Safety and Health Investment Projects
FINAL REPORT REQUIREMENTS

The purpose of the final report of your SHIP project is to:
1. Evaluate and document the achievements, challenges, and shortcomings of the project for the constructive benefit of others interested in learning from SHIP projects; and
2. Provide the Division of Occupational Safety and Health with information that shows:
   a. The outcomes specified in the project application were met; and
   b. The grant was used for the purpose(s) for which it was approved and in accordance with relevant WAC rules and any special conditions or requirements; and
   c. The outputs of the project have been disseminated as specified in the application.

The report format has four sections:
1. Cover Sheet
2. Narrative Report (part I)
3. Financial Information (part II)
4. Attachments (part III)

Please provide complete and detailed information in the final report. If you have questions, please call your SHIP grant manager.

> **REMINDER!!**: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and can not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.

WA State Conference of Masonry Contractors
FINAL REPORT

New Employees Safety Orientation Interactive Training Series

2009XA00110
April 2010 – December 2010

Project Contact Person: Tonia Sorrell-Neal
tsneal@masonconf.com

WA State Conference of Masonry Contractors
Masonry Institute of WA
Bricklayers and Allied Crafts Local #1
Masonry Promotion Group

April 3 2012

Tonia Sorrell-Neal

Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Narrative Report

Organization Profile:
      For awarded organizations, to include partners and collaborators, provide a brief description of each organization. Mission, vision, and purpose for each of the organizations who applied (this includes partners and collaborators) for the grant.

- ***Masonry Institute of Washington –*** *Western WA industry promotion*
- ***Bricklayers and Allied Crafts Local #1-*** *Labor union. Member relations.*
- ***Masonry Promotion Group*** *- Eastern WA industry promotion*
- ***Western WA Masonry Trowel Trades Apprenticeship Council*** *– Apprenticeship Training Council – Train industry masons, caulkers and tilesetter and marblemasons.*

Abstract:
      Present a short overview of the nature and scope of the project and major findings (less than half a page).

A program will be developed for general new employee information, back safety, ergonomics, hearing loss prevention, personal protective equipment and fire extinguisher use. The training program will be implemented by developing safety content to be presented to users interactive computer programming. An interactive testing process will be developed and incorporated into the training program. All of the training material will be compiled and hosted on the WSCMC web site where users will be able to log on and utilize the training series from either the contractor's office or a project trailer. The employee and employer will receive a certificate of completion after having received a 90% on the basic testing section that reflects an understanding of the orientation.

Purpose of Project:
      Describe what the project was intended to accomplish.

The goal of the project is to provide a uniform and systematic method of quality, multi-lingual new employee safety training for workers new to masonry construction. The project will not only address minimum requirements as outlined in the Accident Prevention Program regulations (WAC 800-14005), but will also provide industry-specific safety training (hazard identification and control practices) to ensure workers are protected to the extent possible from occupational injuries and illnesses. The program will ensure that all new employees will not only receive quality safety training, but also verify that the worker comprehends the training and is able to effectively put it to use in the field.

Statement and Evidence of the Results:
      Provide a clear statement of the results of the project include major findings and outcomes and provide evidence of how well the results met or fulfilled the intended objectives of the project.

We found that the New employee Safety orientation project takes a while for contractor to trust its accuracy and it's necessity. However, the employees and the employers find the information to be accurate and feel adequately trained in the five areas the program focuses on once they interacted and participated.   Since the program's inception, **17 employees** *have gone through the program. The recession has impacted the hiring practices of the masonry industry and is providing time for education*

of the contractors in utilizing the program. Unfortunately, not the motivation as they don't have employees ready to hire. Four contractors have tested and used the program to date and are appreciative impressive with being able to standardized the basic safety and protective aspects that every mason must face. It has provided consistent training. The outcomes of the program have met our goals. We hope to get more contractors using the programs when the recession ends and they begin hiring again.

Measures to Judge Success:
> If relevant, state what measures or procedures were taken to judge whether/ how well the objectives were met and whether the project or some other qualified outside specialist conducted an evaluation.

