

# CONSTRUCTION CAREER DAY



**EVENT PLANNING TOOLKIT**  
Overview and Guidelines for a  
Safe and Successful Event.



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# CONSTRUCTION CAREER DAY

## An Overview

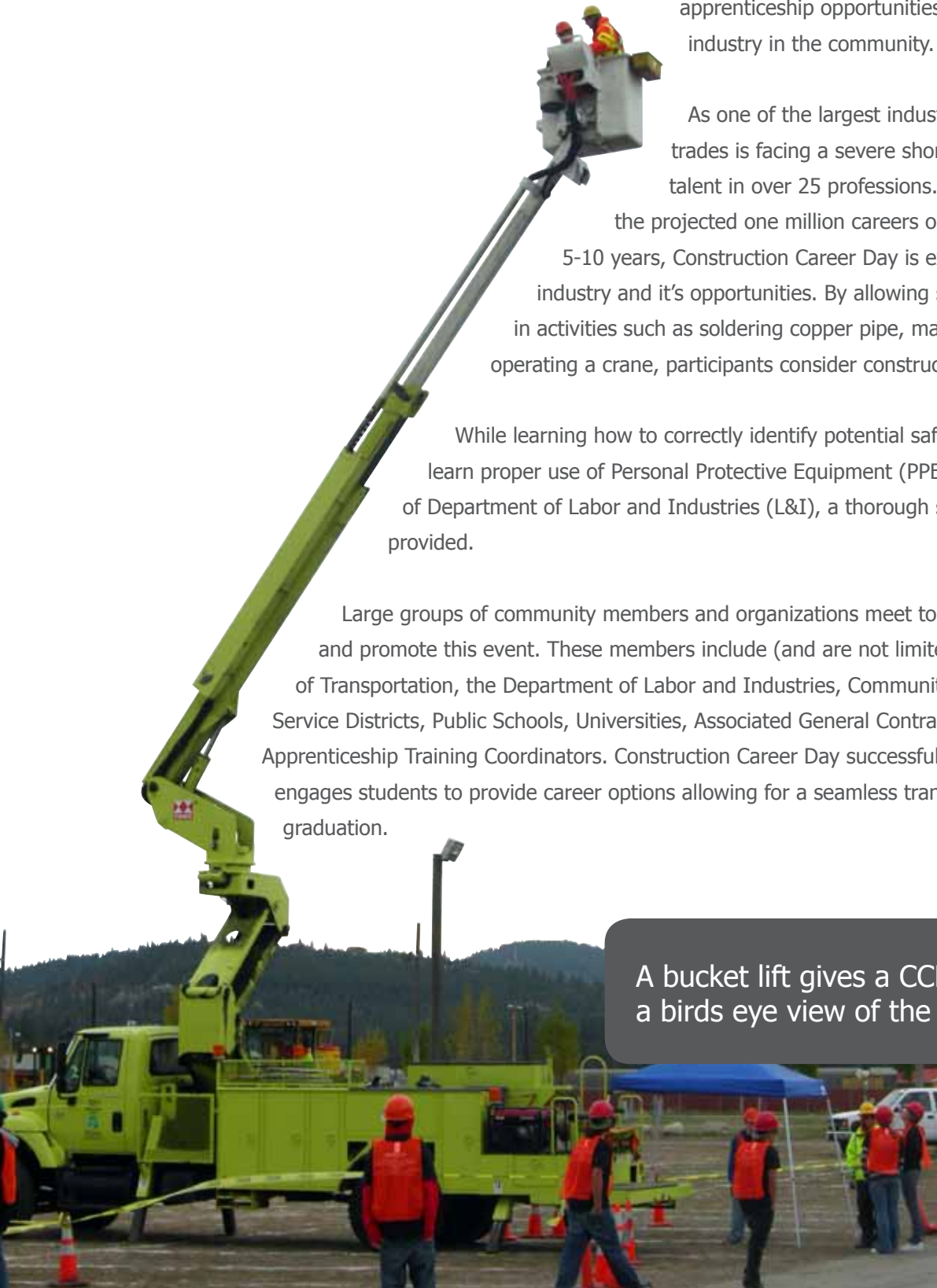
Construction Career Day (CCD) showcases the work of the construction industry to an audience of 11th and 12th grade students. Construction Career Day is meant to encourage students to explore the employment and apprenticeship opportunities of the construction industry in the community.

