Name	
Address	
City	State ZIP+4
Phone # ( )	Fax # ( )
E-mail address	
Company (optional)	

Free Contractor Training

Lakewood

Registration Form

Friday

July 27, 2012

Mail, Scan and email or Fax registration to:
Dept. of Labor & Industries
Attn: Shari Purves-Reiter
PO BOX 44400
Olympia WA 98504-4400
FAX: 360 902-5292
Email: PURS235@lni.wa.gov
Phone 360 902-6366 or 360-902-4733

Select one class in each time frame by checking the corresponding box.

July 27, Friday – Day 1

Time	Room	Course Title	
7:30 AM	Check-in and networking		
8:00 AM			
☐	Room C 323	Bidding, Estimating and the Bottom-line	1 Hour 55 Minutes
☐	Room C 528	Plumbing Code Training – Part 1**	
☐	Room C 529	Improving Your Business Plan	
☐	Room C 531	Introduction to OSHA (WISHA) and the Culture of Safety (OSHA 10/7600)	
☐	Room C 533	Preparing Contracts and Warranties	
☐	Room C 512	Everything You Wanted to Know About Your L&I Account	
10:00 AM			
☐	Room C 323	State Taxes – Sales, Use & B&O	1 Hour 55 Minutes
☐	Room C 528	Plumbing Code Training – Part 2***	
☐	Room C 529	Contracting on Publically Funded Projects	
☐	Room C 531	Fall Protection and Personal Protective Equipment (OSHA10/ 7600)	
☐	Room C 533	Surviving as a Subcontractor	
☐	Room C 512	Managing Claims to Control Your Industrial Insurance Costs	
12:00PM	Lunch – on your own		
1:00pm			
☐	Room C 323	New Contractor Overview	55 Minutes
☐	Room C 528	Don't Dig into Trouble – Washington has a New Dig Law	
☐	Room C 529	Job Site Safety Setup and Your Weeklies	
☐	Room C 531	Motor Vehicle and Equipment Safety (OSHA10/ 7600)	
☐	Room C 533	Managing the Difficult Customer	
☐	Room C 512	Saving Money on Workers Compensation Premiums! (RETRO)	
2:00PM			
☐	Room C 323	Contracts For General Contractors	1 Hour 25 minutes
☐	Room C 528	Electrical Licensing 101 *	
☐	Room C 529	Hiring an Independent Contractor / Prime Contractor Liability	
☐	Room C 531	Ladders, Scaffolds and Stairways (OSHA10/ 7600)	
☐	Room C 533	Protecting Your Business and Your Customers	
☐	Room C 512	Prevailing Wage	
3:30 PM			
☐	Room C 323	Effective Marketing for Contractors	1 Hour 25 minutes
☐	Room C 528	Plumbing Contractors – Certification Requirements*	
☐	Room C 529	Common Legal Issues for Contractors	
☐	Room C 531	Caught In Between Excavation and Trenching Awareness (OSHA 10/ 7600)	
☐	Room C 533	Saving Money on Unemployment Premiums	
☐	Room C 512	Advanced Prevailing Wage	

☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail with upcoming training events)

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other_____

Training will take place at:
Pierce College
Fort Steilacoom Campus
9401 Farwest Drive SW
Lakewood, WA 98498

Cascade Building
Park in the South Parking Lot

☐ * Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (*)classes plus1 other. Fee is $48.00. (Last 3 time slots)

☐ **Yes, I will to attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of $24.00.

☐ ***Yes, I will to attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of $24.00.

☐ I want to receive Department of Ecology Well Driller CEU Credits (FREE)

Name
Company (optional)

SPECIAL OFFER:
OSHA 7600 – Disaster Site Worker Certification is available along with OSHA 10 Certification by attending the 4 days of training.

