

**New Jersey/New York
Environmental Worker
Training Consortium**

1997

Student Handbook



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NEW JERSEY/NEW YORK ENVIRONMENTAL WORKER TRAINING CONSORTIUM

Student Handbook Introduction

Congratulations and welcome to the NJ/NY Environmental Worker Training Consortium. The Program has been in operation since 1995, training, supporting and placing young men and women in the construction trades and environmental clean up industry. You have taken the first step toward joining other young men and women who have found challenging and rewarding work in construction/environmental occupations.

Young men and women that enter the Program are part of a very select group. Only one out of 10 are invited to participate in the program. The Program requires hard work and commitment on the part of students. You were selected because we believe you are committed and likely to succeed.

You can feel confident that your CBO and the Program staff are dedicated to helping you reach your goal; completing the program and getting a job in an exciting new and growing industry.

This handbook has been developed to serve as a guide for all Program Participants. Please see your CBO representative if any questions come up anytime during your training.

PLACEMENT:



This program is responsible for providing all training possible to teach you how to search for and secure employment. Although we will be arranging some interviews and opportunities, primarily, the job search and find are your responsibilities. You are responsible for participating fully in all the classroom activities and additional exercises that will prepare you for the world of employment.

All participants must understand that success in job placement is up to them! There is an old fable that relates the moral; Give a man a fish and he'll eat for a day, teach him how to fish and he'll eat for a lifetime. Job placement has a direct relationship on your participation performance in the classes. Job development is done for all participants in the Program. Ultimately, it will be your shining light that gets you the job you seek.

REQUIREMENTS FOR COMPLETION:



At the time of completion of this program, you will have secured records of your High School experience, letters of recommendations from any and all previous employers and a finished copy of your resumé. You will have drafted at least two letters to potential employers to serve as cover letters to your resumé in your job search. You will have completed all the Health & Safety Certificate Courses and completed a post course TABE exam. You will also have taken part in a post course focus group as well as periodic assessment of your progress with your respective CBO.



CLASS ASSIGNMENTS:

Your instructor will be giving you a variety of assignments, some should be completed in class and others to be completed at home. One measure of your progress in the program is your timely completion of all assignments. If you have any difficulty completing course material or do not complete work on time you will be urged to see your instructor immediately.

ATTENDANCE:

Just as an employer, we expect you to be here every day and every day on time! If you must be late or absent for any reason, please contact the school at (212) 727-2224 ext. 125 and leave a message. Also, please keep in mind that there are 2 kinds of absences: excused and unexcused.



EXCUSED:

- Court Appointment
- Social Services Appointment

All excused absences must have documentation and must be approved in advance by the Project Director, Donald Rencher and your CBO.

UNEXCUSED:



- Non-emergency medical/dental visits
- Child Care
- Housing emergencies
- Transportation problems

In keeping with a "job-like" atmosphere, you must call the Program if you will be absent or late regardless of whether an absence is excused or unexcused.

**3 UNEXCUSED ABSENCES OR LATENESSES
MAY BE CAUSE FOR TERMINATION!**

CALL IN PROCEDURE:

If you are going to be late or absent you are required to call the School. If this is an unexcused absence, calling in will not excuse the absence or lateness but the call will be noted in your record and will reflect more favorably on you than not calling at all. The Program answering machine is on at all times, so a message may be left on the machine (212) 886-0125. Keep this telephone number in your wallet at all times.