As one of the largest industries, the construction trades is facing a severe shortage of skilled young talent in over 25 professions. In an attempt to fill the projected one million careers opening up over the next 5-10 years, Construction Career Day is exposing students to the industry and its opportunities. By allowing students to participate in activities such as soldering copper pipe, maneuvering a backhoe or operating a crane, participants consider construction as a viable option.

While learning how to correctly identify potential safety hazards, students learn proper use of Personal Protective Equipment (PPE). With the cooperation of Department of Labor and Industries (L&I), a thorough safety orientation is provided.

Large groups of community members and organizations meet to coordinate, produce and promote this event. These members include (and are not limited to) the Department of Transportation, the Department of Labor and Industries, Community Colleges, Educational Service Districts, Public Schools, Universities, Associated General Contractors and area Apprenticeship Training Coordinators. Construction Career Day successfully exposes and engages students to provide career options allowing for a seamless transition upon high school graduation.

A bucket lift gives a CCD participant a birds eye view of the event.





## Construction Career Day Video

Click on the icon to view a short video on Construction Career Day.



## The Big Five

Listed below are the key components for your Construction Career Day event.

### Safety

The safety, health and welfare of participants, guests and organizers must always be the first and foremost consideration in the planning, managing and administration of any event. The presentation and continuation of this event relies on, and is essentially secondary, to safety.

### Hands-on activities

Hands on activities allow students to perform job-related skills and functions in a controlled environment. Activities demonstrated and supervised by experienced professionals include:

- Masonry
- Steam-Fitting
- Mixing Cement and Plaster
- Electrical Demonstrations and Wiring
- Bending Pipe
- Cement Drill
- Nail Guns
- Welding
- Large Crane Simulator

Please remember this cannot be possible without the help of Labor and Industries (L&I) and the emphasis of safety.

### Heavy equipment

Heavy equipment is an integral part of this event, attracting a large amount of participation from students, schools and media. Students operate equipment such as:

- Cherry Picker/Bucket Lift
- Wheel Loader
- Skid Steer Loader
- Front End Loader
- Road Grader
- Bulldozer
- Excavators
- Crane
- Scoop
- Back Hoes
- Stationary Drilling Rig

Students operate these machines in a controlled, safe environment under skilled direction. Professional operators are available to provide any explanation needed.

### Lunch

By lunchtime, participants are looking forward to a warm meal that should be served at a fast pace with beverages ready to go. This component of the event is just as high priority as the rest of the event, and should not be underestimated.

### Promotional Take-Aways

Backpacks, industry information, water bottles, T-shirts as well as construction-related giveaways are some of the varying gifts for the students.

# CONSTRUCTION CAREER DAY

## Safety First

The presentation and continuation of the event is secondary to safety as it is an integral part of the event. An accident is not necessary to breach health and safety laws. In planning and managing the event, safety takes precedence over all other aspects, and is never an afterthought.



Industry professionals exemplify the importance of safety to students in a new and exciting environment.

All students operating tools or equipment are required to wear hard hats, safety glasses, earplugs (hearing protection can be optional for some activities), closed toe shoes or boots, and full-length pants. This should be reinforced by notifying students, parents/guardians, teachers and administrative staff they will not be allowed to participate if they are not in compliance with all rules.

### Safety One-sheet

Click on the icon for an example safety one-sheet.

### L&I Safety Power Point Presentation

Click on the icon for an example of a safety PowerPoint presentation.





## Getting Started with Basic Safety

**Above:** A safety orientation takes place before the event begins. Labor & Industries (L&I) representatives discuss the importance of wearing Personal Protective Equipment (PPE) such as hard hats and safety glasses at all times and general safety awareness.

**Top Right:** By implementing physical barriers such as cones, caution tape, barrels and other barricades, exhibitors consistently raise the participant's of Construction Career Day (CCD) awareness to safety boundaries.

**Bottom Right:** Students are accompanied by operators to review the procedures, controls, proper mounting and dismounting techniques, such as "three points of contact," for all equipment. Only one student at a time is allowed within the operating range of the equipment.







**Above:** Experienced operators interact one-on-one with students, demonstrating proper practice of drills, welding equipment, bulldozers and crane operation, etc.

**Top Left:** Experienced professionals are always available to explain the importance of safety, PPE and an awareness of your surroundings.