Return this page with your Registration if you want to obtain the FREE OSHA 10 and 7600 Certification

July 28, 2012, Saturday – Day 2

	Time	Course Title	
☐	8:00 am	Health Hazards In Construction	
	9:00 am	Tool Basics and Electrical Safety	
	10:00 am	Respiratory protection and Hazard Communication	
	12 Noon	*Lunch On Your Own*	
	1:00pm	First Aid	

August 10, 2012 Friday – Day 3 at Renton Technical College

	Time	Course Title	
☐	8:00 am	Introduction to Disasters	
	10:30am	Safety Hazards in Disasters	
	12 Noon	*Lunch On Your Own*	
	1:00 pm	Preparedness, PPE and "Go Bags"	
	2:00pm	Incident Command	
	3:30pm	Health Hazards in Disasters	

August 11, 2012 Friday – Day 4 at Renton Technical College

	Time	Course Title	
☐	8:00 am	CBRNE	
	10:30am	Decontamination	
	12 Noon	*Lunch On Your Own*	
	1:00 pm	Traumatic Incident Stress Awareness	
	2:00pm	Respiratory Protection / Hazard Communication	
	3:30pm	Final Exam and Activity	

Our Hosts:

Pierce College – Fort Steilacoom Campus (Day 1 and 2)

Construction Management Program: Move your career up the ladder with a degree or certificate in Construction Management. Combining traditional and online instruction with a hands-on internship out in the field, this program is specially designed for men and women already employed in the construction industry, such as displaced or injured workers, as well as those who are ready to enter this high-demand and rewarding industry.

Renton Technical College and The Construction Center for Excellence (Day 3 and 4)

Construction Management: Prepare for careers in construction management as a project manager, superintendent, estimator, safety officer, and other administrators. Students learn estimating, scheduling, project management, human resources management, and other skills that are critical in the construction management field. Students can enroll on a part-time or full-time basis, and can earn a certificate of an Associate of Applied Science degree.

Our Volunteer Speakers, Associations and Agencies:

A huge thank you to Northwest Independent Contractors Association!

As well as: Associated General Contractors (AGC), Building Industry Association of Washington (BIAW), Linville Law Firm, LLC, Impact Law Firm, Ahlers & Cressman PLLC and all of the state agencies.

Washington State Department of Labor & Industries

Free Training for Construction Contractors

Where: **Pierce College**
Fort Steilacoom Campus
9401 Farwest Drive SW
Lakewood, WA 98498

When: **Friday**
July 27, 2012 (Additional attendance is only required for those that want to obtain OSHA 10 or 7600 Certifications**)**
Check-in and networking begins at 7:30 AM

Don't miss out on this great training event! Fax in your registration today!

Course Descriptions and Presenters

Hiring "Independent Contractors" in Washington State / Prime Contractor Liability (*All contractors*) – Learn the distinction between an "independent contractor" and an employee. This course will help you understand when you must meet safety standards, pay workers' compensation premiums, meet wage & hour requirements and pay unemployment insurance. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Allen Thurston, Audit Supervisor at Labor & Industries.

Job Site Safety Set-up and Your Weeklies? (*Contractors with employees*) – Toolbox talks and jobsite inspections – a "how-to" guide for contractors. Review the basics of how to do weekly jobsite inspections and how to hold toolbox talks and the available online resources for these two activities. What has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Randy Guzman, Assistant Safety Director for Associated General Contractors.

Don't Dig into Trouble – Washington has a New Dig Law – Save you and your company a lot of headaches and money by learning how changes to Washington's Dig Law (RCW 19.122) affect the construction industry. Learn your responsibilities and how you can avoid fines, damage costs and delaying your job. Presented by Anna Gill, UTC Damage Prevention Coordinator

Contracts for General Contractors! (*All contractors*)– If you've ever wondered what you should have in your construction contract, this is the course for you. Seth Millstein will review "must-have" clauses, discuss ways to effectively edit a general contractor's contract, and answer general questions about the contracting process. Presented by Seth Millstein, Attorney, Pillar Law PLLC

Effective Marketing for Contractors (*All contractors*) **–** Learn the differences between "marketing" and "advertising"; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

****Plumbing Code Training – Part 1** – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 8 year veteran of Labor and Industries.

*****Plumbing Code Training – Part 2** – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 8 year veteran of Labor and Industries.

***Plumbing Contractors – What You Need to Know** (*All contractors*) **–** Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 8 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

*** Electrical Licensing 101** (*All contractors*) - This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Bob Matson, Electrical Inspector ECORE (Plumber Industry Related CEU Course. Electrician /admin /trainee CEU credit is not given.)

Prevailing Wage (*Experienced contractor*) **–** Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Ramona Christensen-Russell, Prevailing Wage Technical Specialist with L&I.

Advanced Prevailing Wage (Experienced Contractors) -Advanced discussion of state prevailing wage law requirements. This workshop is intended for contractors that already have a solid foundation of knowledge of prevailing wage on public works requirements. The workshop focus will be on advanced topics with an open discussion of problems, issues and correct resolutions. We will have certain key topics prepared but will focus primarily on your questions and issues. Please bring your public works and prevailing wage questions and issues! Presented by Ramona Christensen-Russell, Technical Specialist at L&I.

