazards as a reminder to the student that these are the areas or scopes of work where hazard exposures are highest and thus lead to the most frequently sighted and injuries and illnesses. From there course topics may vary based on any changes or updates have occurred within OSHA’s regulations and/or the industry. Our instructors will do their best to focus these additional topics to the interest of the students present.
- (**NOTE:** For those students who successfully complete this course, only a written letter will be provided from BT that clarifies the student attended and completed the course. No OSHA certificate or certification card will be provided.)

### COST

**\$300.00** (Non-Association Members)

**\$150.00** (Association Members)

**\$75.00** (Builders Trust Participants)

# National Safety Council Courses

(See Course Guidelines prior to registration)

## First Aid / CPR

- **Duration** – 6 hours, completed in 1 day, including two 10 minute breaks and 1 hour for lunch.
- **Focus Audience** – All Staff
- **Materials** – NSC Student Handbook & DVD
- **Overview** – Not all first aid and CPR courses are created equal. Many providers don't offer the comprehensive training needed to meet OSHA First Aid Standard 29 CFR 1910.151. Don't put your employees' safety at risk. Every five years, guidelines detailing how rescuers should perform vital first aid and basic life support techniques are updated based on medical research. From OSHA compliance to workplace wellness, effective first aid and CPR training is vital to your organization's safety. This training course will provide students with the most current practices and techniques ensuring that they can support themselves and/or others in a time of need.

### COST

**\$160.00** (Non-Association Members)

**\$80.00** (Association Members)

**\$40.00** (Builders Trust Participants)

## Defensive Driving 4HR

- **Duration** – 4 hours, completed in 1 day, including one 10 minute break.
- **Focus Audience** – All staff who may operate vehicles or mobile equipment on behalf of the employer.
- **Materials** – NSC Student Handbook & DVD
- **Overview** – Motor vehicle collisions are the leading cause of death and injury in the workplace and the cost of a single accident could easily exceed \$1.4 million. A defensive driver safety program can reduce risk and keep people safer on the road. Defensive Driving Safety Training has proven to be an effective solution: To control liability costs associated with work-related vehicle crashes, reduce insurance premiums and fleet repair bills, reduce motor vehicle incident rates, decrease workers compensation claims, improve productivity by keeping employees safe on and off the job, and protecting your brand or company through public perception of your driving practices.

### COST

**\$120.00** (Non-Association Members)

**\$60.00** (Association Members)

**\$30.00** (Builders Trust Participants)

# Focus Safety Courses for High Risk Hazard Exposures

(See Course Guidelines prior to registration)

## 3-Hour Awareness Level Focus Training Topics

### Fall Protection

- **Duration** – 3 hours, completed in 1 day, includes two 5 or one 10 minute breaks.
- **Focus Audience** – All staff who may be exposed to a fall hazard of 6ft. or more in height.
- **Materials** – Fall Protection Student Booklet / Various Other Handouts
- **Overview** – Watching someone slip and fall will usually make us laugh even though we know it may have caused an injury. Most of us have slipped at some point in time ourselves and have lived to talk about it. Unfortunately, there are many people that have fallen and did not live to tell about it. According to the U.S. Department of Labor, falls account for about eight percent of all workplace fatalities and more than 100,000 injuries occur each year as a result of falls. Falls really aren't something to laugh about! This training course will cover the ABC's of Personal Fall Arrest Systems, what fall protection is require (including where and when), the hazards associated with falling objects, general OSHA regulatory standard expectations, and the various components that make up a fall protection or prevention system.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

### Confined Spaces In Construction

- **Duration** – 3 hours, completed in 1 day, includes two 5 or one 10 minute breaks.
- **Focus Audience** – All staff who may be exposed to hazards from or within a confined space.
- **Materials** – Excavation & Trenching Student Booklet / Various Other Handouts
- **Overview** – Construction workers often perform tasks in confined spaces such as pits, manholes, and crawl spaces which are not designed for continuous occupancy and can be very difficult to exit in the event of an emergency. Confined spaces can present life-threatening hazards including toxic substances, electrocutions, explosions, and asphyxiation. These hazards can largely be prevented if addressed prior to entering the space to perform work. This training course is designed to assist employers and employees in understanding the requirements for practices and procedures to protect employees engaged in construction activities at work-sites with one or more confined spaces.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Respiratory Safety

