Welcome!

Good April to all our readers.
I hope your Outreach Training lives are going well for you this year.

It seems, from my perspective here at Outreach Newsletter headquarters, that business in both construction and general industry is picking up. I know we are seeing larger Outreach Trainer classes than we did this time last year.

This month’s highlights include:
- Information from OSHA about the May Safety Stand Down for Fall Prevention (a video is included in the materials)
- Good news about the US Army Corps of Engineers EM 385-1-1 Safety and Health Requirements Manual
- Pacific Coast Safety Fest is co-sponsored by UCSD’s OTIEC this year, May 6-8 - PacificSafetyFest.com.

I’d also like to remind you of the two major OSHA items that I discussed last issue.
- The first is the change to the OSHA Reporting requirements that became effective January 1, 2015.
- The second is the revision to the Introduction to OSHA presentation that is required in every Outreach 10 and 30 Hour course.

You may go back to the February issue from the Newsletter webpage.

Finally, your humble editor has taken on a new role at UCSD, in addition to continuing as your humble editor. I am now the Curriculum Manager for the courses we present.

This means I’ll be reviewing and more than likely revising many of our courses.

I'd really appreciate it if any of you would send me suggestions for new courses, or for items that should be included or not included in our current course offerings.

Thanks for reading,

Harold Gribow, Senior Editor

Demonstrations can reinforce curriculum concepts. Review this month’s Trainer Tip for a great example.

May—June Refresher Courses
- San Diego: OSHA 502—Construction, May 4-6
- San Diego: OSHA 5029—Cal/OSHA Construction, May 7
- Las Vegas: OSHA 502—Construction, May 18-20
- Los Angeles: OSHA 502—Construction, June 1-3
- Phoenix: OSHA 502—Construction, June 22-24
- Phoenix: OSHA 503—General Industry, June 29-July 1

Inside this issue:
- Outreach Program 2
- UC San Diego Trainer Tip of the Month 3
- EM 385-1-1 Update 3
- OSHA Update 4
- UCSD OTIEC Contact Information 5
- Trainer Resources 5
**Outreach Program** by Stephanie MacGilfrey

The UCSD Outreach department reminds all of our Outreach Trainers that it is important to regularly check the OSHA website for course and curriculum updates.

The goal of our department is to ensure that our trainers are conducting all outreach courses in accordance with OSHA guidelines. If you receive a course audit request, it is important to reply quickly with the requested documents.

All trainers are required to maintain records for every course conducted under the umbrella of OSHA Outreach.

**Class Records** - The following documentation is required (OSHA Program Requirements Section O; Pages 9-10):

Outreach trainers must retain Outreach class records for five (5) years.

OSHA reserves the right to request copies of class records for verification purposes at any time. Please note that failure to keep or provide these records may result in corrective action, up to and including the revocation of Outreach trainer status.

The class records must include at least the following:

1. **Student Sign-In Sheets.** Sign-in sheets must be completed for each day of class. Printed or typed names must appear adjacent to the students’ signatures.

2. **Student Contact Information.** This is the location where the Outreach trainer will send the student card; it must be the student's home or business address.

3. **Topic Outline.** The outline must indicate the date and time period (e.g. 1 p.m. to 2 p.m.) of every topic and break.

4. **Class Documentation.** A copy of the documentation submitted to request student course completion cards including the list of the topics taught and the class time spent on each topic.

5. **Student Course Completion Card Numbers.** Outreach trainers must make a copy (electronic or paper) of every course completion card they issue, after entering all information onto the card. This will enable the Outreach trainer to track the card number issued to each student.

6. **Guest trainers.** A list containing the name of each guest trainer, topics and times covered by each, and their qualifications.

7. **Additional Outreach Trainers.** A list containing the name of each additional Outreach Trainer, a list of the topics covered, the number of contact hours allocated to each topic, and a copy of their Outreach trainer card.

I recommend having a check off list of requirements at every course to ensure that you are not missing any of the required documentation. If your employer maintains the records, make copies in the event that you separate from the company.

