

Chapter 5: Organizing the Work Site

The items listed below must be in place to ensure that the YouthBuild construction work site is ready to open for participants. Each one of these items is discussed in this chapter.

Depending on the construction role selected for the program, not all of these items may be YouthBuild's responsibility, but all of them must be completed or construction site work cannot begin. The Youthbuild Construction Work Site Checklist covers these items and is in Appendix B.

Following are several forms that can help with many of the items individually.



1. Scope of work/plans/specifications
2. Materials list
3. Budget
4. Timeline
5. Purchasing procedures
6. Materials delivery plan
7. Tools and equipment
8. Permits and insurance
9. Work site access in writing
10. Written Safety plan
11. Security
12. Subcontractors
13. Transportation
14. Communication Policies and Procedures
15. Reporting
16. Construction competency checklist and participant evaluation forms
17. Case management plans
18. Backup plans

1. Scope of Work/Plans/Specifications

DOL's Work Site Description Form 9143 contains information about the scope of work, plans, and specifications that must be completed accurately and submitted to DOL as part of the DOL YouthBuild grant application. Construction staff should have read the approved DOL Work Site Description form (ETA-9143) and have a complete description of the scope of work that YouthBuild will be expected to perform based on the construction role selected.

The scope of work may include a written description of the work to be performed as well as architect's plans and specifications. Specifications describe the quality of the work and the materials required, as well as the "means and methods" for completing the work. All projects should have written specifications, even if architectural plans are provided.

Some YouthBuild sites have mistakenly begun work without a written scope of work and specifications. Inevitably, this has caused misunderstandings and conflicts between the YouthBuild program and the general contractor or developer.

2. Materials List

Based on the scope of work and specifications, a list should be developed of all the materials that will be needed for the job, including program tools, participant tools, uniforms and personal protective equipment, and another list of all the materials and supplies that will be needed for training purposes, whether that training occurs on the work site or in a vocational space such as a training lab. This will serve as a foundation for the budget.



VOICES FROM THE FIELD

On Running the Work Site

“Run the construction site as if it were a regular job site; make and stick to a schedule, conduct safety meetings, and so on.”

“Every minute has to be treated like a job site. You have to be ready to move on time first thing in the morning, every morning, with no idle time.”

“The participants have to be acclimated to a real work lifestyle. The routine has to be regimented. The only way the participants will understand how to prepare for their future jobs is if it is run as if it were a real construction site.”

3. Budget

Depending on the construction role selected, the construction staff may have to help the YouthBuild organization prepare a budget to finalize agreements with the developer or general contractor. The Housing Construction Budget for a One-Unit YouthBuild Project contains a timeline showing the cost of a gut rehab of a one-unit project with a YouthBuild organization functioning as a general contractor. The budget and budget format will vary depending on the role.

Many successful programs have established relationships with local businesses to subsidize tools, gear, and other construction materials. There are some additional issues to consider when assembling a YouthBuild project budget:

Materials

DOL defines those materials costs that are allowed to be covered by DOL YouthBuild grant funds in [TEGL 05-10 Match and Allowable Construction and Other Capital Asset Costs for the YouthBuild Program](#), located in Appendix B.

Depending on the quality of the program’s training and supervision, materials costs can be similar to a normal construction job, or there can be a tremendous amount of waste and loss of tools and materials. On the first few projects, it is wise to estimate conservatively to protect against unnecessary surprises later on, anticipating a minimum of 10-20 percent extra for materials and tools wasted, stolen, or ruined.

Labor

YouthBuild's true labor costs bear no relationship to the normal labor costs that a subcontractor would incur, since the work is being done by unskilled participants and construction trainers instead of skilled craftsmen. Since all the true labor costs (participant stipends, construction trainers' salaries, and workers compensation) may be paid by the DOL YouthBuild grant, it would be inappropriate to include the full cost of labor in a budget agreement with a general contractor or developer. Moreover, if the true costs of participant stipends and construction trainers are included in the budget, they are likely to be higher than the normal construction costs because they include the cost of training as well as construction labor.

The process of deciding who will benefit from the participant labor and therefore how to handle this in a budget when the YouthBuild program is a subcontractor or general contractor, is a negotiated process between the YouthBuild program and the developer or general contractor. Some programs budget their work to obtain a portion of their construction staff salaries from the construction contract, with participant stipends and the remainder of salaries coming from the DOL grant. Other programs develop their budgets based on what it would cost for a professional subcontractor to do the work with a small number of skilled craftsmen and then reduce this figure by a negotiated amount to account for the contributed value of participant labor.

