Welcome

I know I went on and on about the Cubs last fall. They won – the curse is over. Now let’s get serious.

Happy New Year, Outreach instructors! It looks like 2017 is going to be a banner year for OSHA standards and the Outreach requirements.

As you may have already heard, OSHA has made major changes to the General Industry Standards, subpart D - Walking-Working Surfaces, added a new standard in the Personal Protective Equipment subpart, and made a few changes to subparts F, N and many of the standards in subpart R. The changes in subpart D are dramatic and, in my opinion, have much more appropriate rules than the previous standard. The changes are effective January 17, 2017. The news release from the OSHA page for these changes is in the OSHA Update section.

As I mentioned in the last issue, OSHA had published The Recommended Practices for Safety and Health Programs. It updated the 1989 Safety and Health Program Management Guidelines and has been released. They also have released a companion document for the construction industry. The title of this one is “Recommended Practices for Safety and Health Programs in Construction. This may be a useful source of training material for the required 2-hour segment on Safety and Health Management in the 30 Hour Outreach program. More on this in the OSHA Update section.

There’s also a guide for compliance with the new Silica standards. See the OHSA Update section for more.

OSHA has partnered with the CPWR to create training material called “Foundations for Safety Leadership”. It looks promising as an elective in the Construction 30-Hour Outreach Course. See the link in the Instructor Resources section.

Finally, the Outreach Requirements and industry procedures are updated to take effect in April 2017. See the Outreach Program update section for the specifics.

Harold Gribow, editor

Don’t Forget!
Our San Diego classes and enrollment location moved. As of September 1, 2016 we are located at 6256 Greenwich Dr., San Diego, CA 92122. The Mission Valley location is now closed.
I hope that you are all off to a great start in 2017. The new year brings program changes for authorized trainers that went into effect January 2017.

Industry specific changes are also pending and will go into effect April 2017. Information regarding the industry updates is on the OSHA website. A summary of the updated OSHA Outreach Training Program Requirements are listed on the last page of this newsletter.

A few highlights worth noting are listed below:

- Military members that are deployed and returning to the Continental United States now have an additional 90 calendar days from the date of their return to update their trainer authorization status. In order to be approved for the extension, proof of military status and a copy of military orders are required prior to course registration. Military reservists must provide a copy of their DD-214 if active duty status changes after serving more than 30 days.
- UCSD OTIEC is now authorized to approve out of jurisdiction courses and exceptions to conduct courses utilizing alternative training methods such as webinars and video conferencing. This does not apply to online courses.
  - Trainers that want to conduct a course out of the jurisdiction of the United States must send a formal request to the Outreach Department 60 days in advance.
  - Trainers requesting to conduct a course using video conferencing must send in a request 30 days in advance of the course. The Outreach Department will review and grant permission to conduct this course and may authorize a designated time period not to exceed 12 consecutive months.
- Outreach student replacement cards can be ordered within 5 years, extending the previous 3 year requirement.
- All Outreach Trainers are now required to display their trainer card at all classes if requested.
- Trainers must utilize the official Outreach Training Program Report at all courses even though UCSD utilizes a training portal. Trainers are required to maintain physical course records for a minimum of 5 years.

The Outreach Department will send out additional information in greater detail pertaining to the updates and changes. If you have any questions regarding the changes, please contact us.
UC San Diego Trainer Tip of the Month

By Harold Gribow

I’ve had quite a number of beginning trainers who have never used PowerPoint to create presentations for their Outreach Courses. Of course, one can learn PowerPoint through trial and error, which is the way I learned it when I began using the program in the early 2000’s. In the intervening years, PowerPoint has become, not only the industry standard for presentations, but also more and more capable of creating good-looking materials. Of course, one can use these capabilities for evil as I’ve mentioned, ad nauseum, in this column. But for those of you who find PowerPoint intimidating, the Dummies folks at Wiley Publishing have recently released “PowerPoint for Dummies 2016”. I’ll quote the description from their website:

1. Presented in full color to better illustrate the powerful presentation features of the software
2. Helps you take advantage of all of PowerPoint’s new features
3. Available in conjunction with the release of the next version of Microsoft Office
4. Written by bestselling author Doug Lowe - If you’re a new or inexperienced PowerPoint user who spends more time trying to figure out how the software works than you do actually working on your presentations, PowerPoint 2016 For Dummies is just what you need to gain back hours of your work day and make professional, impactful presentations.”

I think I wish this had been available way back for me. But, now that it exists there’s no excuse to be afraid of PowerPoint. To be honest, many of you know that I’m a Mac guy and I also use Keynote, but that’s a subject for a whole different column.

"Get up and running with PowerPoint 2016"

Does using PowerPoint make you want to pull your hair out? PowerPoint 2016 For Dummies takes the pain out of working with PowerPoint, offering plain-English explanations of everything you need to know to get up and running with the latest version of the software. With full-color illustrations and step-by-step instructions, it shows you how to create and edit slides, import data from other applications, collaborate with other users in the Cloud, add charts, clip art, sound, and video—and so much more.

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New final rule updates walking-working surfaces standards and establishes personal fall protection requirements

OSHA issued a final rule Nov. 17 updating its 44-year old general industry Walking-Working Surfaces standard to protect workers from slip, trip, and fall hazards. The rule also increases consistency in safety and health standards for people working in both general and construction industries. OSHA estimates the final rule will prevent more than 5,800 injuries a year. The rule takes effect January 17, 2017.

“The final rule will increase workplace protection from those hazards, especially fall hazards, which are a leading cause of worker deaths and injuries,” said OSHA Assistant Secretary Dr. David Michaels. The rule’s most significant update is allowing employers to select the fall protection system that works best for them, choosing from a range of accepted options. For more information, read the news release.

