

## Site Safety Superintendent Initial Registration Checklist

### Qualifications

All applicants for site safety superintendent registration must submit satisfactory proof establishing that the applicant:

- (a) Is able to read construction plans and specifications; and
- (b) Has satisfactorily completed, within two (2) years prior to the date of application, the OSHA 10-hour construction industry Outreach Training Program approved by the United States Department of Labor Occupational Safety and Health Administration, and also meets at least **one** of the following:

- (i) Is a registered design professional;

- (ii) Holds a Construction Health and Safety Technician (“CHST”) designation from the Board of Certified Safety Professionals (“BCSP”);

- (iii) Has five (5) years of experience, within ten (10) years prior to the date of the application, as a building code enforcement official charged with enforcement of the provisions of the New York State Uniform Building Code. The enforcement must have included inspections of buildings under construction or demolition and thus this basis for qualification excludes officials whose primary role is to perform inspections of occupied or vacant buildings;

- (v) Has five (5) years of full-time field experience in the United States, within 10 years prior to the date of the application, working on buildings as a safety official for a governmental entity or construction firm or as a safety manager or safety engineer for a safety consulting firm specializing in construction or demolition; or

- (vi) Has five (5) years of full-time experience in the United States, within ten (10) years prior to the date of the application, as verified by employer affidavit, working with plans in a relevant construction trade in furtherance of the construction, vertical or horizontal enlargement, or full demolition of a building or structure, and has satisfactorily completed, within one (1) year prior to the date of the application, the OSHA 30-hour construction industry Outreach Training Program approved by the United States Department of Labor Occupational Safety and Health Administration; or



- (vii) Has five (5) years of full-time experience in the United States, within ten (10) years prior to the date of the application, as verified by employer affidavit, working with plans in a relevant construction trade in furtherance of the construction, vertical or horizontal enlargement, or full demolition of a building or structure, and has satisfactorily completed, within one (1) year prior to the date of the application, the OSHA 7415: Major Hazards and Prevention course AND a combination of at least twenty (20) hours of education, approved by the United States Department of Labor Occupational Safety and Health Administration in the following areas:

Fall Protection:	8 hours	<input type="checkbox"/>
Supported Scaffold:	4 hours	<input type="checkbox"/>
Drug and Alcohol Awareness:	2 hours	<input type="checkbox"/>
General Electives:	4 hours	<input type="checkbox"/>
Special Electives:	4 hours	<input type="checkbox"/>

### **Application Package**



- Typed and completed ([Initial/Renewal Site Safety Superintendent Application](#)) form



- Typed, completed and notarized ([Work History for Registration Application](#)) employment history form

**NOTE:** This is not required for applicants who are Professional Engineers or Registered Architects and candidates applying with Construction Health and Safety Technician certifications.



- ([Experience Verification Form](#)) from all supervisors for the years you are claiming as experience. In the event that you are self-employed, you will be required to submit an Experience Verification form from clients for the relevant period. These documents are subject to what is displayed on your **Social Security History of Earnings**.

**NOTE:** Letters from company Human Resources and Office Managers, Chief Financial Officers (and other office functional titles) will not be accepted. The experience verification forms from your employers **must** include your full dates of employment (**month/day/year**), job titles held and daily duties. This is not required for applicants who are Professional Engineers or Registered Architects and candidates applying with Construction Health and Safety Technician certifications.



- Original driver's license, non-driver's ID, current passport or green card



- Original proof of residence (utility bill, bank statement, lease or deed) or a typed notarized letter and bill from the person you are residing with  
**NOTE:** cell phone/VOIP (Voice Over Internet Protocol), and cable bills will not be accepted



- Original Social Security Card



- 10-hour Occupational Safety and Health (OSHA) certification as specified by the experience qualifications in STEP 1 above



- 30-hour Occupational Safety and Health (OSHA) certification as specified by the experience qualifications in STEP 1 above (if applicable)



- 7415 Occupational Safety and Health (OSHA) certification as specified by the experience qualifications in STEP 1 above (if applicable)



- Educational Transcripts or Course Curriculum indicating full time credits (if applicable)



- Original New York State Professional Engineer or Registered Architect License Card or Certificate (if applicable)

**NOTE:** This is only required for those applying as a New York State P.E. or RA



- Current Construction Health and Safety Technician certificate and wallet card (if applicable)



- ([Child Support Certification Form](#))



- \$300.00 Application Fee

## Site Safety Superintendent Renewal Registration Checklist

### Application Package



- Typed and completed ([Initial/Renewal Site Safety Superintendent Application](#)) form
  - If the business information has changed then a notarized letter on current company letterhead **must** be submitted listing the: title, duties, and start date of the registration holder. If you are removing a business from your license a notarized affidavit **must** be submitted requesting the removal.
  - If your home address/telephone number has changed, a notarized letter requesting the change **must** be submitted along with proof of residence (electric, gas, or water bill; bank statement, lease or deed) or a telephone bill reflecting the updated information.



- Copy of your [8-Hour Site Safety Superintendent refresher course certificate](#) (course must have been completed within one (1) year prior to renewal)



- Complete the ([Child Support Certification Form](#))



- Current Bureau-issued registration card (must forfeit);



- \$50.00 Renewal Fee



- \$50.00 Late Renewal Fee (if applicable)