Hello Outreach Instructors! By the time you read this, it should be spring all over the country. Here at Outreach Trainer Newsletter Headquarters spring started a few weeks ago, right after our two or three weeks of winter.

The Big News: By now you should have heard that OSHA’s Directorate of Training and Education (DTE) has released updated Outreach Training Program Requirements and Industry Procedures. The best part of this update is that the Introduction to OSHA segment has been reduced from two hours to one. See the Instructor Resources section at the end of this newsletter for information. There are other changes so I’d advise you to see the OSHA Outreach Training pages at https://www.osha.gov/dte/outreach/

If you’d like a summary sheet of the changes, email me at hgribow@ucsd.edu and I’ll send you one.

The other item I have for you relates to OSHA’s continuing effort to control the fraudulent use of the Outreach Training system. The February 2, 2018, issue of QuickTakes contains an article about how the owners of a staffing agency have been found guilty of wire fraud and face imprisonment for up to 20 years. You really need to read the article and follow the link contained within. OSHA is not going to stand for misuse or mis-characterization of the requirements of the Outreach Training Program.

Finally, OSHA has produced new and revised Fact Sheets on Respirable Silica and has also redesigned the webpages related to training.

See the OSHA Update section for more information on the above items.

Harold Gribow
Editor

Welcome to May!

Long-time UCSD Extension Instructor Honored

The Construction Employers Association (CEA) has honored Robert E. (Bob) Downey, a respected safety professional, principal of RED Consulting and long-time UCSD OSHA instructor for his safety contributions to the construction industry. Bob has worked with the CEA for many years. Bob has been in the safety field for more than 35 years with experience in electronics and semiconductor safety, nuclear plants and construction. He teaches OSHA and Cal/OSHA classes for the OSHA Training Institute Education Center at UCSD primarily in the northern California and northern Nevada locations.

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Are you up-to-date on the latest Outreach Training Program Requirements? The recently released updates are effective April 1, 2018. All Outreach trainers are responsible for routinely reviewing the OSHA Outreach Training Program Website to ensure compliance with the latest course guidelines.

Key changes are listed here: Outreach Training Program Changes 2018 (PDF)

- One of the most significant changes is the Introduction to OSHA segment for the Construction, General Industry and Maritime 10 and 30 hour courses. The time requirement is now reduced to 1 hour from the previous 2 hour requirement. To access the updated curriculum, click on this link: Outreach Trainer Guide and incorporate it into your outreach courses.
- Focus Four Hazards section for Fall Protection time requirement has been increased from 1.25 hours to 1.5 hours.
- Reauthorization trainer eligibility requirements have also changed. If a trainer exceeds the 90 day grace period, the OSHA standards courses must be completed within 7 years prior to the trainer course.

Please take a moment to review the key program requirements and the four separate industry procedures to ensure timely implementation by April 1.

A few friendly reminders from our Outreach Staff:

- It is important that as a trainer you are aware of when your trainer status expires. Plan ahead and register for an upcoming OSHA Trainer Course. In order to continue processing cards through UCSD and our Storefront online card portal, you must attend one of our scheduled trainer updates. If your trainer card expires, you will not have access or the ability to submit a training report for student cards.
- Submit all reports in time! The deadline is 30 days from the completion date of the course.
- Trainers are required to issue the student cards directly to the students, in person or mailed to the address listed on the daily sign in sheets. Regardless of who sponsored the course and paid for the cards, it is the sole responsibility of the trainer to distribute the student cards. Trainers who fail to comply with this requirement are subject to corrective action by OSHA, up to and including the revocation of authorized trainer status.
- If you are teaching outreach courses for a company, trainers are still required to maintain all course records as outlined in the OSHA Program Requirements. The company may retain copies of the records, but do not maintain ownership of the student cards. It is imperative that when entering into a contract with your employer this is clearly stated. If you leave the organization, the distribution of cards is still the responsibility of the trainer.
The following criteria must be met in order to process the 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 available to the student for any follow up questions.

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. 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. 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.

3. Email all corresponding course documentation to oti-outreach@ucsd.edu

Providing the make-up training:

1. Enter the student(s) separately in as one order in Storefront. Do not include them with any other course that you are offering.

2. 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.