In negotiating with a developer or general contractor about who will benefit from participant labor, it is important to keep in mind that it does take a YouthBuild program longer to complete most work than it would take a crew of skilled craftsmen. The general rule of thumb is twice as long, but projects have been known to take even longer if unforeseen problems arise. The developer or general contractor will probably be concerned about the extra time it will take and the extra "carrying costs" that will be incurred because the job will take longer to complete. Typical carrying costs may include: extra interest on an extended bank loan; extra insurance coverage, taxes and utilities for extra months of construction; extra project management staff time for running the job longer; and extra security costs if a watchman is on the site.

The program may want to ask the developer to identify the extra carrying costs associated with working with a YouthBuild project and cover these extra costs with some donated participant labor.

Contingency

Always be sure to put a contingency of at least ten percent on any project. If labor costs have not been included in the budget, include a higher contingency in case more work must be subcontracted than anticipated.



4. Timeline

A timeline should be created that includes the start date and finish date for each activity in the construction process, noting which activities can be done simultaneously and which activities can't start until another activity is completed.

A timeline can be a critical tool for ensuring that the participants stay working at all times and for meeting construction deadlines. It will help in identifying times when backup projects for the participants will be needed. If the program is a subcontractor, the timeline should be created in conjunction with the general contractor, so that effective planning is possible.

Materials requiring a long lead time should be identified on the timeline so that they can be ordered on time. These may include custom-made items, materials shipped from far away, materials not readily available, or large shipments. Often this includes such items as doors, windows, cabinets, elevators, boilers, burners, and tile.

Permits should be included on the timeline, so that they are secured enough in advance to start the project on schedule.

The timeline will also be helpful in coordinating construction activities with academic projects and vocational education. By seeing the phasing of the construction process, teachers can consider how to include information in the classroom that is relevant to the different stages of learning on the construction work site. Conversely, construction trainers can reinforce on the work site what the participants are learning in the classroom.

See the timeline template in Appendix B, Housing Construction Budget for a One-Unit Project.

5. Purchasing Procedures

Most organizations that have not had previous housing experience do not have purchasing systems designed to accommodate the volume, speed, or time sensitivity with which materials must be obtained for the construction work site. YouthBuild programs often run into problems if their parent organization hasn't been frequently involved with purchasing large volumes of material for large sums of money. The organization will need a purchasing procedure that is appropriate for a construction program, while including the appropriate checks and balances. Generally, this involves:

- Securing credit at several key suppliers—this process often takes several weeks to set up
- An internal purchase order and approval system
- A system for tracking expenses against budget
- A billing procedure to ensure that income is received on schedule
- Working capital and a realistic money management system to manage cash flow, allowing for flexibility in cutting checks, and to provide adequate communication with vendors and contractors—this may require a line of credit
- An “emergency” procedure for securing funds either through petty cash or quick check writing on a limited basis

See the Bookkeeping, Purchasing, and Contracting Procedures included in Appendix B.

6. Materials Delivery Plan

YouthBuild programs need to plan ahead regarding materials delivery. Effective programs must have enough materials available to keep all the participants working; however, due to the risk of theft or spoilage, storing a large amount of material on site should be avoided. Arrangements can be negotiated with vendors for frequent, small deliveries. The construction manager should assign a foreman, senior construction trainer, or someone on the site to be responsible for inventory and to anticipate when deliveries will be needed. Some YouthBuild programs rotate this responsibility among participants as a leadership training opportunity; participants for this opportunity can be selected based on their readiness for increased leadership responsibility.

7. Tools and Equipment

There are four issues to consider regarding tools and equipment:

1. Tool kits for participants
2. Program tools and equipment
3. Tool and equipment storage
4. Tool and equipment inventory

Tool Kits for Participants

All participants should be provided with a basic set of hand tools and safety equipment for their personal use. OSHA can provide more information on the list of safety equipment that is required to be provided for a specific job, but purchasers should note that safety glasses, full body harnesses and vests come in a variety of sizes and there is no one size fits all. All participant tools and safety equipment need to be purchased, delivered, and given to participants before the construction work starts.