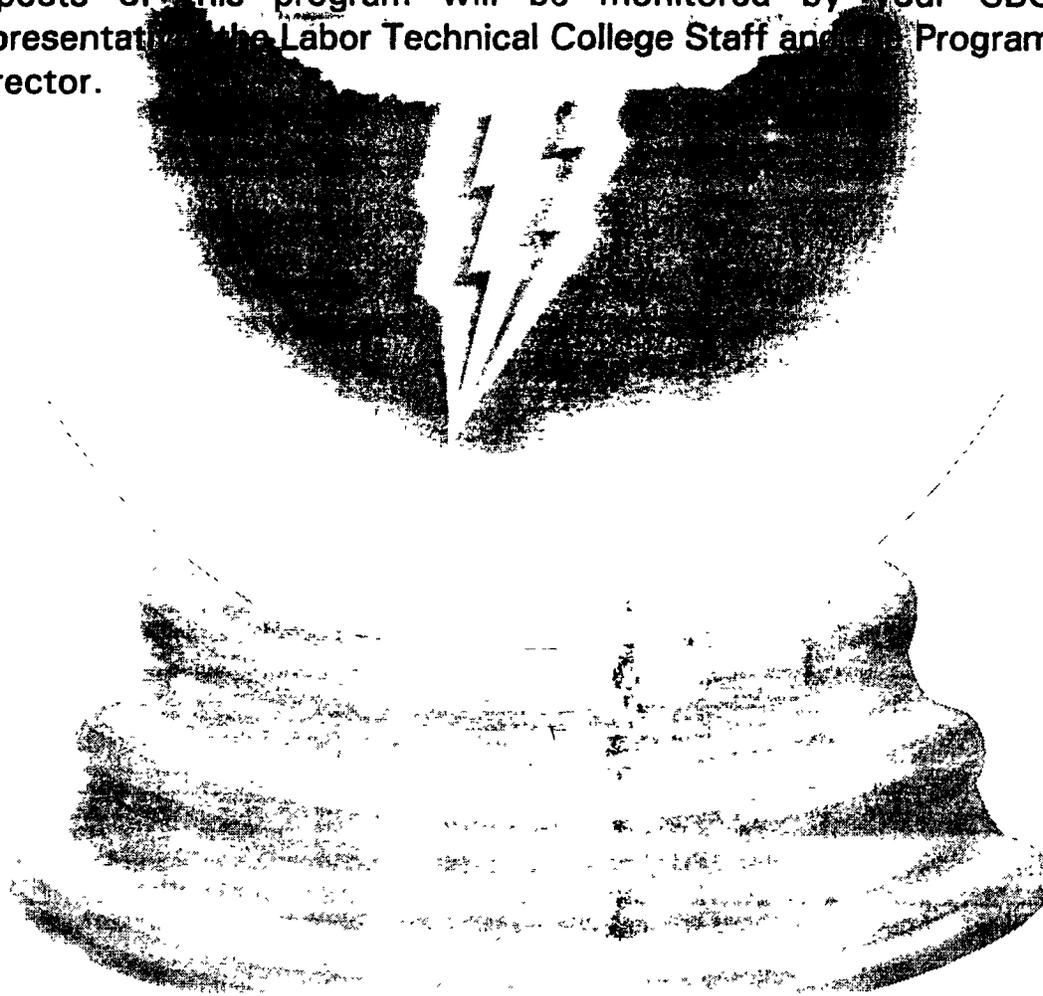


Each month you will receive a report, notifying you of your attendance status. Unlike a "*public school*" environment, a job site is an extremely strict environment. All absences and all latenesses are always counted against you. You need to treat the program as if you were on a regular job site. Excessive absences and latenesses will be cause for termination.

PROBATION:

In order to successfully complete this program, exemplary attendance is important. Therefore, even excessive excused absences may place you on probation.

During the training all participants are subject to probation when they display any excessive *lateness, absence or unprofessional behavior*. This may include *non participation* in required program activities. All program activities are designed to prepare you for work. Therefore, it is important that you understand that all aspects of this program will be monitored by your CBO representative, the Labor Technical College Staff and the Program Director.

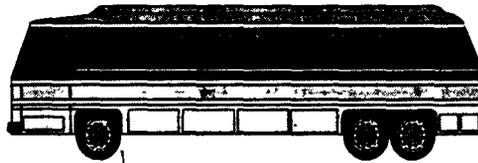


LUNCH:



One ½ Hour lunch break is built into your schedule each day. Lunch is provided for you each day. It will be your responsibility to complete a lunch order form and place it in the lunch order form box by the end of your 1st period (9:05 a.m.). A soda of your choice will also be provided. Again, it is important that your order be handed in at the appropriate time. If you do not hand in your form on time, lunch will not be provided to you that day. Your classroom will serve as your lunchroom and you will be expected to keep it neat and clean.