- **Duration** – 3 hours, completed in 1 day, includes two 5 or one 10 minute breaks.
- **Focus Audience** – All staff who may be exposed to respiratory hazards or working environments that create them.
- **Materials** – Respiratory Safety Student Booklet / Various Other Handouts
- **Overview** – Everyday thousands of workers are subjected to airborne contaminants. These different contaminants can cause great harm to the respiratory system and other vital systems if allowed to enter the human body. While the human body has natural defense mechanisms in place, they are no match for the harmful dust, mist, vapors and other airborne contaminants often created in the workplace. In this course students will learn the hazards of these exposures, how these exposures can be created, the PPE that will help protect them against ingestion or inhalation, general safe work practices to minimize exposure, and OSHA regulatory requirements. (NOTE: Crystalline Silica Safety is included within this training course.)

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Excavation & Trenching Safety

- **Duration** – 3 hours, completed in 1 day, includes two 5 or one 10 minute breaks.
- **Focus Audience** – All staff who may be exposed to the hazards of working in or near excavations and/or trenches.
- **Materials** – Excavation & Trenching Safety Student Booklet / Various Other Handouts
- **Overview** – An excavation is any man-made cut, cavity or depression in the earth's surface, formed by earth removal. This includes a trench, which is a narrow type of excavation made below the ground that is deeper than it is wide. Trenches can be up to 15 feet wide. Trenches and excavations are common at many construction sites and are considered one of the most dangerous construction operations. It is estimated that 100 plus deaths per year occur due to cave-ins and other excavation hazards. OSHA requires that workers in trenches and excavation areas be protected. Most fatalities and injuries could be avoided with proper knowledge, utilization of OSHA safety standards and an effective health and safety program. In this training course students will learn the different soil types and how to identify them, the various safety systems available for use to prevent cave-ins, safe work practices for creating and/or working within an excavation or trench, and OSHA regulatory requirements.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Hazard Communications: (Hazard Communication, Safety Data Sheets, & Chemical Labels)

- **Duration** – 3 hours, completed in 1 day, includes two 5 or one 10 minute breaks.
- **Focus Audience** – All staff who may be exposed to a fall hazard of 6ft. or more in height.
- **Materials** – Hazard Communication, Safety Data Sheets, & Chemical Labels Student Booklets / Various Other Handouts
- **Overview** – New 2012 changes to OSHA’s Hazard Communication Standard (29 CFR 1910.1200) are bringing the U.S. into alignment with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), improving safety and health protections for America’s workers. These new revisions to OSHA’s current Hazard Communication Standard, the GHS is expected to prevent injuries and illnesses, save lives and improve trade conditions for chemical manufacturers. The Hazard Communication Standard in 1983 gave the workers the ‘right to know,’ but the new Globally Harmonized System gives workers the ‘right to understand.’ Students who complete this course will be in compliance with the new/updated GHS standards having a better understanding of chemicals they may work with or around, the PPE required to protect themselves, how to read chemical labels and Safety Data Sheets, and the general hazards that chemicals may expose them to.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## *2-Hour Awareness Level Focus Training Topics*

### New Hire Orientation: Construction Safety Orientation & PPE Snap-Shot

- **Duration** – 2 hours, completed in 1 day, includes one 10 minute break.
- **Focus Audience** – All staff who may be new to the construction industry and require an initial, basic understanding of the hazard exposures they may see or be affected by.
- **Materials** – Construction Safety Orientation & PPE Student Booklets / Various Other Handouts
- **Overview** – Working in the construction industry brings with it many challenges and dangers. Your employer is working to ensure you make it home safe and sound at the end of the work day. Whether you are a painter, carpenter, electrician, plumber or roofer, your health and safety is the number one priority at the work site. As an employee, you are faced every day with situations that require prior training, quick decisions and proper actions. This training will discuss a variety of topics and introduce some basic safety rules to help you recognize and prevent hazards at the work site. Your employer will provide more in-depth training on each topic as needed.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Slips, Trips, & Falls In Construction

