



Directorate of Training and Education

Outreach Training Program



General Industry Procedures

Revised January 1, 2018
Effective April 1, 2018

Occupational Safety and
Health Administration (OSHA)
2020 S. Arlington Heights Rd
Arlington Heights, IL 60005-4102
www.osha.gov
outreach@dol.gov

[THIS PAGE INTENTIONALLY LEFT BLANK]

Table of Contents

Record of Changes	iv
I. Trainer Requirements.....	1
A. OSHA Outreach Training Program Requirements	1
B. OSHA Outreach Training Program - General Industry Procedures	1
II. General Industry Summary.....	1
A. Program Purpose.....	1
B. Voluntary Program.....	1
C. General Industry Procedures.....	1
III. Authorized OSHA Outreach Training Program Trainer Designation.....	1
A. OSHA Authorized General Industry Trainer Eligibility.....	1
B. Becoming an OSHA Authorized General Industry Trainer.....	2
C. Update Requirement.....	2
D. Course Offerings.....	3
IV. General Industry Procedures.....	3
A. 10-Hour General Industry – Designated Training Topics.....	3
B. 30-Hour General Industry OSHA Outreach Training Program – Designated Training Topics.....	4
C. Industry Sector-Specific Emphasis Topics - Reserved (<i>See Appendix B</i>).....	5
D. Reporting Training Classes.....	5
V. General Industry and Training Websites	6
Appendix A – Outreach Training Program Report – General Industry.....	7
Appendix B – Industry Sector Specific Emphasis Topics - Reserved.....	8

Record of Changes

The following summary lists the substantive changes made to this document. Additional minor content, grammatical, or typographical corrections are included in this document. All OSHA authorized Outreach trainers, Authorizing Training Organizations and other stakeholders must carefully review and adhere to OSHA Outreach Training Program requirements, procedures and related guidance.

Page	Section	Change
1-3	III	Reordered paragraph(s) for clarity and sequencing.
2	III.A.2	OSHA Standards course must be completed not later than seven (7) years prior to completing the Trainer Course.
3	III.C.4	Upon expiration of a trainer’s 90-day grace period, former trainers must meet the requirements described in Section III.A.
3	IV.A.1.a	<i>Intro to OSHA</i> module changed from 2 hours to 1 hour; Optional Topics increase from 1 hour to 2 hours.
5	IV.B.1.a	<i>Intro to OSHA</i> module changed from 2 hours to 1 hour; Optional Topics increased from 7 hours to 8 hours.

I. Trainer Requirements. Requirements for General Industry trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program are contained in the following documents:

- A. OSHA Outreach Training Program Requirements.** This document covers the requirements for OSHA authorized trainers in all OSHA Outreach Training Programs.
- B. OSHA Outreach Training Program - General Industry Procedures.** This document contains specific industry requirements.
- C. OSHA Outreach Training Program Investigation and Review Procedures.** These procedures are used by OSHA to process complaints or allegations of failure to comply with OSHA Outreach Training Program requirements. These procedures ensure program compliance and due process for resolving these issues.

II. General Industry Summary.

- A. Program Purpose.** The OSHA Outreach Training Program for General Industry teaches general industry workers about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards.
- B. Voluntary Program.** This training program is voluntary. It does not meet training requirements in any OSHA standard. While some jurisdictions, employers, and unions require General Industry OSHA Outreach Training Program training to work on job sites and to fulfill their safety training goals, OSHA considers the program voluntary. Workers must receive additional training on hazards specific to their job. To review OSHA's training requirements; see OSHA Publication #2254, *Training Requirements in OSHA Standards* (www.osha.gov/Publications/osha2254.pdf).
- C. General Industry Procedures.** These procedures provide instructions for General Industry authorized Outreach trainers. The procedures are designed to ensure consistency of classes and that students receive the best possible training. The *OSHA Outreach Training Program Requirements* cover the requirements for all OSHA authorized trainers in every OSHA Outreach Training Program.