TRAVEL:



Travel monies will be provided to you on a day to day basis at the end of your day. For record keeping purposes, you will be required to sign out each day in order to receive your travel monies for the next day. You will, of course, be given your monies provided this is accomplished in an orderly fashion as determined by the staff member distributing the travel monies.

RELATIONSHIP WITH OTHERS:



All staff, visitors and fellow students at the Labor Technical College are responsible adults and deserve to be treated as you expect to be treated. Disrespectful and/or sexist behavior will simply not be tolerated and will be cause for probation and/or termination from the Program.



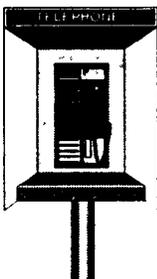
SMOKING:

NEW YORK STATE LAW PROHIBITS SMOKING IN THIS BUILDING!

RESTROOMS - TELEPHONES:



Restroom facilities are available for all students in the classroom corridor. While as an adult you know when you must use the facilities, you should realize that you alone are responsible for all materials covered in class. Therefore, you should limit your restroom use to lunch time and before and after class. No congregating in the bathrooms will be tolerated as well as no smoking.



Pay phones are for your personal use and are located in the outer 2nd floor lobby. Please do not enter the private administrative office areas unless you are invited or instructed to do so.

DRUG FREE & NON-VIOLENT ATMOSPHERE



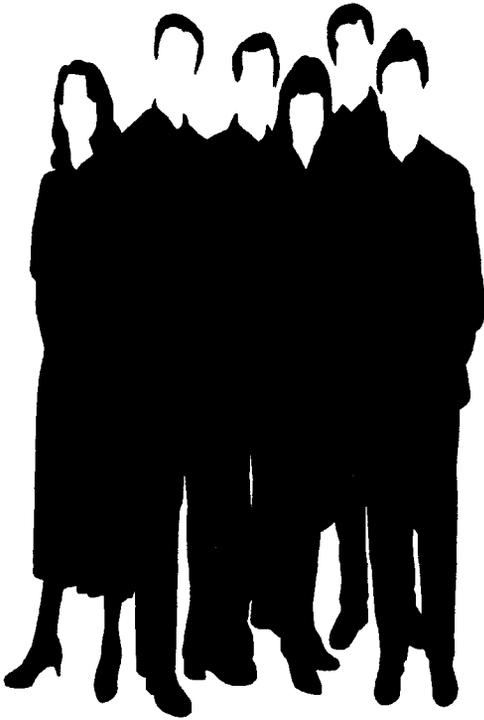
This program requires that you as a student take steps to ensure a drug free and non-violent atmosphere. The program prohibits the use and sale of controlled substances on school premises.

If you are observed attempting to distribute, sell, posses, purchase or use drugs while at the training site or while performing training program activities, you will be immediately terminated!

Further, the program will ***not*** tolerate any fighting, weapons possessions and loud verbal exchanges of words (arguing). Conflicts can be mediated by program staff/personnel at any time.



"HANGING OUT "



There is absolutely no hanging out anywhere in the school. You should either be in class or on your way to or from class. There should be no reason why you should be in the halls during class. Bathrooms are for bathroom use only and not a meeting place.

You and Your CBO:



Every participant in the program is associated with one of the participating Community Based Organizations. Every other week your CBO will sponsor a time when you must attend a workshop at the organization's office. There you will work on personal details toward your resumes and job search activities. You will also participate in group activities that serve to evaluate the program and its progress. This time will be an opportunity for any counseling and guidance that you may need to succeed in the program and in a successful job placement. **Note that this time will vary according to the separate organizations. *Participation is mandatory!*** Once every two weeks you as a student may have a day off in exchange for this required time with your CBO. You will be notified in advance when you must meet with your CBO.

RESOURCES/COUNSELING:



While the Program is very demanding it is supported by Community Based Organizations. If there are any circumstances in your life outside the Program that are preventing you from giving 100% of your best, you must bring it to the attention of your CBO or Program Director. The CBOs who were responsible for recruiting you have long histories of working in your community with other groups and individuals that may be able to be of assistance. In addition, not meeting program requirements may lead to your termination from the program and for this reason reaching out for help early is in your best interest.

