

Minority Worker Training Program Breakout Session May 3, 2011



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The National Institute of Environmental Health Sciences

Minority Worker Training Program Meeting Topics

- Welcome
- MWTP Program Plan for 2011-2012
- Tutorial on the Curricula Catalog
- Awardee Program Updates
- Strategies to Expand Funding from Other Sources
- Workforce Development Issues including:
 - Preparing for the workplace and employment forecast next 5 years in green jobs and in construction
- Partnering with employers, what are they looking for?

Minority Worker Training Program



CPWR St. Paul, MN



Dillard HBCU Consortium



The National Institute of Environmental Health Sciences

2010-2014 Minority Worker Training Awardees

- **Center for Construction Research and Training**
 - New Orleans, LA; St. Paul, MN; and East Palo Alto, CA.
- **OAI**
 - Chicago, IL; Dallas, TX; and Wyandotte County, KS/Eastern Jackson County, MO.
- **University of California, Los Angeles**
 - Los Angeles, CA and Seattle, WA
- **University of Medicine and Dentistry of New Jersey**
 - Newark, NJ and New York City, NY
- **Dillard University**
 - New Orleans, LA; Atlanta and Savannah, GA, and Detroit, MI.

15 Communities

WETP Program Plan 2010/2011

- **Minority Worker Training Program**

- **Goal 1:** Promote and expand the program by leveraging resources and teaching others how to leverage resources.

- **Action Steps:**

- Package the MWT program training model and encourage others to adopt it via webinars
- Explore ways to document the program's success in placement of trainees for long term career employment. Can we use existing evaluations to help this effort?
- Continue and expand current activities with Blue -Green Alliance
- Showcase the MWT program at upcoming meetings/conferences
- Reach out to partner with major contractors/corporations

WETP Program Plan 2010/2011

- **Minority Worker Training Program (cont)**
 - **Goal 2:** Increase the diversity of trainees to include Native Americans, and other minority groups
 - **Action Steps:**
 - Encourage expanded relationships between awardees and minority organizations
 - Leverage the alliances the awardees have with other minority groups (Jefferson State Community College, PETE, Rail workers).
 - **Goal 3:** Explore new evaluation methods to document the program's success
 - **Action Steps:**
 - Promote Evaluation workshop – scheduled for fall 2012

Using the
Worker Education and Training Program
Curricula Catalog

What is the Worker Education and Training Program DMS?

The DMS is a web-based application designed to allow the WETP awardees from across the country to view, insert, delete, and edit projected and actual training and student demographic data, progress report material, and curricula information and materials stored in the WETP database via the internet.

The Curricula Catalog is part of the DMS.

Uploading Curricula

- Click on the *Curricula Catalog* tab on the top navigation menu.
- The Curricula Catalog Menu will be displayed.



Use this screen to navigate to different curricula catalog functions. 

Click on the Browse Catalog link to go to the public curricula catalog.

Click on Add New Course link to add new course curricula and materials.

Click on the Curricula Catalog Editor link to Add/Edit/Delete/Modify course curricula.

Click on the Add New Curricula Data Coordinator link to add a curricula data coordinator.

Click on the Edit Curricula Data Coordinator link to edit information about an existing curricula data coordinator.

[Curricula Catalog Editor](#) [Add New Course](#) [Browse Curricula Catalog](#)

[Add Curricula Data Coordinator](#) [Edit Curricula Data Coordinator](#)

Overview of How To Add Curricula

1. Click the *Add New Course* link on the Curricula Catalog menu.
2. Enter all required fields on the Course Add screen.
3. You can switch between TABs as needed.
4. Click *Save Changes* to save the course record in the database.
5. Add a course material record using the Course Materials TAB.
6. Upload the files that are associated with the course material.