New Contractor Overview (*New contractor*) **–** Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Shari Purves-Reiter, Outreach Manager with L&I.

State Taxes Sales, Use and B&O (*All contractors*) **–** Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

Bidding, Estimating and the Bottom line (*New contractors*) **-** The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Deloris Kelley, Pierce College Faculty

Everything You wanted to know about your L&I Account (*New contractor*) **-** Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Anna Coleman, Policy Manager, L&I.

Saving Money On Workers Compensation Costs! (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented Jessica Nau, Retro Program Assistant Manager.

Managing Claims to Control Your Industrial Insurance Costs (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Gary Delozier, Claims Unit Supervisor, Labor & Industries.

Preparing Your Contract and Warranty – Learn the most important terms and conditions to have in your contract, what they mean, and why they need to be there. This course will cover warranties, scope of work, change orders, correction of work, building code issues, payment issues, commencement and completion dates, delay issues, fixed price contracts vs. T&M contracts, allowances, liquidated damages and dispute resolution. It is recommended that each attendee bring a copy of his/her company contract to review and mark up during the course. Presented by Linville Law Firm.

Surviving as a Subcontractor – Learn why and how to utilize conditional bidding and inclusions, exclusions and alternates in your bidding process in order to limit your liability and provide the general contractor with expectations which are reasonable. Learn the common subcontract terms and pitfalls to avoid. The class will review problematic clauses such as pay-when-paid, change directives, warranties, pass through claims, termination for convenience, scheduling, notice, venue, and dispute resolution. Learn the basics of Washington law with the regard to the recording of liens and the filing of claims against payment bonds and retainages. Presented by Linville Law Firm.

Protecting Your Business and Your Customer – The laws of Washington afford certain protections to your customers and those laws also require that you provide certain informational notices to your customers. Learn how to protect your business through proper formation of the appropriate business entity such as a corporation or an LLC, learn who can and cannot file claims against your contractor's registration bond, and learn how to protect your customer against unwanted liens from your subcontractors and their employees. Learn the value of covenants not to compete, employee manuals, and restrictive employment agreements. Presented by Linville Law Firm.

Managing the Difficult Customer (And Getting Paid for Your Work) – Learn how to deal with the customer who has turned out to be more difficult that you anticipated. Better yet, learn how to avoid the "lemon" customer to begin with. Learn how to create a contract that limits the potential for disputes. Learn how to manage and control both your customer and the project so that everyone is satisfied. Presented by Linville Law Firm.

Improving Your Business Plan (*all contractors*) **–** Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Joe Freet, Vice Chair, SCORE South Sound Chapter.

Contracting on Publicly Funded Projects (Experienced Contractors**) -** This seminar will provide an overview of what you need to know when contracting on a publicly owned project, including bidding, contract drafting and legal issues specific to public projects. Presented by Brett Hill, Ahlers & Cressman PLLC

Common Legal Issues for Contractors – (All Contractors) Learn about common legal issues and problems faced by contractors. This class will include a review of consumer notices required by law, typical construction contracting mistakes and how to avoid them, understanding personal liability issues and common pitfalls, etc. Presented by Sage Linn, Attorney with Impact Law Group PLLC.

Saving Money on Your Unemployment Insurance Costs – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Heather Rankos with Employment Security.

Free Contractor Training Days

Over 8,000 contractors and their employees have taken part in these Contractor Training Days. Take a look at what a few of them had to say about the program.

- *"I really enjoyed the workshop! Great learning opportunity and great instructors!"*
- *"As a new practitioner in this area, the presentation and handouts were excellent and very informative"*
- "*Thank you for this "free" opportunity to learn more and help our business"*

If you are interested in other Contractor Training Day Dates, please check our website at: Contractors.LNI.Wa.gov or sign up for our Training Newsletter Newsletter at: http://www.lni.wa.gov/Main/Listservs/TradesLicensing

OSHA 10 and OSHA 7600 courses are offered by The Northwest Independent Contractors Association

Introduction to OSHA (WISHA) and the Culture of Safety – Learn what responsibilities contractors have for worker safety and what rights employees have to a safe and healthy workplace. Learn how a viable and comprehensive accident prevention / safety program can save you money. Receive tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace.

