Well, unless there's a big haboob between the time that I write this and the time it's published, it appears we escaped the drama of a huge dust storm near Outreach Newsletter Headquarters. We have, however, had a really hot summer, although the highest temperature was only 119 degrees.

In other news that really has no place here, my Cubs are on top of their division and have really taken off since the All-Star break. They lost to the White Sox once, though, and that may ruin my summer.

In serious business, last newsletter I quoted OSHA as saying they weren't accepting electronic submissions of employer accident information at that time. The rule was scheduled to be effective July 1st but on June 28th OSHA posted, on the Federal Register, a proposal to delay the effective date for five months so it would be effective December 1, 2017. Another proposal will be issued in October to "reconsider, revise, or remove provisions of the improve Tracking of Workplace Injuries and Illnesses final rule, 81 FR 29624 (May 12, 2016)."

As I write this, the OSHA website has a news item showing that the electronic submission application will be available August 1st. So stand-by...

Also serious – there was some confusion with an Outreach instructor about who is responsible to maintain records for each Outreach course conducted. OSHA is very clear that the primary instructor (the one who submits the request for student cards) is responsible to keep all the required records for each course for five years. While the employer of the students may also keep a copy of the records, the outreach trainer must keep the original records. See more information on this subject in the Outreach Update section of this newsletter as well as information on student eligibility and the process to conduct make-up training for students who can't finish all the hours with their original class.

Finally, the revised Outreach Program Industry Procedures for the Cal/OSHA Outreach program will be effective September 1, 2017. See the link for those documents in the Instructor Resources section at the end of this newsletter.

Harold Gribow
Editor
Hello UCSD Outreach Trainers,

Outreach make-up training courses are provided for students that attend your courses but are not able to complete the course. There are very strict guidelines that enable a trainer to provide this make-up training when necessary. When conducting a course, it is the responsibility of the trainer to ensure compliance with the latest Outreach Program Guidelines that went into effect on April 1, 2017. Listed below are highlights of the updated requirements.

Criteria required for processing make-up student cards:

1. A student is only eligible to attend a future make-up training course if they completed no less than 50% of the contact hours in the original class.
2. The Outreach Trainer must schedule and complete a make-up course within 6 months of the START date of the course. Training can be conducted by the primary trainer or another outreach trainer that assisted in the original course.
3. A guest trainer can only be utilized if they conducted that particular portion of the course and it is coordinated with the original primary Outreach Trainer. The primary Outreach Trainer must be in attendance.
4. When necessary, make-up training can be conducted for less than 3 students.

Students are ONLY eligible for make-up training if the following documentation is submitted with the original class order (prior to scheduling a make-up course):

1. Document the following student information and maintain with the original OTPR*:
   a. Name
   b. Address
   c. Reason why the student was unable to complete the training as originally scheduled
   d. Completed topic and contact hours
   e. Topic and contact hours that were not completed.
   *Note: Do not include the student(s) that missed a portion of your course on the OTPR with the student(s) that completed the entire course.
2. Email all corresponding course documentation to oti-outreach@ucsd.edu

Submitting in Storefront:

1. Enter the student(s) separately as one order in Storefront. Do not include them with any other course that you are offering.
2. The OTPR in storefront must indicate the end date of the make-up training and a complete list of the topics covered that were not included in the original class.
3. Submit a copy of the original OTPR. Make-up student(s) should not be included on the original order, but their names should be reflected on individual daily sign in sheets.
4. Documentation of the student(s) participation in the original course and missed contact and topic hours.

It is important that the original paperwork is submitted when a student does not complete a course. Failure to submit the documentation will affect a trainer’s ability to provide student make-up training in the future. It is our recommendation when a class is scheduled, that these terms are outlined for the student in advance to avoid any confusion. We understand that there is a need to provide make-up training when the circumstance arises. The UCSD Outreach department wants to ensure that all of our trainers are in compliance with federal guidelines and standards. If you have any questions, please contact the Outreach Department.
Student participation – we all know that it’s important to ensure student understanding of subject material, and the Outreach Program Requirements include using participative techniques for each subject. But what are good ways to encourage participation from your students? Here are some methods that may help accomplish that goal.

1. During the introduction for any class, make the point that student participation is desired and that you’d appreciate questions and discussion. Asking for this may help avoid any class becoming just an “information dump”.

2. When making a presentation, incorporate questions into the material. Just ask the group but if there’s no response, the next time ask a student directly. Make sure the answer is pretty obvious because you don’t want to ask pointed questions for which the student has no idea. Once you get the participation started, it’s likely that it will continue.

3. Add question slides to your PowerPoint presentations. This is useful if you’ll be conducting a test or quizzes for your Outreach course and you want to make sure the test questions are covered in the material.

4. Many instructors encourage participation by providing rewards. Some use little pieces of candy and some use cheap little toys like nerfs, for example.

5. Incorporate case studies, role plays, demonstrations and exercises into your material. A benefit of these techniques is when the students are doing something other than listening to the instructor, the class seems to go more quickly, the students are less likely to fall asleep or daydream, and the instructor gets a few minutes of vocal rest.

6. Finally, when participation happens, be sure to positively reward the “participants”. Once you start using positive feedback, more students will participate because they want some of that reward, too.
Confined Spaces in Residential Construction

OSHA has issued a fact sheet on how its confined spaces in construction standard affects common spaces in residential construction, such as attics, basements, and crawl spaces.

Heat Safety App

OSHA and the National Institute for Occupational Safety and Health (NIOSH) have collaborated to update OSHA's original Heat Safety Tool. The updated app, available for both Android and iPhone, provides a clearer user interface, while still providing the same information to help keep workers safe when working outdoors in hot weather.

Tornado Preparedness and Response

On May 16 a tornado created an 18-mile path of destruction near Elk City, Oklahoma. To mitigate the hazards encountered during the cleanup, OSHA provided guidance on fall protection, the safe use of chain saws, the proper use of ladders as opposed to free-climbing trees, and the use of hearing and eye protection while using chain saws. To learn more about keeping workers safe during tornado clean-up and recovery operations, including available resources, see OSHA’s Tornado Preparedness and Response webpage. osha.gov/dts/weather/tornado/index.html
Below is a collection of tools we think you will find very useful. Every issue in this space, we will be highlighting select resources to help you, our Trainers.

- The procedures for construction and general industry Outreach programs have been revised and are effective on September 1, 2017. The password for this folder is calosha https://ucsdotiec.box.com/s/u54wil0bl4uogat2qxcntm0mdu3xkz9u

- NIOSH FACE program publication. The FACE program from NIOSH has been around for many years and new investigations are still being performed. See the publication for more information about the program. https://www.cdc.gov/niosh/docs/2017-145/pdfs/2017-145.pdf

- Fall Prevention
  The Latino Worker Resource Center developed training materials on fall prevention in construction. The materials, in English and Spanish, include presentations, posters, and student workbooks. https://www.osha.gov/dte/grant_materials/fy14/sh-26315-sh4.html

- Construction Work Zone Safety
  American Road and Transportation Builders Association has developed training materials in English and Spanish on preventing backovers and runovers in roadway work zones. https://www.osha.gov/dte/grant_materials/fy13/sh-24861-sh3.html

- Communication Towers
  Western Iowa Technical Community College has developed training materials for workers and employers engaged in the construction, deconstruction, and maintenance of telecommunication towers. Topics include hand and power tools safety, incident investigation, and site inspection. https://www.osha.gov/dte/grant_materials/fy15/sh-27638-sh5.html

Looking for a full list? Please click here for a PDF with all the current resources listed.

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.