Participants should be held responsible for their personal tools and safety equipment, just as they would be on any construction job. They can be provided with a safe place to store their tools overnight and on weekends or trusted to take their tools home with them at the end of the day. However, participants should be held accountable for any tools that they lose or damage through neglect. Many sites have a policy requiring participants to replace lost or damaged personal tools by deducting replacement costs from their paycheck.

Many YouthBuild sites have a policy under which the tool belt is presented to the participants at the end of Mental Toughness. If the participant drops out of the program midyear, the tool kit must be returned to the YouthBuild program. If the participant completes the program, he or she is allowed to keep the tools and the personal safety equipment, taking them along to his or her job placement.



Program Tools and Equipment

In addition to tools for the participants, the program will need to purchase and maintain its own inventory of tools.

Tools and equipment should be chosen with an eye to economy, safety and durability. Inferior or low-cost tools designed for household use are not suitable for heavy duty construction. Construction participants do not need top-of-the-line equipment; however, they do need equipment that will survive the wear and tear of the project. They do need excellent safety materials, however, or they may feel devalued. Cheap goggles and dust masks cause resentment.



It is wise not to skimp on equipment by devising makeshift methods for performing a job. Doing so compromises learning the proper use and care of conventional tools and may create safety hazards. When costs are prohibitive, equipment needed for only a short-term job can be rented.

While it is important to introduce newer, more mechanized industry tools and methods (especially to speed up the construction process), this should not be done at the expense of learning conventional methods and working with tools that are still widely used. For example, participants should not use a pneumatic nailer before learning the proper technique of hammering by hand.

Tool and Equipment Storage

The program should identify a safe place to store tools and equipment overnight. To protect against theft, many programs transport all tools and equipment to and from the site every day. Secure storage, equipment inventory systems, and personal accountability must be maintained to guard against theft. The best protection comes from engendering a sense of community responsibility for the program and its equipment, giving everyone involved with the YouthBuild project a stake in its success.

Tool and Equipment Inventory

Before the program starts, an inventory sheet of all tools and equipment should be created, with all equipment conspicuously labeled with the YouthBuild name. Also important are a sign-out sheet for equipment and a staff person assigned to oversee the inventory process. A tool inventory monitor is a good opportunity for leadership development for participants.

The Tool Inventory Sheet can be used to keep track of tools and equipment on a daily basis and is included in Appendix B.

YouthBuild Program Tools and Equipment List

Mandatory equipment for participants includes:

Required safety equipment will depend on construction project activities. Reference OSHA CFR 1926 for more details.

Safety glasses	A Personal Fall Protection system with a harness, anchor and connecting devices
Work boots	Hearing protection
Job-specific breathing protection (dust mask and respirator)	Job-specific hard hat
Job-specific personal protective equipment (PPE)	

Participant tool kits often include:

Work gloves	25' tape measure
20 oz. rip claw hammer	Retractable utility knife
Metal snips	Speed square
Four-in-one screw driver	Chalk line
Ear covers for under hardhat (if in a northern climate)	Carpenter's pencil
Tool belt	Rain gear or coveralls

Suggested Tools and Equipment for a Typical Site with 15 Participants

Quantities will vary depending on program size and scope of work.

Portable generator	7 1/4" circular saws
Multiple cordless drills	Reciprocating saw
One 1/2" drill	Jig saw
Hammer drill	Compound miter saw
First aid kit	Extension cords, including 3-way cords
Tool lock box	Fire extinguisher
Wheelbarrows	A variety of step ladder sizes (fiberglass)
Crowbars and picks	Shovels and brooms
Framing squares	2', 4', 6' spirit levels
Miscellaneous hand tools (such as chisels, trowels, and wrenches)	Multiple sets of saw horses
Multiple flat bars	Extension ladder
Nail pullers	Keyhole saw
Drywall T-square	Hand saw
	Drywall saw

8. Permits and Insurance

When YouthBuild programs are working with partner organizations, there is a tendency to rely on good will and trust, rather than documenting key items. For the protection of the program, the partners should be informed that the program needs a copy of all permits on file to ensure that the participants are not working on a site without a permit.

The program should also have copies of the insurance certificates (proof of insurance) for all parties with legal responsibility for the site (i.e., developer, general contractor). Partners should also ask YouthBuild for a copy of YouthBuild's insurance certificate. The following is a general summary of the types of insurance coverage usually found on a construction project:

Construction-Related Insurance

There are several types of construction-related insurance that will be required of various parties for the YouthBuild program to be protected appropriately. The importance of adequate protection from liability cannot be overemphasized, and it is advised that the YouthBuild director discuss appropriate insurance coverage with both the program's attorney and its insurance provider. The YouthBuild participants, program staff, subcontractors, and board of directors all must be adequately protected.