This program is very demanding. If you do not meet the program requirements, this may lead to your termination. For this reason, it is in your best interest to reach out for help early if any difficulties arise. Therefore, if there any circumstance in your personal life that prevents you from giving 100% of your efforts to this program, you should bring it to the attention of your CBO or your Program Director. We urge you to contact your CBO representative or your Program Director with any difficulties which may hinder your performance in this program.

CURRICULUM

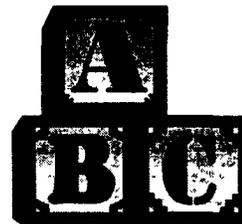
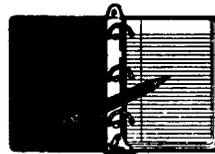
The program consists of seven courses. A brief description of each follows.

MATH & BLUEPRINT READING:



These two courses are taught as one since the practical use of one often overlaps with the other. You will be evaluated as to the level of your math skills and then given lessons and assignments to increase your skills. There will be some preparation toward a GED test. If you are interested in that line of pursuit please contact your instructor. The dominant focus is on the math skills required for the career options on this program. There will be homework and periodic tests.

ENGLISH:



Many job tasks require writing and reading. This course is predominantly geared toward preparation to that end. Additionally, if you are aiming toward your GED, you will be prepared for the reading and writing portions of that test. Again, please contact your instructor if you are interested in pursuing this. Writing letters, basic reports, log entries and forms are all examples of what will be worked on in this class. You will also be writing compositions to an acceptable standard for purposes of communication.

FITNESS:



This course is aimed to prepare students for a career that will be physical in nature. Through stretching, strengthening exercises and the practice of martial arts, you will be able to use your body safely and confidently in your chosen careers.



CAREER GUIDANCE:

This course will acquaint you with the job opportunities for which you are being prepared. You will explore the world of work and come to understand cultural behaviors expected on your job site. You will also examine some difficult challenges for workers just entering the work force. You will prepare resumés, gain an understanding about how to look for work in the various career options and how to interview well for those opportunities. You will hear from guest speakers informing you on the opportunities of the various industries. By the end of the program you should have an understanding of your career choices and a personal preference.

SHOP:



This course is designed to introduce you to the procedures that are involved in working with the materials used in the construction industry to produce useful environments and objects. It will also introduce you to methods which will enable you to modify materials yourselves to build something which is similarly useful.

This course will introduce you to the processes you must learn to do that kind of work and will give you a basic awareness of the skills you will need in order to work safely in an environment which can be demanding on both your mental and physical strengths. It will teach you the skills involved in manipulating tools; and it will teach you to organize your work so that in the end your work will be easier to do.

Along with teaching you the practical elements of working with tools and materials, this course will teach you about drawings and how designers communicate their ideas through the use of the various types of lines drawn on a blueprint. You will learn how to read these drawings and will build some small projects from them. You will also learn how to make drawings using methods similar to the ones used by architects and designers, and using the same measuring procedures which architects, engineers, and construction workers use in the field.

Also included in this course will be a series of classes in welding. As part of heavy construction handled by carpenters, you will take the skills you have developed early in this course and use them to cut steel with a blow torch and to weld with electric arc welding equipment.



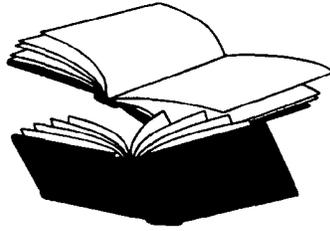
ON SITE CONSTRUCTION:

Once a week half the class will work on large projects as a group. These activities are intended to give you a real sense of what it might be like to work in construction for a full day. The "On Site Construction Days" may take place at the Labor Technical College or they may take place on an actual construction site, depending on a number of factors. Since the location and task is always subject to change, the class will be notified the day before if they need to arrive at a different location.