Fall Protection: – Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10', personal fall arrest or similar systems must be used. This class covers anchors and their requirements, personal fall arrest systems, written Fall Protection Plans (both on and off the jobsite) and covers the required training for your employees. .

Motor Vehicle and Equipment Safety: This class covers common causes of struck by fatalities including motor vehicle accidents and accidents involving workers being hit by equipment while in the swing radius. Contractors will learn several techniques to having a safer jobsite when work around equipment. (Focus Four Struck By)

Ladders, Scaffolds and Stairways: - Basic ladder, scaffold, and stairway safety requirements are covered in this class. Learn the safety regulations and best practices for their use and construction.

Excavation and Trenching Awareness: Excavation and Trenching accidents are often fatal. Knowing the basic causes of collapse, the requirements for basic trench safety, available products, and the need for a competent person can save lives at the jobsite. (Focus Four- Caught In Between)

Health Hazards in Construction- Heat Related Rules and Fire Extinguisher Use: - Heat Stress can affect all outdoor workers. This class covers Employer requirements to provide water on jobsites, signs and symptoms of heat related illness, emergency procedures for heat related emergencies, and related topics. We will also cover Fire Extinguisher training and requirements.

Tool Basics/ Electrical Safety: This class covers hazards associated with construction tools, including serious injury and death. The electrical portion covers jobsite requirements for electrical safety and dangers inherent with working with electricity. (Focus Four Electrocutions)

Respiratory Protection/Hazard Communication: This class is required for employers whose employees wear respirators. All employees who wear respirators must receive respirator training, medical evaluations, and fit testing. All these are provided through this program. (see Medical Evaluations/Fit Testing) Hazard Communication covers training and written plan requirements for contractors who work with chemicals such as paints, primers, epoxy's, and glues. MSDS sheet requirements are also covered.

OSHA 7600

Introduction to Disasters Learn what responsibilities Contractors have for worker safety and what rights employees even during a Natural Disaster or Terrorist Event. Learn about potential disasters in the Pacific Northwest and what OSHA, FEMA, WA Department of Emergency Management and other agencies are doing to prepare. Learn the different descriptions and training required for Responders and workers involved in post-disaster operations.

Safety Hazards in Disasters: – Workers are faced with some unique and some familiar safety hazards during a disaster response or recovery. Learn how to identify safety hazards and precautions that will protect workers. Topics covered include building safety, electrocutions, confined spaces, chainsaw hazards, falls and other hazards specific to disasters.

Preparedness, PPE, and Go-Bags: This class covers what businesses and families can do to prepare for disasters. Specifics of comfort kits or 'go-bags' will be discussed, as well as family plans, business plans and Personal Protective equipment that workers need will be covered.

Incident Command: - The basic concept of the National Incident Management System's Incident Command structure will be covered in this course. Businesses will see where they fall in the structure when serving as skilled construction support to first responders.

Health Hazards in Construction: This course covers the acute and chronic health effects that could result from workers being exposed to animals, illnesses, and chemicals during disasters. Personal protective equipment and monitoring will be shown has helpful precautions to avoid health hazards. .

CBRNE: Learn about Terrorism threats such as Chemical, Biological, Radiological, Nuclear, and Explosive weapons. Workers will learn to identify potential terrorism events and what they can do to protect themselves.

Decontamination: Workers will learn the value of Decontamination for CBRNE and other health hazards caused after a disaster. Simple decontamination procedures will be discussed.

Traumatic Incident Stress Awareness: - Disasters inherently cause stressful conditions that can impact rescue and recovery workers. Under this program, learn to expect and manage stress by applying practical suggestions and making a plan to care for Disaster Site Workers.

Respiratory Protection/Hazard Communications: This course covers basic respirator use for Disaster Site Workers. The class covers types of respirators, their uses and limitation, cartridges and filters and proper use. STUDENTS ARE REQUIRED TO BRING THEIR OWN 3M or Similar Half Mask Respirator to the course. Fit testing and medical evaluations will be available upon request.

Department of Labor and Industries
Specialty Compliance Services
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

PRSRT STD
U.S. POSTAGE PAID
OLYMPIA WA
PERMIT # 312

Washington State Department of Labor & Industries

Free Training for Construction Contractors

Lakewood – July 27 - 28, 2012 (Friday & Saturday)

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to **get your OSHA 7600 Certification**?
- Do you have a **written Business Plan**?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Over 30 different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/
OR call 360 902-4666.