- **Duration** – 2 hours, completed in 1 day, includes one 10 minute break.
- **Focus Audience** – All staff who may be exposed to hazards of this type within their respective working environments. This training course is good for both field operations and office staff.
- **Materials** – Slips, Trips, & Falls In Construction Student Booklet / Various Other Handouts
- **Overview** – Accidents happen every day. Whether you are at home, work or play there is always the possibility of being involved in an accident and injuring yourself or someone nearby. While most of us “think” about safety when it comes to big tasks or using certain tools or equipment, it is the little things that tend to trip us up and cause the most injuries. This course will cover safe work practices while working on or within work areas where wet surfaces, materials, tools and debris may be present. Topics of discussion will include preventative measures to prevent accidents, falling correctly, and safe work practices for walking and working surfaces.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Personal Protective Equipment

- **Duration** – 2 hours, completed in 1 day, includes one 10 minute break.
- **Focus Audience** – All staff who may be exposed to hazardous materials, tools, equipment, or general operations that could cause bodily harm (injury and/or illness) or death.
- **Materials** – Personal Protective Equipment Student Booklet / Various Other Handouts
- **Overview** – Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment. This course will discuss the various types of PPE available, their intended use(s), how to maintain respective equipment, how to perform a hazard assessment to identify the PPE required, and define party responsibility in providing and wearing the necessary PPE.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)



## Electrical Safety

- **Duration** – 2 hours, completed in 1 day, includes one 10 minute break.
- **Focus Audience** – All staff who may be exposed to hazards from electric shock due to work performed with or near electrical components, panels, circuits, fuses, electrical lines/cables (including extension cords), and tools or equipment.
- **Materials** – Electrical Safety Student Booklet / Various Other Handouts
- **Overview** – With electricity, there is a source of electricity (generating plant), a way to transport it (conductors/power lines) and “pressure” or voltage (provided by transformers) to make the electric current flow to your house or place of employment. While there is more involved with electricity this course will provide the student with a detailed overview of how electricity work, the hazard exposures that are involved with it, define various word and/or terms use to define electrical systems or components, the types of injuries that may result from an electric shock, basic lockout/tagout practices, basic grounding theory, the PPE required to with or near electricity, and general safe work practices to consider in the planning and assessment of safeguarding electrical hazards.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Lockout / Tagout Control of Hazardous Energy

- **Duration** – 2 hours, completed in 1 day, includes one 10 minute break.
- **Focus Audience** – All staff who may be exposed to electric shock, caught-in, struck-by, or environmental hazards from the equipment they are performing maintenance or repairs on, or by entering a space where these conditions may exist.
- **Materials** – Lockout/Tagout Control of Hazardous Energy Student Booklet / Various Other Handouts
- **Overview** – Approximately 3 million workers service equipment and face the greatest risk of injury if lockout/tagout is not properly implemented. Compliance with the lockout/tagout standard (29 CFR 1910.147) prevents an estimated 120 fatalities and 50,000 injuries each year. Workers injured on the job from exposure to hazardous energy lose an average of 24 workdays for recuperation. The Lockout/Tagout standard requires the adoption and implementation of practices and procedures to shut down equipment, isolate it from its energy source(s), and prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed. It contains minimum performance requirements, and definitive criteria for establishing an effective program for the control of hazardous energy. However, employers have the flexibility to develop lockout/tagout programs that are suitable for their respective facilities.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Ladder Safety

- **Duration** – 2 hours, completed in 1 day, includes one 10 minute break.
- **Focus Audience** – All staff who may be exposed to hazards from falls associated with work from ladders.
- **Materials** – Ladder Safety Student Booklet / Various Other Handouts
- **Overview** – Ladders are a very handy tool, both at work and around the home. They are used for tasks such as changing light bulbs and painting, to working at high levels or to reach elevated work areas. Ladders are such simple tools that many people forget the dangers involved when using a ladder. Falls are the leading cause of death in the construction industry and the misuse of ladders is one of the leading causes of fall-related injuries every year. This course will discuss how to identify the proper ladder for the intended use, proper ladder set up, safe work practices while working from the ladder, and general maintenance and inspection techniques.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Scaffold Safety