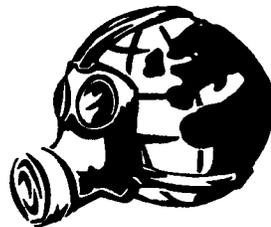
We have made arrangements with "Habitat for Humanity" to work on their site in Jamaica, Queens. We also intend to visit construction sites in Manhattan to see first hand how a site runs. Please come appropriately dressed and prepared on these days for work in construction.

Note that the class will be divided into two groups; "A" week and "B" week. You will be assigned "On Site Construction Days" according to your week. On the opposite week you will have that day off in exchange for your required attendance at your CBO workshops.

GED REFERRAL:



Those of you who wish to earn a GED will meet with a designated instructor for counseling. Your course work will be evaluated and your individual progress assessed as to your level of readiness for the test. You will be referred either to an extra class for further preparation or directly to the testing centers on an individual basis. To fully prepare yourself for the GED you may be required to assume additional work assignments.



HEALTH AND SAFETY:

With the growing environmental clean-up opportunities, as well as a significant increase in health and safety regulation, we have selected courses that provide you with today's more marketable training/experience. Upon successful completion of each of these health and safety courses, you will be certified and/or licensed (where applicable) in the areas of study, and may seek employment in these cutting-edge fields.

Though the courses are spread out during the program, the five integrated weeks of health and safety training will be intense. ***PERFECT attendance, dedication and participation*** are required to successfully complete these courses, and enable you to receive your certifications/licenses. **YOU CANNOT MISS ANY PORTION OF THESE CLASSES.** The attainment of the certifications/licenses can affect your preferred status for employment opportunities.

THE FOLLOWING WILL BRIEFLY DESCRIBE THE COURSES CHOSEN FOR THE PROGRAM:



40 HOUR HAZARDOUS WASTE SITE WORKER - This is a general site worker course that meets the EPA and OSHA requirements for a certification under Standard 29 CFR 1910.120 and/or 29 CFR 1926.65. This certification will enable you to work on a construction site classified as Hazardous Waste Site. This certification must be renewed annually, by attending a one day Hazardous Waste Refresher Course.

32 HOUR LEAD ABATEMENT - A new OSHA standard for construction workers, who come into contact with lead, has been recently issued. The standard requires that all those workers be trained. In addition, H.U.D. has mandated that all lead paint surfaces in public schools and housing be abated. The certification attained from this course could be the footing for advanced training in the growing field of environmental abatement work or inspection/supervisory positions.





32 HOUR AHERA ASBESTOS ABATEMENT COURSE -

EPA, NESHAPS, and AHERA requirements are all met in this specialty course. With successful completion of the course and both NYS and NYC Asbestos Abatement Exams, you will be able to work on any site deemed as an asbestos abatement job. An annual refresher is required.



24 HOUR CONFINED SPACE - This course training meets the OSHA Standard for Confined Space 1910.146. Developed to address the astronomical number of accidents and deaths caused by lack of information and training as to the hazards and identification of a confined space.

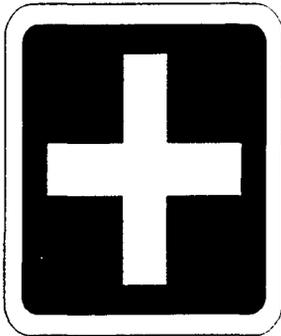


10 HOUR OSHA CONSTRUCTION SAFETY -

This course was designed for the areas of the construction trades. Due to the significant increase in OSHA fines and the elevated insurance premiums, contractors may be more apt to hire workers with this safety certification.



8 HOUR C.P.R. - This course delivers a certification in compliance with the National Safety Council and The American Heart Association for Cardio Pulmonary Resuscitation. The certification may not only be a serviceable part of your future resume but, may also help you save a life!



FIRST AID

8 HOUR FIRST AID - This National Safety Council approved course offers vital training of first aid, that should be known by everyone. Injuries are so common that it is more than likely that you will be present at the time of an accident or emergency, and you should be prepared! A certification through the National Safety Council is attainable, and should be expressed on a resume.