We had the International Masonry Institute Safety Staff as well as all industry partners review the programs and attempt to get the 80% correct answers to pass the test. Following their review, each one provided a report of their feedback of the programs.

Relevant Processes and Lessons Learned:
> Specify all relevant processes, impact or other evaluation information which would be useful to others seeking to replicate, implement, or build on previous work
>
> AND
>
> Provide information on lessons learned through the implementation of your project. Include both positive and negative lessons. This may be helpful to other organizations interested in implementing a similar project.

The processes to create these programs require a web based program developer and experts in the specific program area and adequate time for reviewing and getting feedback.

Technical experts are somewhat challenging to manage as their areas of expertise are very different – it was necessary to control the working together time which was necessary for editing and online development.

Product Dissemination:
> Outline of how the products of the project have been shared or made transferrable.

We have been able to provide access to the safety programs to our industry partners by providing them with the appropriate code that will allow them to directly link to the programs.

Feedback:
> Provide feedback from relevant professionals, stakeholder groups, participants, and/ or independent evaluator on the project.

Ron Adams – Cascade Construction – "I like these programs a lot. It has streamlined our new employee paperwork and I don't have to worry about the employee missing important safety information. We have immediate confirmation of them understanding the safety requirements in the certificate.

Project's Promotion of Prevention:
> Explain how the results or outcomes of this project promote the prevention of workplace injuries, illnesses, and fatalities?

By having each new employee review each of the programs and then take a quiz for each one it ensures a consistent message and understanding of the hazards of the work that they do. The quizzes require them to interact not just listen.

Uses:
> How might the products of your project be used within the target industry at the end of your project?
>
> Is there potential for the product of the project to be used in other industries or with different target audiences?

We are continuing to educate the contractors on the programs –and sharing it with other masonry organizations for them to use. We are using the programs to educate new workers about safety. http://www.home-healthcare-training.com/masonry.html

Any construction industry could take this model and customize it for their specific industry and use it for safety related training of new employees.

Additional Information

Project Type	Industry Classification (check industry(s) this project reached directly)
☐ Best Practice ☒ Technical Innovation ☒ Training and Education Development ☐ Event ☐ Intervention ☐ Research ☐ Other (Explain):	☐ 11 Agriculture, Forestry, Fishing and Hunting ☐ 21 Mining ☐ 22 Utilities ☒ 23 Construction ☐ 31-33 Manufacturing ☐ 42 Wholesale Trade ☐ 44-45 Retail Trade ☐ 48-49 Transportation and Warehousing ☐ 51 Information ☐ 52 Finance and Insurance ☐ 53 Real Estate and Rental and Leasing
Target Audience: Mason Tenders and Hod carriers.	☐ 54 Professional, Scientific, and Technical Services ☐ 55 Management of Companies and Enterprises ☐ 56 Administrative and Support and Waste Management and Remediation Services
Languages: English and Spanish	☐ 61 Educational Services ☐ 62 Health Care and Social Assistance ☐ 71 Arts, Entertainment, and Recreation ☐ 72 Accommodation and Food Services ☐ 81 Other Services (except Public Administration) ☐ 92 Public Administration

Please provide the following information - - (information may not apply to all projects)		List, by number above, industries that project products could potentially be applied to.
# classes/events:		11, 21, 23, 62,
# hours trained		
# companies participating in project		
# students under 18		
# workers		
# companies represented		**Potential impact (in number of persons or companies) after life of project?**
# reached (if awareness activities)	42	2500
Total reached	42	

Have there been requests for project products from external sources? No

If Yes, please indicate sources of requests:

PART II

Financial Information
Budget Summary

Project Title: *New Employee Safety Orientation Interactive Training Series*

Project #:   **Report Date:** 4-3-2011

Contact Person: Tonia Sorrell-Neal   **Contact #:** 425-827-5517

Start Date: **Completion Date:** 3-15-2011

1.	**Total budget for the project**	$ 62,500
2.	**Total SHIP Grant Award**	$ 38,000
3.	**Total of SHIP Funds Used**	$ 38,000
4.	**Budget Modifications (if applicable)**	$ _____
5.	**Total In-kind contributions**	$ 27,775
6.	**Total Expenditures (lines 3+4+5)**	$ 65,775