- **Duration** – 2 hours, completed in 1 day, includes one 10 minute break.
- **Focus Audience** – All staff who may be exposed to hazards from falls associated with erecting, dismantling, or working on scaffold systems.
- **Materials** – Scaffold Safety Student Booklet / Various Other Handouts
- **Overview** – It is estimated that over 2 million workers frequently use scaffolding in the construction field. Statistics show that the number of injuries from scaffold related accidents is an astounding 4,500 or more a year and deaths that occur from such accidents average more than 60 per year. Proper training and protection for all employees that work with or on scaffolds is vital. This training program will focus on supported scaffolds and provide important information to help keep you safe. A supported scaffold is an elevated, temporary work platform(s) supported by rigid, load-bearing members, such as poles, posts, uprights, legs, frames and outriggers. This course will discuss the safe work practices of erection, dismantling, maintenance, and the performance of work from the scaffold surface.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Machine Safeguarding

- **Duration** – 2 hours, completed in 1 day, includes one 10 minute break.
- **Focus Audience** – All staff who may be exposed to hazards from or within a confined space.
- **Materials** – Machine Safeguarding Student Booklet / Various Other Handouts
- **Overview** – Every year workers across the United States suffer from injuries sustained from unguarded or inadequately guarded moving machine parts. The unguarded use of machines can lead to injuries such as: amputations, crushed hands and arms, lacerations, abrasions and blindness. It is estimated that approximately 18,000 injuries and over 800 deaths occur each year among workers who operate and maintain machinery. Knowing the basics of machine safeguarding can prevent you from becoming a statistic. Any machine part, function, or process which may cause an injury must be safeguarded. When the operation of a machine or accidental contact with it can injure the operator or others in the vicinity, the hazards must be either controlled or eliminated. This course will discuss various types of equipment/machines used in typical construction environment, guarding systems for them, how to ensure the maintenance and quality operation of guards that are in place, and general safe work practices when working equipment/machines that require such protective equipment be in place for use.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## Hand & Power Tool Safety

- **Duration** – 2 hours, completed in 1 day, includes one 10 minute break.
- **Focus Audience** – All staff who may be exposed to hazards from or within a confined space.
- **Materials** – Hand & Power Tool Safety Student Booklet / Various Other Handouts
- **Overview** – Hand and power tools are a very common part of our everyday lives. While they are very useful, they can also be very dangerous. Anyone that has had a wrench slip from a bolt and scraped their knuckles or hammered their finger instead of the nail knows the pain that can occur from a simple mishap. Unfortunately, more serious injuries can and do occur with the use of such tools. By being more aware of the possible dangers and hazards of working with such tools and knowing how to protect yourself, you can more easily avoid or eliminate tool-related accidents. This course will cover basic safe work practices of various types of hand and power tools including inspection, maintenance, and proper operation.