Property Insurance (also called Builder's and Owner's Risk Insurance)

This insurance is purchased by the building's owner or developer and is protection for the building and its contents in case of theft or damage.

Comprehensive General Liability Insurance

This insurance provides protection in case there is an injury to a visitor on the site or to a passerby (non-employee). Every entity that has a role in the construction process must have liability insurance (i.e., owner, developer, general contractor, and subcontractors). It is important to get the insurance binders of all relevant parties.

General liability insurance rates are based either on the square footage of the building or on the payroll; the program should ascertain that the program is only paying for YouthBuild's share.

Workers Compensation

This insurance is mandatory for all workers to protect them in the event that they are injured or incapacitated on the job. Charges are based on the payroll and rates are calculated for each employee based on the risk assigned to the job functions.

All staff members must be classified appropriately as the rates on construction workers are much higher than on construction supervisors, construction managers, or office workers. Construction trainers should be classified as supervisors, not as workers. Construction managers can often be classified as office workers if they spend most of their time in an office.

Participants must also be classified appropriately. YouthBuild programs need to pay workers compensation insurance on participant stipends. In most YouthBuild programs, participants are on the site half of the time and in the classroom the other half of the time. But in many states, insurance law requires the “employer,” i.e., YouthBuild, to pay the highest rate on all of an employee’s income. So, instead of paying a construction rate for half of the stipends (about 17 percent) and an office rate for the other half (less than one percent), the program may be required to pay the construction rate on the entire stipend. Some YouthBuild programs have successfully applied for a waiver to this policy and have saved their programs over \$10,000 per year in workers compensation costs. In this case, the program’s insurance broker should be consulted about filing an appeal.

Disability Insurance

Some states require disability insurance policies for all employees. Be sure to check state laws.

9. Access to the Site in Writing

If the YouthBuild program is not the owner of the work site, written documentation should be obtained of the date when YouthBuild will have access to the work site from the owner. This is required as part of the ETA-9143 work site form for approval of the work site. This documentation of access is important liability protection in case of an accident and avoids potential misunderstandings about when the program will be able to start working on the site.

10. Written Safety Plan

YouthBuild Grantees must comply with applicable Federal and State health and safety standards to the working conditions under WIOA-funded projects and programs. These health and safety standards include “hazardous orders” governing child labor at 29 CFR part 570.

YouthBuild grantees are required to:

- Provide comprehensive safety training for youth working on YouthBuild construction projects
- Have written, job site-specific safety plans overseen by an on-site supervisor with authority to enforce safety procedures
- Provide necessary personal protective equipment to youth working on YouthBuild projects
- Submit required injury incident reports

A written safety plan is mandatory for all DOL YouthBuild grantees. In many states, a written safety plan can be filed with the employer’s group insurance plans to save the organization thousands of dollars in workers compensation insurance.



There are seven components based on new OSHA safety and health management guidelines (https://www.osha.gov/shpmguidelines/SHPM_guidelines.pdf). The elements are:

1. Management Leadership
2. Worker (Participant) Participation
3. Hazard Identification and Assessment
4. Hazard Prevention and Control
5. Education and Training
6. Program Evaluation and Improvement
7. Coordination and Communication on Multiemployer Work Sites

OSHA's On-site Consultation Program also offers free and confidential safety and health services. On-site Consultation services are separate from enforcement and do not result in penalties or citations. Consultants from state agencies or universities work with employers to identify workplace hazards, provide advice on compliance with OSHA standards, and help establish and improve their safety and health programs. To locate the OSHA On-site Consultation Program nearest you, call 1-800-321-6742 (OSHA) or visit: www.osha.gov/dcsp/smallbusiness/consult.html.