Curricula Catalog Course List Screen

Main Menu		Add New Course						
ID	Curricula Title	Course Type	Status	Org Name	Course Last Updated	Material Last Updated	Material Edit	
69	(101) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course	Basic Superfund Site Worker	Active	The New England Consortium	2007-08-16	2002-10-18	Material List (1)	✗
2144	(102) 8-Hour Hazardous Waste Site Worker Health and Safety Refresher Course 2006-2007	Site Worker Refresher	Active	The New England Consortium	2007-08-16	2007-08-16	Material List (1)	✗
2565	(102) 8-Hour Hazardous Waste Site Worker Health and Safety Refresher Course 2007-2008	Site Worker Refresher	Active	The New England Consortium	2008-04-15	2008-03-24	Material List (1)	✗
1544	(210) 8-Hour Worker Centered Pollution Prevention	Pollution Prevention	Active	The New England Consortium	2007-08-16	2006-06-08	Material List (1)	✗
2584	(301) 8-Hour Emergency Response Refresher	Emerg. Resp. Refresher	Active	The New England Consortium	2008-03-24	2008-03-24	Material List (1)	✗
70	(302) 24-Hour Emergency Responders Basic Health & Safety Course	Emerg. Resp. Basic Oper.	Active	The New England Consortium	2007-08-16	2003-10-22	Material List (1)	✗
2564	(304) 8-Hour Emergency Responder All Hazards Awareness Training	Emerg. Resp. Awareness	Active	The New England Consortium	2008-03-24	2008-03-24	Material List (1)	✗
2845	10 CFR 851 Final Rule A Worker's Guide	Final Rule Awareness	Active	UNITED STEELWORKERS OF AMERICA	2010-07-27	2010-06-24	Material List (1)	✗

Course Edit Screen

[Main Menu](#)

[Course Listing](#)

Course Edit Screen

NOTE: This screen is divided into multiple TABs. You can navigate from TAB to TAB, and then click 'Save Changes' to save all information that is on all of the TABs.

COURSE DETAILS

COURSE CONTACT

COURSE DELIVERY

COURSE MATERIALS

Course Title: (101) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course
LAST MODIFIED: 08/16/2007

 Indicates Required field.

Course Title: (255 chars max.)  

(101) 40-Hour Hazardous Waste Site for Personnel Basic Health & S

Course Type:  

Basic Superfund Site Worker

Description: 

The course responds to the OSHA 1910.120 requirements for 40-hour health and safety training of workers employed at abandoned waste sites. Topics covered include hazard recognition, physical and chemical properties of hazardous materials, safety basic

Consortia:

New England Consortium

Training Provider:  

The New England Consortium

Course Materials Tab

COURSE DETAILS COURSE CONTACT COURSE DELIVERY **COURSE MATERIALS**

Course Title: (101) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course
LAST MODIFIED: 08/16/2007

 Indicates Required field.

Click on title to 'edit' or click on 'delete' icon () to delete the material item and ALL associated files.

NOTE: Before clicking on any of the links to 'Add,' 'Edit,' or 'Delete' course material(s) on this Tab, you MUST save any changes on the Course Details, Course Contact, and/or Course Delivery Tabs that you have made.

[Add New Course Material](#) 

Title of Item	Type	File Count	Active
Hazardous Waste Site Workers Basic Health & Safety	Manual	4	Yes 

This tab is a listing of all course materials that are associated with this course. Click on the 'Item Title' links to edit that item.

Course Materials Details Screen

MATERIAL DETAILS	MATERIAL FILE LIST
-------------------------	--------------------

Course Title: [\(101\) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course](#)
LAST MODIFIED: 08/16/2007

Material Title: Hazardous Waste Site Workers Basic Health & Safety
LAST MODIFIED: 10/18/2002

 Indicates Required field.

Material Title: (255 chars max.)  

Hazardous Waste Site Workers Basic Health & Safety

Material Type:  

Manual

Description: 

Hazardous Waste Site Workers Basic Health & Safety Course: STUDENT MANUAL
UMASS Lowell Edition 3.1

Notes: 

Item Provided By:  

Clearinghouse

CAUTION: If you upload any course material that is to be available for download on WETP.ORG site, you MUST select "Clearinghouse."

Other Provider: 

Course Materials File List Tab

MATERIAL DETAILS MATERIAL FILE LIST

Course Title: [\(101\) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course](#)
LAST MODIFIED: 08/16/2007

Material Title: Hazardous Waste Site Workers Basic Health & Safety
LAST MODIFIED: 10/18/2002

This page provides a listing of all files that are associated (i.e., comprise) the chosen course material. Click the file name to view that file. Click the 'delete' (✖) icon to delete the file.

[Add New File](#) ?