I can't stress enough how vital it is to keep this documentation. Our department can request a random audit at any time. Lack of documentation can trigger further investigation by The Department of Labor. Our goal is to ensure that our trainers are in compliance!

If you are unsure about any of the particular requirements, do not hesitate to contact our office.

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The OSHA Storefront site is under construction and I am currently working on updates and improvements to the site with our web developers and programmers.

We are excited to take your recommendations to the next level and incorporate the changes into our system. When this process is complete we will ensure that the process to submit your cards online will be improved and streamlined for all of our trainers.

Thank you for your continued patience as we work on this project. If you have any other suggestions or features you would like implemented on our site please let me know.

We value your opinion and continue to strive towards the gold standard in Outreach Training.
UC San Diego Trainer Tip Of the Month  by Harold Gribow

Using Demonstrations in Outreach Classes

I see quite a few trainer candidates in the OSHA 500 and 501 courses. Many of them are experienced trainers who are taking the Outreach Trainer courses for the first time.

Because they have, in some cases, years of experience teaching safety and health, I see some innovative demonstrations when they make their in-class presentations.

And we know that demonstrations are very effective ways to reinforce concepts included in course materials.

One of the ones that particularly impressed me was a demonstration of the effectiveness of a hard hat.

The student was Stu Kempainen who was and still is quite an effective instructor. His demonstration went like this:

He went to a grocery store and bought a hard-hat sized pumpkin and to a home improvement store for a cheap, but ANSI rated, hardhat. In the course of his training, he discussed several different types of PPE, finishing with head protection.

He told the class about ANSI and the classes of hard hats, and then to show why the hats are so important, he took the pumpkin, placed the hard hat on it and struck it, hard, with a hammer. As expected, the hat deflected the blow. Then, much to the chagrin of the first row of students, he took the hat off the pumpkin and prepared to strike it again.

The class ducked for cover expecting pumpkin guts to be splashed all over, but the hammer merely embedded itself deeply in the pumpkin. The message delivered was how important it is to wear the hard hat at work.

Updated EM 385-1-1

The EM 385-1-1, Safety and Health Requirements Manual, 2014 version has been signed and posted to the USACE Publications website. In the near future the manual will be published by GPO.

Within the next six months a request for changes and corrections to the manual will be sent out, please keep all changes until they have been requested by the HQ Safety Office.

Many changes were made to the 2008 edition of the EM and have been identified in the 2014 text by "underlining". Remember, underlining of text in the EM itself identifies changes from the 2008 EM 385-1-1 (and its 7 published changes).

You can download a copy of the Complete EM 385-1-1, 2014 Version or it can be accessed through the USACE Official Publications website.

This new manual will be provided in the UCSD EM385-1-1 40 Hour Safety Course. The course is for contractors, military and government employees who enforce or must comply with the EM385-1-1 US Army Corps of Engineers safety and health requirements. You will learn procedures of the Navy and US Army Corps of Engineers contracts, and the safety and health requirements of the US Army Corps of Engineers Safety and Health Requirements manual. Upon completion, students receive an official OSHA 30 Hour card for Construction. Topics include: Preparation of Site-Specific Accident Prevention Plan (APP), Intro to OSHA, Site Safety Health Officer’s Qualifications & Responsibilities, Activity Hazard Analysis development, Site Personnel training, Incident Response, Job site Auditing, and Hazard Communication.

osh.ucsd.edu/newsletter  ●  oshatraining@ucsd.edu
OSHA Update  by Harold Gribow

New National Safety Stand-Down video unveiled
The 2015 National Safety Stand-Down is nearly here! From May 4 to 15 companies across the country will stop their work, provide focused talks on fall prevention, and re-commit themselves to on-the-job safety.

A new promotional video is now available to encourage employers in various industries to participate. The video reminds viewers that falls are the leading cause of death in construction, having killed more than 3,500 workers over the last decade, but every fall can be prevented with the right equipment and training.

Last year more than 1 million employers and workers across the country joined the effort, and this year OSHA and its partners hope to reach over 3 million people at over 20,000 stand-down events.