OSHA issues recommended practices to promote workplace safety and health programs in construction

As a complement to its recommended practices to help employers in general industry establish safety and health programs in their workplaces, OSHA has released Recommended Practices for Safety and Health Programs in Construction. The recommendations may be particularly helpful to small- and medium-sized contractors who may not have safety and health specialists on staff. The goal of safety and health programs is to prevent work-related injuries, illnesses and deaths as well as the financial difficulties these events can cause for workers, their families and their employers. For more information, see the news release.
OSHA has released a Small Entity Compliance Guide for Construction that is intended to help small business employers comply with the agency’s Final Rule to Protect Workers from Exposure to Respirable Crystalline Silica. The guide describes in easy-to-understand language the steps that employers are required to take to protect employees in construction from the hazards associated with silica exposure. All covered must: provide respiratory protection when required; restrict silica exposure from housekeeping practices where feasible; implement a written exposure control plan; offer medical exams to workers who will need to wear a respirator for 30 or more days a year; communicate hazards and train employees; and keep records of medical examinations. Enforcement of the final rule in construction is due to begin June 23, 2017.
Your Trainer Resources

Who We Are

The UC San Diego OSHA Training Institute Education Center 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 UC San Diego 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 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.

Below is a collection of tools we think you will find very useful. Each issue will include selected resources to help you, our Trainers.

1. Useful tools for developing Outreach Training – Managing Safety and Health. OSHA has a webpage with quite a bit of material for developing the 30-Hour requirement for Managing Safety and Health.

2. Foundations for Safety Leadership - Created by the CPWR in cooperation with OSHA, this program is designed for training leadership personnel in the construction industry. It can serve as a great addition to the electives in the OSHA 30-hour Construction Outreach course, or as a stand-alone training session.

3. PowerPoint for Dummies 2016 - As described in the Trainer Tip section. Available on this website and cheaper at Amazon.

4. Videos and safety resources from the California State Compensation Insurance Fund.

5. A clip on how to remove contaminated gloves - useful when teaching the Bloodborne Pathogens elective in General Industry Outreach courses.

Looking for a full list? Please click here for PDF with all the current resources listed.
For OSHA Authorized Outreach Trainers

OSHA periodically updates the requirements that authorized Outreach trainers must follow in conducting and reporting OSHA Outreach Training Program classes.

Key changes in the revised January, 2017, OSHA Outreach Training Program Requirements are noted below.

**Implementation Schedule**

The updated OSHA Outreach Training Program Requirements are effective immediately.

**Questions**

For questions regarding these changes, please contact your authorizing training organization.

**KEY CHANGES**

**General Program Updates**

- **Student contact hours.** Clarifies that student contact hours do not include time spent on tests and administrative matters.
- **Student contact hour limit and 8-hour break requirement.** Clarifies that training is limited to 7.5 student contact hours per calendar day with a minimum 8-hour break between training sessions.
- **Class segment length.** Reduces the minimum required length of a class segment from 60 minutes to 30 minutes.
- **Record retention requirements.** Clarifies that trainers must retain all training records for five years, with records subject for verification upon request, and may face corrective action for noncompliance.
- **Specifies that daily sign-in sheets and topic outlines must include certain components.**

**Trainer Code of Conduct**

- Trainers may not cancel, or in certain cases reschedule, classes without reimbursing student tuition and fees.
- Trainers may not schedule multiple classes to occur concurrently or at the same time ("Double Scheduling").

**Prohibition on combining industry class content**

- Reiterates that Outreach Training Program courses are considered stand-alone courses.
- Overlapping content from separate industries may not be combined to result in student course completion cards for multiple industry classes.

**Requirement to retain Outreach Training Program Report**

- Outreach trainers must document each class using the official Outreach Training Program Report.
- Trainers must retain these forms for five years even if an electronic portal report is used to request cards from the ATO.
- Revised forms are included in the updated industry procedures.

**Trainer Card**

- Trainers must maintain physical possession of their Outreach Training Program trainer card, and
- Must display their trainer card upon student request and at the beginning of each Outreach class they conduct.

**Student Cards**

- Increases the time period that students may request a replacement card, from 3 to 5 years from course completion date.

**Exception Requests**

- Processing of most exception requests moved from DTE to the trainer’s Authorizing Training Organization.
- Expanded ability to request Alternative Training Method (Webinar/videoconferencing) exception; may be granted after initial review/approval for a term of up to 12 months.
- Online training is limited to authorized online providers.

**Industry Sector-Specific Emphasis Programs**

- This section permits organizations, with OSHA review and approval, to establish Industry Sector-Specific Emphasis programs.

**Outreach Training Program Monitoring Activities**

- Addition of Section IX—Outreach Training Program Monitoring to the Outreach Training Program Requirements:
  - Trainers who do not provide required advance notice of training or respond to a records audit request by their Authorizing Training Organization will not be issued student course completion cards and the trainer may be subject to corrective action.
- Addition of Section X—OSHA Outreach Training Program Trainer Watch List to the Outreach Training Program Requirements:
  - Primary Outreach Training Program trainers may not use as an Assistant Outreach Training Program trainer, a trainer whose name appears on the Watch List.

**Revisions to Specific Industry Procedures**

- All Industries:
  - Change in Prerequisites. To substitute education for experience and meet prerequisite purposes, education must be part of an education program that represents a bachelor’s degree or higher.
- **Construction Industry Procedures**
  - Establishes an elective 2.5 hour “Foundations for Safety Leadership” module for the 30-hour Construction course
- **Maritime Industry Procedures**
  - OSHA Course numbers no longer utilized.
- **Disaster Site Worker Procedures**
  - Addition of 7.5-hour Disaster Site Worker course. Shortened version of the 15-hour Disaster Site Worker course to include required topics.

Updated: 01/2017