File Name	File Size	File Date	Section 508 verified?	
 40-hr._HAZWOPER_Health_and_Safety_2002.pdf	4132 KB	10/18/2002		✖
 alumni.frm	3 KB	05/17/2001		✖
 ER01_entire.pdf	4067 KB	06/27/2001		✖
 _test.pdf	6 KB	07/20/2009	Yes	✖

File Upload Screen

UPLOAD FILE

Course Title: [\(101\) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course](#)
LAST MODIFIED: 08/16/2007

Material Title: [Hazardous Waste Site Workers Basic Health & Safety](#)
LAST MODIFIED: 10/18/2002

 Indicates Required field.

To upload a file, mouse-click on the browse button, and select the file to be uploaded:

Choose File to upload: 

File Title: *(255 chars max.)* 

File Description:

Is this file Section 508 compliant? 

Introduction to Section 508



What is Section 508?

Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals.

The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 agencies must give disabled employees and members of the public access to information that is comparable to the access available to others.

Why 508

- Because it is the Law
- It is a good practice to make your materials available for everyone regardless of disability

Frequent Questions about 508

- Is this part of the Americans with Disabilities Act?
 - *No they are different laws*
- Is this related to, or the same as, the World Wide Web Consortium's Web Content Accessibility Guidelines
 - They are not the same, but they are related
- What's the difference between accessibility and usability?
 - 508 addresses the accessibility of information, it is no guarantee of practical usability.
- Are there certain agencies exempt from this legislation?
 - *No*

Frequent Questions about 508

- What does Section 508 apply to?
 - All materials developed for the Internet and IT
 - PDFs
 - Websites
 - PowerPoint
 - Word Documents
 - E-mail
 - Computer Applications
 - Telecommunications Equipment

Tools and Checklist

- HHS Checklist (<http://www.hhs.gov/web/508/checklists/index.html>)
 - Word Documents
 - PDF Files
 - Adobe has an accessibility checking feature
 - Multimedia Files (videos, audio clips, webinars, podcast)
 - HTML
 - Web Accessibility Evaluation Tool - WAVE (<http://wave.webaim.org/>)
 - PowerPoint
 - Excel
- NonVisual Desktop Access (NVDA)
 - is a free and open source screen reader for the Microsoft Windows operating system



Things to look for

- PDF/WORD Files
 - Document properties for Title, Author, Subject, Keywords, and Language are properly filled out.
 - All Comment and Markup items are deleted.
 - No hidden data is present.
 - Color is not the only method used to convey important information.
 - There are no flashing/flickering or animated elements.
 - Alternative text
 - Images, charts and Data tables identify row and column headers.
 - Tables
 - Row and column headers
 - Read left to right
 - No merged cells
 - hyperlinks are active and use the fully-qualified URL,
 - e.g., <http://www.hhs.gov/> (not simply www.hhs.gov).
 - Delete or remove tracked changes



PDF

- Advanced → Accessibility → Full Check

Accessibility Full Check

Report and Comment Options

Create Accessibility Report Folder: \\mdbcomm\data\USER\pjones\My Documents

Include repair hints in Accessibility Report

Create comments in document

Page Range

All pages in document Pages from to

Checking Options

Name:

Alternative descriptions are provided

Text language is specified

Reliable character encoding is provided

All content is contained in the document structure

All form fields have descriptions

Tab order is consistent with the structure order

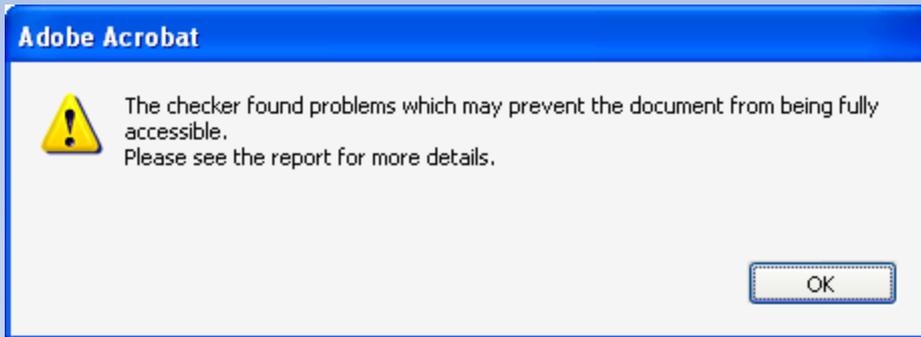
List and table structure is correct

Disclaimer

The Accessibility Checker can help you identify areas of your documents that may be in conflict with Adobe's interpretations of the referenced guidelines. However, the Accessibility Checker does not check all accessibility guidelines and criteria, including those in such referenced guidelines, and Adobe does not warrant that your documents will comply with any specific guidelines or regulations.