**Middle Left:** Welding as well as other specialized activities include specific personal protective equipment are provided by operators.

**Bottom Left:** Large colorful posters remind students of safety awareness, and placed at various locations throughout the site and all stations.



**A Note On Cell Phones:** A decision will have to be made if cell phones are permitted. Allowing cell phone usage (within safety guidelines) has been successful for Spokane. Cell phones have been instrumental for event promotion. Students sending texts, pictures and videos to family and friends after the event have led to positive word of mouth and increased participant numbers for each year.

# CONSTRUCTION CAREER DAY

## Participant & Guest Expectations

All participants and guests are instructed before the event to wear proper attire. Students (as well as volunteers, guests and organizers) not in compliance cannot participate in activities. The expectations of all involved are shown below.

### What to wear and bring

- Jeans (long pants)
- Closed toed shoes (tennis shoes, boots)
- Layered shirt/jacket (indoor and outdoor events)
- A positive attitude

### What not to wear

- Crop pants/shorts
- Mini-skirts
- Open toed shoes
- Flip flops
- Tank tops



These students are dressed appropriately and ready to participate in welding, masonry, and operation of heavy equipment!





# CONSTRUCTION CAREER DAY

## Timelines & Guidelines

Once students and chaperones have all arrived around 9 a.m., they gather for the safety orientation where Labor and Industries (L&I) personnel review guidelines regarding clothing and Personal Protective Equipment (PPE). An introduction to other key organizers takes place, continuing on to events and activities, followed by lunch and concluding at approximately 2 p.m.

The coordination of industry professionals, agency representatives and volunteers to provide fun and interesting activities for a large amount of students can be overwhelming. Below are tried and tested resources to assist in creating your own Construction Career Day event. A link below provides a letter sent to all committee members explaining event expectations, as well as a sample timeline developed after a few years of putting on the event. For a first time event, you may want to start planning a month or two earlier.

### Timeline

Click on the icon for a complete timeline on [how to plan this event](#).

### Letter

Click on the icon for an example of a letter to be sent out explaining the event and expectations.

### Little Black Book

Click on the icon for additional information about **forming a**

**committee, working with volunteers, collaborating with educators and site selection.**



Students learn from professionals how to mix and pour cement.



## Activities & Equipment

Activities and Events provide students with the opportunity to perform job-related skills and functions in a controlled environment. Demonstrators provide the required safety gear beyond hard hats and safety glasses, as well as proper instruction on the operation of each of the tools.

### Equipment and Operators

The possibilities are endless for operation of equipment by students. Provide experienced equipment operators to supervise students and explain the machines and functions. The key to each activity's success is student participation. Operators must be chosen carefully to ensure an interesting and dynamic delivery to gain and maintain the attention of the students.

### Hands-On Activities/ Heavy Equipment

Students with proper supervision have the opportunity to operate heavy machinery while learning important safety concepts such as the "[three points of contact](#)," awareness of their surroundings along with the responsibility required when operating powerful machinery. Activities provide students with an opportunity to perform job-related skills and functions in a safe environment.





## What your event could look like

Each activity will be hosted by the apprenticeship programs, construction professionals, and agency representatives. Students are free to choose and engage in activities that interest them. Professionals will showcase the physical work involved and the proper equipment and safety protection required for performing the task. The schedule below reflects the necessity of staggering the event to accommodate large crowds of students. These times will work over the course of two days for 700-plus Construction Career Day participants.

## The Day of the Event Schedule:

### Group 1

8:30 – 8:50: Safety Orientation  
 9:00 – 9:50: Heavy Equipment  
 10:00 – 10:50: Hands-on Demo  
 11:00 – 11:50: Lunch and Career Fair  
 12:00: Depart

### Group 2

9:30 – 9:50: Safety Orientation  
 10:00 – 10:50: Heavy Equipment  
 11:00 – 11:50: Hands-on Demo  
 12:00 – 12:50: Lunch and Career Fair  
 1:00: Depart

### Group 3

10:30 – 10:50: Safety Orientation  
 11:00 – 11:50: Heavy Equipment  
 12:00 – 12:50: Hands-on Demo  
 1:00 – 1:50: Lunch and Career Fair  
 2:00: Depart

# CONSTRUCTION CAREER DAY

## Get the Word Out

A newsworthy press release leads to great publicity that can be used in community relations efforts. Positive media coverage is a direct result of press releases sent to local media outlets. Unique in origin, Construction Career Day (CCD) peaks the interest of local media solidifying coverage of the event. A simple story with photos (at 300 dpi) covering the event's background and purpose should be presented to editors of local newspapers, magazines, TV, and radio stations. Attempt to schedule reporters and news organizations for the event. Oftentimes, the appearance of political figures and other significant persons of the community create an incentive for coverage. Publicity of smaller local media such as school papers and community cable channels should not be overlooked. It is best to send press releases and other information to a specific someone rather than the general front desk.