### COST

**\$60.00** (Non-Association Members)

**\$30.00** (Association Members)

**\$15.00** (Builders Trust Participants)

## **Course Guidelines To Consider In Registering For or Requesting Training**

- 1) General Training Operations are Monday through Thursday, from 730am to 430pm when held in the Albuquerque area. When conducting training courses outside of Albuquerque, start and end days as well as times may vary based on the location however they will remain closely within the parameters mentioned previously. Builders Trust does not perform training on weekends, holidays, or on week days prior to 730am or after 430pm.
- 2) Requests to perform training outside of the standard mentioned above, or those courses currently being offered by Builders Trust (“Special Request” or “Private” courses), should be provided in advance. A full review of the request will be performed by the Field Safety Services Manager with approval being provided based on compliance with Builders Trust policies, instructor availability, and the availability of other resources.
- 3) A minimum of 10 participant employees (from one or combined) generally must be registered for a course in order for the course to be conducted. Exceptions to hold courses for less than 10 participant employees will be reviewed and approved by the Field Safety Services Manager, on a case by case basis. Builders Trust reserves the right to cancel a course at any time. If a course is cancelled by Builders Trust, regardless of reason, all cost invoiced will be refunded to the participant.
- 4) Cost may be adjusted for a specific course as necessary to accommodate any additional charges Builders Trust may incur in order to conduct and complete the course offered/requested. Additional charges may include but are not limited to: Builders Trust provided food and beverages and/or the service to provide, venue/facility rental fees, rental and/or purchase of specialty equipment and/or training materials, fees associated with student/employee certifications.
- 5) Student/Employee attendance is mandatory for all courses. Any student/employee who misses more than 15 minutes of a course will not receive full credit and thus will not be allowed to complete the course to retain their certification. Student/employees are expected to communicate any personal or work related conflicts with the instructor immediately. Based on this requirement, the instructor will make exceptions as they feel necessary. If a student/employee is removed from the course for lack of acceptable attendance, no refunds will be provided to the participant/employer.
- 6) Participant cancellations must be received by Builders Trust no later than 3 full business days prior to the start date of the course. If notice has not been provided 3 full business days prior a 25% charge of the total course fee for each student/employee registered will be imposed and retained by Builders Trust. If notice of cancellation is provided to Builders Trust on the day of the course, a 50% charge of the total course fee for each student/employee registered will be imposed and retained by Builders Trust. If a student/employee does not show up for the course, and no cancellation request has been placed, 100% of the cost will be retained by Builders Trust. All refunds are subject to review by the Field Safety Services Manager for final approval and disbursement.
- 7) OSHA Construction Industry Training courses are conducted in compliance within OSHA hourly and daily instructional limitations and/or requirements. Flexibility in how these courses are conducted is limited and adjustments are made on a case by case basis. All requests to conduct these courses outside the standard days and/or hours established by Builders Trust will require a minimum advanced notice prior to the dates requested. A formal review of the request will be conducted by the Field Safety Services Manager, and approvals will be provided based on OSHA compliance, Builders Trust policy compliance, instructor availability, and the availability of other resources.

- 8) [National Safety Council courses](#) are conducted in compliance within NSC hourly and daily instructional limitations and/or requirements. Flexibility in how these courses are conducted is limited and adjustments are made on a case by case basis. All requests to conduct these courses outside the standard days and/or hours established by Builders Trust will require a minimum advanced notice prior to the dates requested. A formal review of the request will be conducted by the Field Safety Services Manager, and approvals will be provided based on NSC compliance, Builders Trust policy compliance, instructor availability, and the availability of other resources.
- 9) [Continuing education credits](#) will be provided only for OSHA 10 and 30 hour Certification courses in compliance with OSHA and U.S. Department of Labor guidelines at a 10 to 1 ratio. Please note that not all regulatory agencies recognize Builders Trust specific certifications. Also note that proof of course completion to retain credits will be provided upon request.
- 10) [To register students for currently scheduled courses](#) contact the Builders Trust Service Center to first ensure availability. Courses are capped between 15 and 25 students depending on the course. If space is available you may work with the Service Center Representative to reserve your seat(s), and complete the billing/invoicing process. If space is not available, the Service Center Representative will retain various pieces of information from you and place you on a waiting list for the next available course in your area.
- 11) [Food and beverage services](#) are not provided as standard procedure however if a participant places a request for such services a minimum of 10 days in advance of the training courses start date, Builders Trust will review the request and work with the participant as necessary to accommodate these services. In the event that Builders Trust provides these services an additional charge per will be applied per student registered for the course.
- 12) [Student/Employee conduct](#) is to be common business professional. Any student observed acting in a manner unbecoming of their employer, Builders Trust, or the host facility will be removed from the course indefinitely. Parking, smoking, electronic device use and various other facility or training course courtesy requirements shall be respected and followed to ensure a quality learning environment for all students. Student/Employee participant throughout the course is highly encouraged.

**For questions, comments, concerns or additional support please contact Builders Trust Service Center and/or Field Safety Services.**

**5931 Office Blvd., NM Suite #3  
Albuquerque, New Mexico 87109  
Main Office: (505) 345 – 3477  
Main Fax: (505) 344 – 7245**

**Course Training Calendar**

**[BT Training Calendar](#)**

**WebNet Video Based Training System**

**[WebNet Video Training System](#)**