PDF



Dialog box indicating you have accessibility errors in your file



Example Accessibility Report



Common Issues

- No Language selected
 - See the document properties
- Missing Alt text
 - Add descriptive alternative text to all non text elements on the document
- Tab order may be inconsistent with structure order
 - view touch up reading order and re-order the tags



Websites

The screenshot shows the WAVE website interface with several key sections and annotations:

- Header:** Includes the WAVE logo, a search bar for "Web page address...", and navigation links like "skip navigation", "about", "contact/feedback", "english", and "español".
- Welcome to WAVE:** A brief introduction to the tool.
- Enter a web site address:** A form with the URL "http://www.niehs.nih.gov/" and a "WAVE this page!" button. A blue arrow points from the text "Test a published page" to this button.
- Upload a file:** A section with a "Choose File" button and a "WAVE this file!" button. A blue arrow points from the text "Test a file on your computer" to this button.
- Check HTML code:** A text area for pasting HTML code and a "WAVE this code!" button. A blue arrow points from the text "Copy and paste your code and test it here" to this button.
- WAVE Blog:** A sidebar with recent blog posts like "WAVE Downtime" and "WAVE Updates".

Test a published page

Test a file on your computer

Copy and paste your code and test it here

Screen capture of <http://wave.webaim.org/> website



Websites

WAVE report of National In... x

← → ↻ wave.webaim.org/report?url=http://www.niehs.nih.gov/&js=2

skip navigation | about | contact/feedback | english | español

WAVE
web accessibility evaluation tool

http://www.niehs.nih.gov/ WAVE this page!
or upload a file

Errors, Features, and Alerts Structure/Order Text-only Outline icons key toolbar help blog

WAVE has detected no accessibility errors
...but you must still check your page to ensure it is actually accessible.
The following are present in the head section or apply to this page in general:

[disable styles](#)

National Institutes of Health · U.S. Department of Health and Human Services

NIEHS

Search

HEALTH & EDUCATION

- Environmental Health Topics
- Public Health Impacts
- For Health Professionals
- Science Education
- Kids' Pages

RESEARCH

- At NIEHS - Intramural
- Funded by NIEHS - Extramural
- Resources for Scientists
- Clinical Research
- National Toxicology Program
- Research Topics

FUNDING OPPORTUNITIES

- Contracts & Acquisitions
- Grants
- Recovery Act

The National Institute of Environmental Health Sciences

Your Environment. Your Health.

The mission of the NIEHS is to reduce the burden of human illness and disability by understanding how the environment influences the development and progression of human disease.

News

- Five NIH Leaders Elected to the Institute of Medicine - October 18, 2010
- University of Louisville to Host Community Forum on Social and Environmental Determinants of Health - October 8, 2010
- Children, Males and Blacks are at Increased Risk for Food Allergies - October 4, 2010

Breast Cancer Awareness Month

Breast Cancer Awareness Month. Illustration of a pink

Screen capture of <http://wave.webaim.org/> website after it has run the accessibility checking function



When to call us for assistance

- If you have run the testing reports and can't resolve the issue
- Common errors to send us
 - Element with alternate test but no page content
 - None of the comments or other types of annotations on this page are contained in the structure tree
 - Lbl or Lbody element with no LI parent



Need Assistance?

Contact Lynn Albert for DMS or Curricula Catalog assistance

- Telephone: 919-794-4709
- Email: albert2@niehs.nih.gov

Contact Manfred Stanfield for Curricula Catalog assistance

- Telephone: 919-794-4704
- Email: stanfie1@niehs.nih.gov

Contact Patrick Jones for 508 assistance

- Telephone: 919-251-6137
- Email: pjones@michaeldbaker.com

Minority Worker Training BProgram Meeting Topics

- Awardee Program Updates
- Strategies to Expand Funding from Other Sources
- Workforce Development Issues including:
 - Preparing for the workplace and employment forecast next 5 years in green jobs and in construction
- Partnering with employers, what are they looking for?

NIEHS Contacts

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www site: www.niehs.nih.gov/wetp/home.htm

MWTP Program Issues

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Albert2@niehs.nih.gov

919-794-4709

DMS Issues