Participant Training in Safe Construction Techniques

The best way to teach participants safe construction techniques is through hands-on demonstration and practice. This can be done in Mental Toughness, as part of morning meeting demonstrations, or in vocational education classes. Creating a schedule will ensure that participants receive safety instruction in each of the following areas:

- Hazard analysis (identifying hazards)
- Work site hazards (such as environmental, chemical, and fire hazards)
- Elevated work and fall prevention (such as climbing ladders and scaffolding)
- Being struck by and caught between hazards (such as flying objects)
- Using personal protection equipment (PPE)
- Using hand and power tools
- Material handling (lifting, stacking, transporting and unloading)
- Energy release hazards (such as working around electricity and pressurized systems)
- Accident prevention
- CPR and first aid



Construction Work Site Safety

All DOL YouthBuild Grantees are required to comply with NIOSH and OSHA safety standards. All DOL YouthBuild participants are required to complete a comprehensive safety training. It is strongly recommended that participants attend the OSHA 10-hour safety training. At the end of the training, participants receive a certificate stating that they are OSHA-certified. This is a valuable certification to include on a résumé when looking for construction jobs. If OSHA training is not possible, then the safety modules in the industry-recognized credential curriculum being used on site are required at a minimum.

If one of the program's staff members is, or becomes, an OSHA-authorized instructor, OSHA training can be provided for free in-house. This way, the authorized instructor can break up the 10-hour training into smaller sessions as long as the entire ten hours is delivered within the appropriate timeframe. In addition to the OSHA 10-hour training, an OSHA-authorized instructor can deliver the OSHA 30-hour training to participants who have expressed an interest in pursuing employment in construction.

Having an OSHA-authorized instructor on staff gives the program more flexibility in terms of its training timeline and offers the opportunity for that instructor to perform training for community partners in exchange for a fee or other service. For example, several programs arrange for their OSHA-authorized instructor to train partners with the understanding that, in return, that partner will hire YouthBuild graduates.

All participants and construction staff should be provided with a list of construction site rules, which should be posted around the site. Some programs have participants make posters illustrating each of the rules to post around the site. A copy of Construction Work Site Safety Rules is in Appendix B.

Some programs also provide certificate programs in first aid or CPR as part of their Mental Toughness orientation. The American Red Cross can help provide this type of training and will often come to the program for a modest fee.



VOICES FROM THE FIELD

On Safety

"Keep the site clean. A clean site is a safe site. We stop 20 to 30 minutes early every day to do cleanup."

"It's important to conduct safety meetings—you can do them during breaks without making a big deal about them. We have them every Wednesday during break."

"Everyone should be encouraged to get OSHA Safety Training. It's good training and our participants really enjoyed it."

Safety Monitoring

At least one member of the construction staff should be assigned to conduct regular safety inspections and provide reports to the construction manager, as well as submit necessary injury reports to DOL. Many sites include participants in addition to staff as safety monitors as a leadership development practice. A sample YouthBuild Safety Program, available in Appendix B, describes roles for both staff and participants in monitoring site safety.

Accident Policies and Procedures

The YouthBuild program needs to be familiar with OSHA's accident policies and procedures that explain how to handle an injury or illness on the work site. It also needs to know the process of reviewing accidents to identify safety hazards that may need attention on the work site and the process for reporting accidents to the appropriate authorities and to the workers compensation board, if necessary.

If an accident or incident occurs, DOL YouthBuild grantees are responsible for submitting to DOL a copy of OSHA's [Log of Work-Related Injuries and Illnesses \(Form 300\)](#), which can be downloaded at www.osha.gov/recordkeeping/RKforms.html and is also described in Appendix B.

Accident Procedures on a YouthBuild Construction Site is available in Appendix B.

11. Security

If security is needed on the work site, it must be arranged in advance. Security options include:

- Sealing the building
- Building a shed or using a shipping container for storage (with theft protection)
- Making an arrangement with neighbors
- Hiring a security guard

12. Subcontractors

If the program is operating as construction manager or general contractor, the program is responsible for identifying and hiring subcontractors. All subcontractors should be lined up and under contract prior to beginning the job. This is the only way to ensure that the budget is accurate and that subcontractors will be available when needed and will not delay the construction schedule.

13. Transportation

Some YouthBuild programs have participants report directly to the construction site. Others provide transportation to the construction site from the classroom or administrative office location. Some programs transport participants from the site back to the main office for counseling sessions, while other programs have counselors come to the site. If participants are allowed to drive themselves to the construction site or to any other location during program hours, it's important to know whether or not they are covered by the program's liability coverage while driving. Some programs arrange their overall schedule to minimize transportation issues. The program will need to make transportation decisions based on the conditions in the community and the structure of the program. It is necessary to make sure that a transportation plan is in place before the program begins.