Learn how you can be a part of this international effort by visiting the 2015 Stand-Down page. Download or order free fall prevention training materials in both English and Spanish, including the new 2015 Stand-Down poster, find a list of local events, and also receive a certificate of participation signed by Secretary of Labor Thomas E. Perez.

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$3.5M in Susan Harwood grants now available
OSHA is now accepting 2015 applications for targeted-topic and capacity-building training grants under the Susan Harwood Training Grant Program.

A total of $3.5 million is available for nonprofit organizations, including community and faith-based organizations, employer associations, labor unions, joint labor/management associations, Indian tribes, and colleges and universities.

The grants fund the creation of in-person, hands-on training and educational programs and the development of materials for workers and employers in small businesses; industries with high injury, illness and fatality rates; and vulnerable workers who are underserved, have limited English proficiency or are temporary workers.

Targeted topic training grants support quality training programs and educational materials that focus on identifying and preventing workplace hazards.

Capacity-building grants are available in both pilot and developmental form. Capacity-building pilot grants are intended to assist organizations in assessing their needs and formulating a capacity-building plan before launching a full-scale safety and health education program. Capacity-building developmental grants focus on improving and expanding an organization’s capacity to provide safety and health training, education and related assistance to target audiences.

For more information on grant opportunities, see the news release.

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OSHA and National Safety Council urge employers to protect workers from the dangers of distracted driving
April is Distracted Driving Awareness Month and an excellent time to review workplace transportation policies. Each year, more than 35,000 people are killed on America's roads and traffic collisions are the number one cause of workplace deaths.

In a recent guest post on DOL's blog, National Safety Council President and CEO Deborah Hersman explains the dangers associated with distracted driving and describes available tools, including a free cell phone policy kit, to help employers protect workers from these risks.

OSHA reminds employers that they have a responsibility to protect their workers by prohibiting texting while driving.

It is a violation of the OSH Act for employers to require workers to text while driving, create incentives that encourage or condone it, or structure work so that texting while driving is a practical necessity for workers to carry out their job.

For more information, including a Distracted Driving brochure*, visit OSHA's Distracted Driving webpage.
The UCSD OTIEC is part of UC San Diego Extension, which has served as a premier source of lifelong learning for adults seeking professional and personal growth for nearly five decades. Currently, Extension educates over 22,000 professionals annually in more than 4,600 courses and over 80 certificate programs including the multi-track Professional Certificate in Occupational Safety and Health.

The UCSD OTIEC has consistently provided quality, innovative and cutting edge occupational safety and health construction and general industry standards based education and training since 1992 when it was chosen as one of the original four OSHA Training Institute Education Centers. In addition to the U.S. Department of Labor OTIEC courses, Extension has a long history of providing courses in safety and health management and training, hazardous waste management and emergency preparedness.

Trainer Resources

Below is a collection of tools we think you will find very useful. Every month in this space we will be highlighting select resources to help you, our Trainers.

- **UCSD Course Materials posted on-line** - If you have taken a course from UCSD’s OTIEC, you’ll have been given a password for the course materials that are posted on this website.

- **Spanish-language Workers’ Rights video** - This video encourages employees throughout the country to remember their workplace rights to raise safety concerns in the workplace. It is part of OSHA’s continuing effort to strengthen outreach to the Spanish-speaking public.

- **Updated shipyard industry digest** - An updated digest of Shipyard Industry Standards (PDF*) is now available from OSHA. This new publication contains safety and health standards specific to the industry. Don’t forget that there are also digests for Construction and General Industry.

- **Naval Safety Center** – The US Navy has an excellent website with safety and health presentations for both service-related and personal exposures. They also provide the outstanding “Photo of the Week”.

- **Evacu-Trak Evacuation Chairs** – This site was brought to my attention while teaching the Egress and Emergency Action Plan lesson in an OSHA 511. These chairs are valuable for evacuating those who are not able to walk stairs in an emergency. There’s a video provided, as well.

Looking for the full list? They’ve moved! Please [click here](http://osha.ucsd.edu) for a PDF with all the current resources listed.