JOB CLUB:

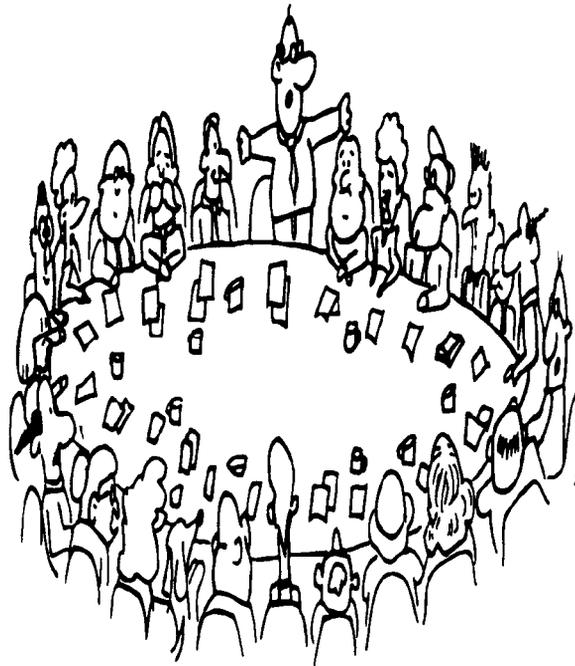


The last few weeks of the program will be entirely devoted to the job search process. Depending on the career you have chosen, you will participate in a variety of activities aimed to help you find employment.

MEET THE GRADUATES CAREER NIGHT:

There will be one day in the middle of the semester when you will be excused from daytime classes and will be required to attend this evening event.

During this time, graduates from last year's class will discuss their experiences at work and what they learned in this program. Following a presentation, you and the graduates will meet to talk with your CBO groups and simple dinner will be served.



GRADUATION & YEARBOOK:



You will be invited to participate in the planning of this event. Your help will be needed to choose class representatives. Any and all ideas you may have should be submitted to the Yearbook Committee. At the end of your training there will be a graduation.

New Jersey/New York Environmental Worker Training Consortium

Participating Organizations

The New York District Council of Carpenters
Labor Technical College
395 Hudson Street
New York, New York 10014
(212) 727-2224

Richard E. Dwyer, Director Extramural Programs
Rebecca Lurie, Curriculum Coordinator
Rosalie Kolarik, Administrative Assistant

The New York City
Environmental Justice Alliance
271 West 125th Street, Suite 303
New York, New York 10027
(212) 866-4120

Michelle DePass, Executive Director
Donald Rencher, Program Director

Hunter College Center for Occupational
and Environmental Health
425 East 25th Street, Box 612
New York, New York 10010
(212) 481-8790

Dan Kass, Director

**El Puente
211 South Fourth Street
Brooklyn, New York 11211
(718) 387-0404**

John Fleming, Community Development Coordinator

**Magnolia Tree Earth Center
677 Lafayette Avenue
Brooklyn, New York 11216
(718) 387-2116**

**Sophie Johnson, Executive Director
Pamena Neal, Assistant Program Director**

**South Bronx Clean Air Coalition
c/o Labor Sherman Day Care Center
920 Sherman Avenue
Bronx, New York 10451
(718) 585-6580**

Gywnn Smalls, Program Director

**West Harlem Environmental Action, Inc.
271 West 125th Street, Suite 211
New York, New York 10027
(212) 961-1000**

Luis Benitez, Youth Coordinator

1997

Class Schedule

for

Cycle II
of
Pre-training Grants

1997

February

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	3	4	5	6	7	8
9 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	10 H A starts Orientation Orientation Math Lunch Shop Shop Car. Guid.	11 Math Fitness Car. Guid. Lunch Shop Shop Shop	12 Math Fitness Car. Guid. Lunch Shop Shop English	13 Math Fitness Car. Guid. Lunch Shop Shop Shop	14 Fitness Shop Lunch Math English English	15
16 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	17 President's Day No School	18 Math Fitness Car. Guid. Lunch Shop Shop English	19 Math Fitness Car. Guid. Lunch Shop Shop English	20 OSHA all day	21 OSHA all day	22
23 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	24 Site Construction for "B"	25 Fitness Shop Shop Lunch Math Car. Guid. English	26 Fitness Shop Shop Lunch Math Car. Guid. English	27 Math Fitness Car. Guid. Lunch Car. Guid. Shop Shop	28 Fitness Shop Shop Lunch Math English English	