Many programs find that a construction vehicle is essential for transporting materials, tools, and equipment to and from the site. Construction vehicles can be leased, purchased, or donated. If the program has a construction vehicle, arrangements need to be made for overnight parking, and the program needs to be aware of safety concerns with larger model passenger vans to ensure they are in compliance with safety rules for youth.

If the program does own or lease a vehicle for transportation, it will also need to have a plan in place for its maintenance, mileage tracking, fuel purchasing, and other considerations that may affect the program's budget and administrative and fiscal procedures.

14. Communication Policies and Procedures

The YouthBuild program will need to decide if it will provide work site staff with cell phones or other handheld communication devices, such as two-way radios (walkie talkies) and if these require any special practices, procedures, or policies. The program will also need a policy for participant use of communication devices during program hours on the work site and in the training lab, regardless of how such devices are supplied.

15. Reporting

The YouthBuild program should set clear expectations on reporting procedures for construction staff. Are daily reports required? Who is expected to write and submit them? Who receives and reviews them? What are they used for, by whom, and where are they filed? How will the work site reports include information about safety training, accidents, illnesses and injuries as required?

16. Construction Competency Checklist and Participant Evaluation Forms

As is discussed more thoroughly in the next chapter, the program should identify a list of construction skills or competencies that all participants will learn during their time in the program. These skills may be taught on the work site or in vocational education labs or both.

The program's construction competency checklist should be developed before the program begins operation and should be shared with all construction trainers as part of their orientation. Construction trainers, along with the vocational education instructor, should be responsible for periodically assessing participants' skills through observation and verbal quizzes, which may be contained in the construction curriculum. Trainers must document the skills attained on a checklist for each participant.

For more information, see the next chapter, "What Are Participants Expected To Learn?"

16. Case Management Plans

The program should have a clear system in place for construction staff to know their responsibilities related to case management. This includes instructions on documentation practices, how to work with case managers, and what they are expected to provide to case managers in terms of both data and case notes.

17. Backup Plans

At various times throughout the year, the construction component may be facing down time on the construction site due to bad weather, delays in the schedule, or other unexpected (or expected) circumstances. Backup plans should be identified in advance to provide other training and learning opportunities when these delays occur. YouthBuild should also make sure that the down time does not affect matching funds to the grant.

YouthBuild sites tend to rely on three different types of activities to make the best use of this down time:

Backup projects

Backup projects are generally community service projects with a construction emphasis. The projects can be simple (e.g. painting a community center room) or complex (e.g. repairing a porch of a library, building a handicapped access ramp for a senior citizens' group, or building playground equipment for an afterschool program). Usually, the community organization provides the materials and YouthBuild provides the labor. These projects should be identified and planned in advance, and put on hold until it is necessary to use them.

It is important to remember that, per WIOA, no more than 15 percent of the DOL YouthBuild grant funds can be used to support construction projects in community and public use buildings.



VOICES FROM THE FIELD

On Planning for Problems

"Creating a successful program requires a lot of work. You have to plan ahead."

"Delays and changes in schedules cause a lot of frustration. You have to have a backup plan."

"You can't just set things up one way and expect to stick with it for the entire time, given things like weather, job conditions and scheduling. Make Plan A, but also Plan B, C, D, E and F."

Vocational education projects

Some programs that have the space use down time to build items that can be used by the program, such as saw horses, tool boxes, and bookshelves. Some use the time to reinforce learning in areas such as reading architectural plans and specifications.

Field visits

Down time can be used to take field trips to major construction sites, architects' offices, developers' offices or to a union apprenticeship training center to learn about different careers within the construction industry. If the program develops strong relationships with people in the industry in advance, it may be possible to arrange one of these field trips at the last minute. Field trips should be structured as intentional learning opportunities with intentional takeaways.

Chapter 5 Resources in Appendix



APPENDIX B

- [Accident Procedures on a YouthBuild Construction Site](#)
- [OSHA's Log of Work-Related Injuries and Illnesses \(Form 300\)](#)
- [Bookkeeping, Purchasing, and Contracting Procedures](#)
- [YouthBuild Construction Work Site Checklist](#)
- [Construction Work Site Safety Rules](#)
- [Housing Construction Budget for a One-Unit YouthBuild Project](#)
- [Tool Inventory Sheet](#)
- [YouthBuild Daily Construction Training Report](#)
- [YouthBuild Safety Program](#)