3. Documentation of the student(s) participation in the original course and missed contact and topic hours.

4. A new OTPR submitted in storefront that indicates the end date of the make-up training and a complete list of the topics covered that were not included in the original class.

It is important that the original paperwork is submitted when a student does not complete a course. Failure to submit the documentation, will effect a trainer's ability to provide student make-up training in the future. It is our recommendation, that when a class is scheduled that these terms are outlined for the student in advance to avoid any confusion.

Our goal is to ensure that all of our trainers are compliant with OSHA Outreach guidelines. If you need further clarification, please contact the Outreach department at 858-534-9283 or email oti-outreach@ucsd.edu.
At our most recent UCSD OSHA instructor meeting, we heard a presentation from Tom Bright entitled “Engaging the Student”. He gave us a lot of good advice and I’d like to share some of the techniques I picked up from his presentation.

1. During his introduction, he showed us a slide with nothing but numbers on it. As an illustration I’ll show it using some numbers that apply to my experience. It would look something like this:
   
   1980
   42
   1
   2006
   250

   After allowing the students to ponder what the numbers meant, he fleshed it out. For me, the numbers apply thusly:
   
   1980 - the year I had my first real safety job
   42 - the number of years I’ve been married
   1 - I have one child
   2006 - the year I began working for UCSD
   250 - the number of classes I have taught for UCSD (I’m not really sure about that but it’s probably close

2. When he was discussing material that had been on a slide, or giving examples that supported the item, he blanked out the projector rather than having the bright screen be a distraction. This allowed him to be the center of the discussion rather than the screen.

3. After showing a slide with a picture of a safety violation, he made sure to also show a slide that depicted the correct way to perform the same situation. Positive after negative makes the students remember the right way to do it.

Mr. Bright was very engaging and humorous and the techniques he provided could be used by any instructor in any course minutes of vocal rest.
OSHA Updates

New and Revised Fact Sheets on Silica Now Available

OSHA has released more than a dozen fact sheets that provide guidance on the respirable crystalline silica standard for construction. One fact sheet is an overview of the silica standard. The other fact sheets provide employers with information on how to fully and properly implement controls, work practices, and if needed, respiratory protection for each of the 18 tasks listed in Table 1—Specified Exposure Control Methods under the standard. Follow this link: https://www.osha.gov/dsg/topics/silicacrystalline/construction.html

Redesigned Webpages Make It Easier to Find OSHA Training Resources

Employers and employees can get information on job safety classes, trainers, tools, and 10-hour and 30-hour cards more easily using OSHA’s redesigned training webpage. The page offers links to resources on training requirements and resources, outreach training, OSHA Training Institute Education Centers, and Susan Harwood Training Grants. Follow this link: https://www.osha.gov/dte/index.html

New Fact Sheets Available on Protecting Workers in the Shipyard and Maritime Industries

OSHA has released four new fact sheets on protecting workers from common hazards found in the shipyard and maritime industries. The subjects covered by the four fact sheets are pedestal crane safety, housekeeping safety, fire and rescue in shipyard employment, and safe baggage handling.
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.

- OSHA has released four new fact sheets on protecting workers from common hazards found in the shipyard and maritime industries. The subjects covered by the four fact sheets are pedestal crane safety, housekeeping safety, fire and rescue in shipyard employment, and safe baggage handling.


- The Office “Fire Drill”
  Those of you that are fans of the Office television program are probable aware of this clip, but if not, you really have to watch it. [www.youtube.com/watch?v=gO8N3L_aERg](http://www.youtube.com/watch?v=gO8N3L_aERg)

- 2018 Introduction to OSHA presentation
  OSHA reduced the time requirement for this presentation from 2 hours to 1 hour. They also reduced the required handouts from 8 to 4. They are no longer providing a PowerPoint presentation so it’s up to the instructor to create their own following the teaching requirements in the Instructor Guide. [www.osha.gov/dte/outreach/teachingaids.html](http://www.osha.gov/dte/outreach/teachingaids.html)

- Safety Rap video for personal protective equipment.
  A very cute video illustrating the proper use of personal protective equipment. Produced by Dominion Energy. Useful to show during the PPE section of Outreach courses. [https://www.youtube.com/watch?v=7viGDALSoJE](https://www.youtube.com/watch?v=7viGDALSoJE)

Looking for a full list? Please [click here](http://click-here.com) for a PDF with all the current resources listed.

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**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.