1997

March

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 Site Construction for "B"					1
2 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	3 Site Construction for "A"	4 English Fitness Car. Guid. Lunch Math Shop Shop	5 Math Fitness Shop Lunch Shop English Car. Guid.	6 English Fitness Car. Guid. Lunch Math Shop Shop	7 Math Fitness Car. Guid. Lunch Shop Shop English	8
9 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	10 Site Haz Mat all day	11 Haz Waste all day	12 Haz Waste all day	13 Haz Waste all day	14 Haz Waste all day	15
16 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	17 Site Construction for "B"	18 Math Fitness Car. Guid. Lunch Shop Shop English	19 Math Fitness Car. Guid. Lunch Shop Shop English	20 Math Fitness Car. Guid. Lunch Shop Shop Shop	21 Math Fitness Car. Guid. Lunch Shop Shop English	22
23 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	24 Site Construction for "A"	25 English Fitness Car. Guid. Lunch Math Shop Shop	26 Meet the Graduates Career Night all daytime classes cancelled	27 Math Fitness Shop Lunch Shop English Car. Guid.	28 Good Friday no classes	29

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April

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Math Fitness Car. Guid. Lunch Shop Shop English	2 Math Fitness Car. Guid. Lunch Shop Shop English	3 Math Fitness Car. Guid. Lunch Shop Shop English	4 Math Fitness Car. Guid. Lunch Shop Shop English	5
6 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	7 Monitoring all day	8 Asbestos all day	9 Asbestos all day	10 Asbestos all day	11 Asbestos all day	12
13 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	14 Site Construction for "A"	15 Math Fitness Car. Guid. Lunch Shop Shop English	16 Math Fitness Car. Guid. Lunch Shop Shop English	17 Math Fitness Car. Guid. Lunch Shop Shop English	18 Math Fitness Car. Guid. Lunch Shop Shop English	19
20 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	21 Site Construction for "B"	22 Confined Space all day	23 Confined Space all day	24 Confined Space all day	25 Math Fitness Car. Guid. Lunch Shop Shop English	26
27 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	28 Site Construction for "A"	29 Math Fitness Shop Lunch Shop English Car. Guid.	30 Monitoring all day			

1997

May

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Monitoring all day	Monitoring all day	
4 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	5 Construction Site for "B"	6 Lead all day	7 Lead all day	8 Lead all day	9 Lead all day	10
11 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	12 Construction Site for "A"	13 Math Fitness Car. Cuid. Lunch Shop Shop English	14 Math Fitness Car. Cuid. Lunch Shop Shop English	15 Math Fitness Car. Cuid. Lunch Shop Shop English	16 Math Fitness Car. Cuid. Lunch Shop Shop English	17
18 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	19 Construction Site for "B"	20 Monitoring all day	21 Monitoring all day	22 Math Fitness Car. Cuid. Lunch Shop Shop English	23 Graduation! Math Fitness Car. Cuid. Lunch Shop Shop English	24
25 8:00-9:05 9:10-10:15 10:20-11:25 11:30-12:00 12:05-1:10 1:15-2:20 2:25-3:30	26 Memorial day no classes	27 Math Fitness Car. Cuid. Lunch Shop Shop English	28 Math Fitness Car. Cuid. Lunch Shop Shop English	29 Math Fitness Car. Cuid. Lunch Shop Shop English	30 Math Fitness Car. Cuid. Lunch Shop Shop English	31

1997

June

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Construction Site for "A"	3 Math Fitness Car. Guid. Lunch Shop Shop English	4 Math Fitness Car. Guid. Lunch Shop Shop English	5 Math Fitness Car. Guid. Lunch Shop Shop English	6 Math Fitness Car. Guid. Lunch Shop Shop English	7
8	9 Construction Site for "B"	10 Job Club	11 Job Club	12 Job Club	13 Job Club	14
15	16 Construction Site for "A"	17 Job Club	18 Job Club	19 Job Club	20 Job Club	21
22	23 Construction Site for "B"	24 Job Club	25 Job Club	26 Job Club	27 Graduation!	28
29	30					