Instructions:
- Complete the Supplemental Schedule (Budget) form first (on the next page).
- The final report must include all expenditures from date of completion of interim report through termination date of grant.
- Indicate period covered by report by specifying the inclusive dates.
- Report and itemize all expenditures during specified reporting period per the attached supplemental schedule.
- Forms must be signed by authorized person (see last page).
- Forward one copy of the report to **Project Manager Name, SHIP Project Manager** at **PO Box 44612, Olympia, WA 98504-4612**

Financial Information
Supplemental Schedules (Budget)

Project Title:	*New Employee Safety Orientation Interactive Training Series*		
Project #:		**Report Date:**	4-3-2011
Contact Person:	Tonia Sorrell-Neal	**Contact #:**	425-827-5517
Total Awarded:	$38,000		

ITEMIZED BUDGET: How were SHIP award funds used to achieve the purpose of your project?

	Budgeted for Project	Amount Paid Out	Difference
A. PERSONNEL	14,400	17,700	3,000
Explanation for Difference and other relevant information: We needed to use the Safety Consultant for Technical information for an additional three months in order to be able to finish the project. The additional funds were paid for by in-kind donations.			

	Budgeted for Project	Amount Paid Out	Difference
B. SUBCONTRACTOR	20,000	20,000	0
Explanation for Difference and other relevant information:			

	Budgeted for Project	Amount Paid Out	Difference
C. TRAVEL	614.00	800.00	186.00
Explanation for Difference and other relevant information: Airfare to Spokane increased prior to travel but subsequent to budget request.			

	Budgeted for Project	Amount Paid Out	Difference
D. SUPPLIES	1540	1815	275
Explanation for Difference and other relevant information: Printing costs increased subsequent to original budget proposal.			

	Budgeted for Project	Amount Paid Out	Difference
E. PUBLICATIONS	1300	1300	0
Explanation for Difference and other relevant information:			

	Budgeted for Project	Amount Paid Out	Difference
TOTAL DIRECT COSTS	38,040	41,615	3,575

	Budgeted for Project	Amount Paid Out	Difference
TOTAL INDIRECT COSTS	0	0	0

	Budgeted for Project	Amount Paid Out	Difference
TOTAL SHIP BUDGET	38000	38000	0

	Budgeted for Project	Amount Paid Out	Difference
F. IN-KIND	19500	23500	3850
Explanation for Difference and other relevant information: We needed to use the Safety Consultant for Technical information for an additional three months in order to be able to finish the project. The additional funds were paid for by in-kind donations. WSCMC provided the additional funds necessary to retain the safety director, additional printing costs and travel.			

I hereby certify that the expenditures listed on this report were made with my approval:

4-3-2012

Tonia Sorrell-Neal

_____   _____
Date   Signature of Project Manager
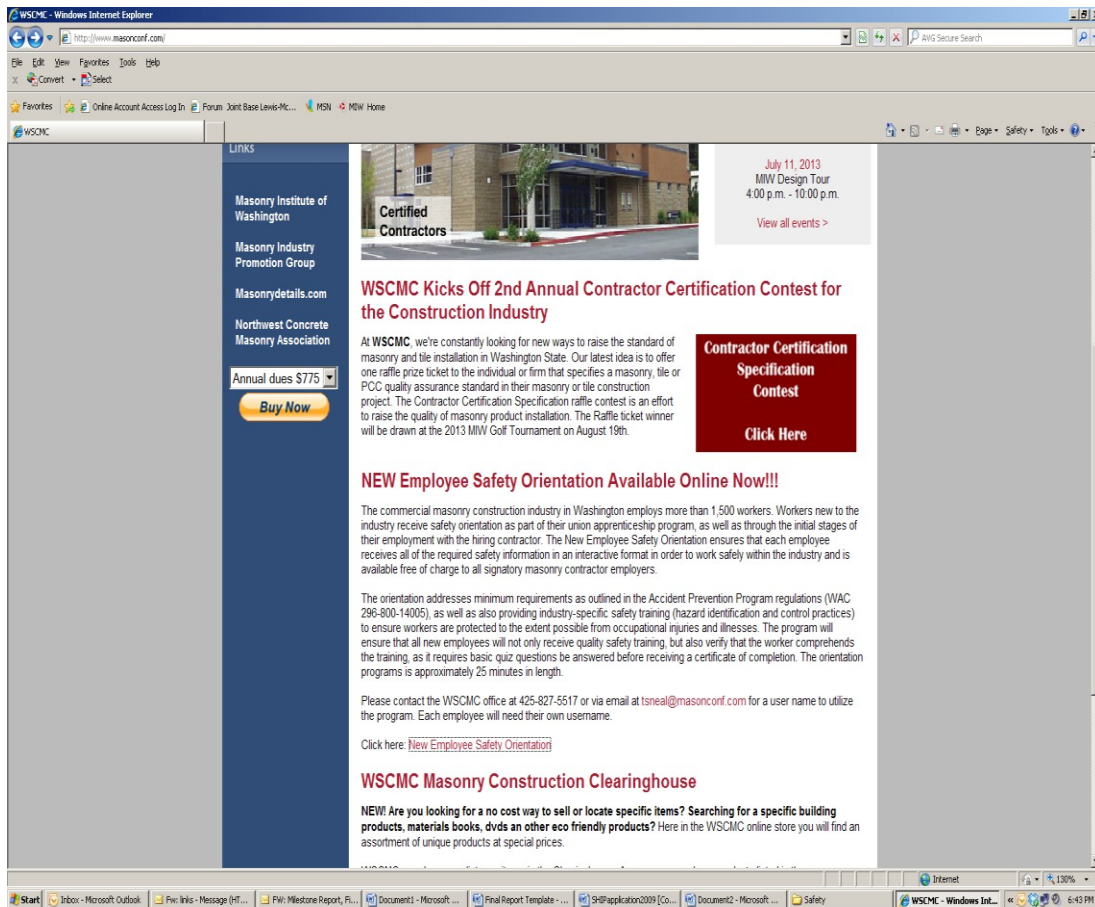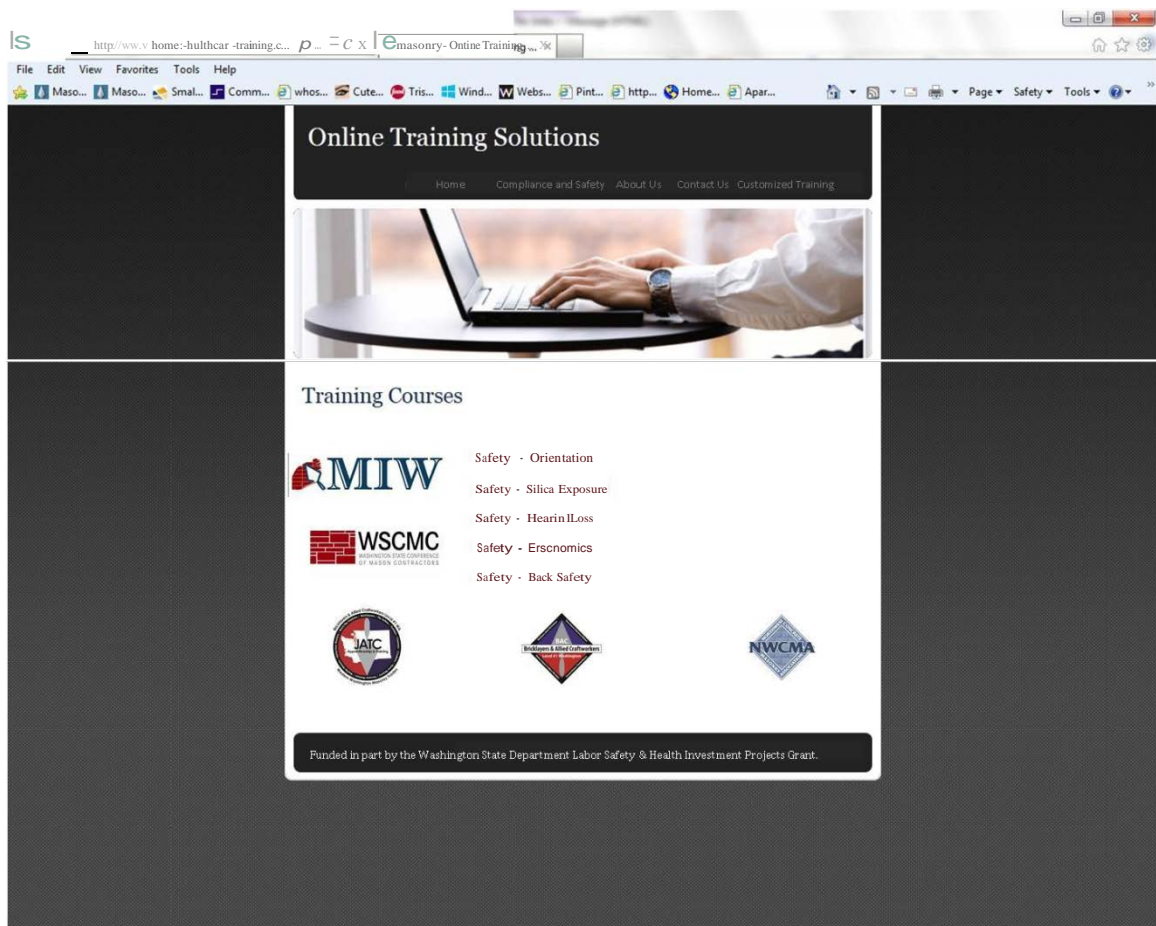
PART III
Attachments:

Provide resources such as written material, training packages, or video/ audio tapes, curriculum information, etc. produced under the grant.

Also include copies of publications, papers given at conferences, etc.

This information should also be provided on a **CD** or **DVD** for inclusion in the file.

MIW

WSCMC
WASHINGTON STATE CONFERENCE
OF MASON CONTRACTORS

Bricklayers & Allied Craftworkers

NWCMA

JATC

Available Programs:

New Employee Safety Orientation

Silica Exposure

Back Safety

Ergonomics

Hearing Loss Prevention

Available In both English and Spanish.

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New Employee Safety First.

Get to Know our New Programs.

Funded lo pan by the Washlrcton State rtment Llbor Slfety & H lth l tmeflt Projects Grant

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New Employee Safety Orientation—Free to all Signatory Contractors

Workers new to the masonry comtrudion industry receive safety orientation as part of their apprenticeship program. as well as through the initial stages of their employment with the hiricontractor. The Ne-..v Employ-Safety Orientation elutu re!'S that aach employee receives all of the req.. ired safety information in an interactive fonnat in order to work safely within the ind.Jstry.

Basic sarervlor All
If the employ needs to work with chemical substances. = ific equipment and with other pote Hally dangerous items. the he will need to complete orne safety training. On the employee checklist. This program will provide you with aOOJrate up-to-date safety information for new employees.

Silica ExPosure
Activities that can lead to silicosis include cement manu-facto ring. asphalt pavement manufacturing, jack hammerlng,

rock and well drilling, concrete mixing. *conaet'e* drilling. and brick and conaete block altting and sawing. This program focuses on staying safe and recog-

HearingLOSS
Like most body parts, over time, bits and pieces wear ou ll from overu se. over-exposure and the natural aging process.This is especially true of our ability to hear. Hearing loss, caused by exposure to loud noises.

Ergonomics
Masonry work ires many repetitive physical motions. To aid in the prevention of these injuries. this program suggests many simple and inexpensive ways to make constroction task5 easier. more comfortable. and better suited to the need of thfl' human body.

Safety is key.

And Now We're Helping to Make it Timely.

Back SafelY
The amount of force placed on your back under certain conditions can be surprising. Anytime you bend or lean over to pick something up without bending you r knees. you put tremendous pressure on your lower back. This program foaJ ses on proper t hniqu es for back safety.

Learn more at vmw.masonconf.com

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