# CONSTRUCTION CAREER DAY

## Communication

A permission slip and media consent form are required by Washington state for an event such as Construction Career Day (CCD). Both forms must be signed and returned to Construction Career Day organizers, (each state may have additional requirements). This event is dependent upon sponsorship and employer participation. It is highly recommended that an employer application for booth space, a sponsorship request and accompanying flier are sent out to prospective organizations. Samples of these forms are listed at the right. The links below provide helpful signage and posters.

### Media Consent Form

Click on the icon for sample

### Permission Slip

Click on the icon for sample

### CCD Employer Application

Click on the icon for sample

### CCD Sponsorship Request

Click on the icon for sample

### Flier

Click on the icon for sample

### Signage

This includes bus and parking signage, First Aid sign, drop-off sign, pick-up sign and arrows directing traffic.



### Sample Signage Kit

Click on the icon for an sample

### Safety Poster

Brightly colored safety posters should be visibly posted at every station.



### Sample Safety Poster

Click on the icon for a sample

### Event Poster

This link provides a previous "Construction Career Day" event poster. Ensure these are readily available. Not only do they advertise the event to students, but are also useful in solidifying prospective sponsorship.



### Sample Event Poster

Click on the icon for a sample

### Articles

Positive Media coverage should be used for promotion in future events. Ensure there is plenty of media coverage at this event.



### Sample Article

Click on the icon for a sample

## Special Thanks to:



Washington State Department of  
**Labor & Industries**



**Washington State  
Department of Transportation**



**Spokane Area  
WORKFORCE DEVELOPMENT COUNCIL**



AmeriCorps  
Associated Builders and Contractors (ABC)  
CITC, Apprenticeship  
City of Spokane  
Inland Empire Utility  
Job Corps  
Longhorn BBQ  
N.A. Degerstrom, Inc.  
Northwest Golf Carts  
Spokane County Fair & Expo Center  
Spokane County Human Resources Department  
Spokane Metal Craft  
Spokesman-Review  
US Army Reserve-Construction Unit  
Utility Contractors Association of Washington  
WorkSource  
Central Pre Mix Concrete Co.  
ACI Northwest, Inc.  
Clyde/West, Inc.  
Brunette Sportswear  
Champion Concrete Pumping, Inc.  
Bobcat West/ Pape Material Handling, Inc.  
Edge Construction Supply  
Eljay Oil Co., Inc.  
Hytopz, Inc.

Mid-Mountain Machinery, Inc.  
Spokane Rock Products, Inc.  
Oxarc  
Rowand Machinery Company  
Star Rentals  
Knife Rentals  
Volvo Rents  
Western States Equipment Co. (CAT)  
FMI-EPS, LLC.  
CCS: Technical Education Dept.-Diesel/Heavy Equipment  
CCS: Environmental Science—Landscape Turf  
Northwest Laborers Apprenticeship  
Plumbers & Steamfitters Apprenticeship  
Pacific NW Ironworkers & Employers Training Trust Apprenticeship  
IBEW/NECA Inland Empire Electrical Training Trust Apprenticeship  
EWNI Cement Masons Apprenticeship  
Construction Teamsters Apprenticeship  
Bricklayers Local 3 Apprenticeship  
Western States Operating Engineers Apprenticeship  
SHBA Residential Carpenters  
AGC Carpenters Apprenticeship  
AGC Heavy Equipment Operators Apprenticeship  
Roofers Apprenticeship  
Sheet Metal Workers

**Production Team: Brynn Knudsen, Kodi Meador, Paul Warner**

**For more information on Construction Career Day please contact: Lisa White at  
[lisawh@spokaneschools.org](mailto:lisawh@spokaneschools.org)**



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