III. Authorized OSHA Outreach Training Program Trainer Designation.

- A. OSHA Authorized General Industry Trainer Eligibility.** To be eligible to become an authorized Outreach trainer, a person must, at a minimum, meet the following two prerequisites which consist of both a training and experience component:
 - 1.** Five years of general industry safety experience. Please note that 'working safely' in the industry does not meet the industry safety experience requirement. A bachelor's degree (or higher) in occupational safety and health or industrial hygiene from an accredited college or university, a Certified Safety Professional (CSP), or Certified Industrial Hygienist

(CIH) designation, in the applicable training area may be substituted for a *total* of two years of experience; and

2. Completion of OSHA #511 *Occupational Safety and Health Standards for General Industry*.
 - a) To meet trainer eligibility requirements, this course must be completed not later than seven (7) calendar years before completing the Trainer course. OSHA Standards courses completed more than seven years before a Trainer course end date must be retaken.
 - b) Please note that the 30-hour General Industry Outreach class is not considered equivalent to OSHA #511 *Occupational Safety and Health Standards for General Industry*. The 30-hour General Industry Outreach class is a hazards-based class, which is delivered by OSHA authorized Outreach trainers. The OSHA #511 *Occupational Safety and Health Standards for General Industry* course covers OSHA standards and is only offered through the OSHA Training Institute (OTI) or the OSHA Training Institute (OTI) Education Centers.

B. Becoming an OSHA Authorized General Industry Trainer. Experience cannot be substituted for the training prerequisite component. OSHA does not issue waivers for these prerequisites. After satisfying the prerequisites, a person must complete OSHA #501 *Trainer Course in Occupational Safety and Health Standards for General Industry*. This course includes knowledge and performance-based tests. Trainers must pass both of these tests to become an authorized trainer.

C. Update Requirement. To remain current on relevant OSHA matters and ensure quality training, OSHA Authorized General Industry Trainers are required to complete the OSHA #503 *Update for General Industry Outreach Trainers* course every four years. The OSHA #501 *Trainer Course in Occupational Safety and Health Standards for General Industry* may also be used to maintain a trainer's authorized status.

1. If a trainer's authorization has expired, the trainer has a 90-day grace period after their expiration date to take OSHA #503 *Update for General Industry Outreach Trainers*.
2. The 90-day grace period is designed to allow for unexpected circumstances like course cancellations, illness, and other unavoidable obligations such as jury duty-it is not intended as a trainer convenience. OSHA does not waive the 90-day grace period.
3. During the grace period, the trainer will be unable to conduct OSHA Outreach Training Program training and receive student course completion cards.
4. After the grace period has expired, a trainer's authorization may be reinstated only by complying with Section III.A above (i.e., the former

trainer must satisfy the prerequisite requirements for attending, and subsequently recomplete, the OSHA #501 course).

5. If a trainer's authorization has expired, they will be unable to conduct OSHA Outreach Training Program classes and receive student course completion cards.

- D. **Course Offerings.** The OSHA Outreach Training Program trainer courses are offered exclusively at the OTI Education Centers. Each OTI Education Center posts course offerings, schedule, and locations on their individual Web site. This information is also available on the OSHA Web page at <https://www.osha.gov/dte/edcenters/index.html>.

IV. **General Industry Procedures.**

This section contains information on the procedures for conducting General Industry OSHA Outreach Training Program training classes. Trainers are responsible for understanding and complying with these procedures when planning and conducting their General Industry OSHA Outreach Training Program classes. Student course completion cards in the General Industry OSHA Outreach Training Program do not expire. Please note that expiration dates may be imposed by other entities but are not an OSHA requirement.

A. **10-Hour General Industry – Designated Training Topics.**

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter at a work site. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Learning objectives and training materials for some of these topics are provided in all trainer classes and available on the OSHA Outreach Training Program website (<https://www.osha.gov/dte/outreach/index.html>). Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

1. **Mandatory - 6 hours.**

a) **Introduction to OSHA – 1 hour.**

- (1) OSHA has required training content for this module - see <https://www.osha.gov/dte/outreach/teachingaids.html>.
- (2) Covers workers' rights, employer responsibilities and how to file a complaint. It includes helpful worker safety and health resources. It also provides samples of a weekly fatality and catastrophe report, safety data sheet and the OSHA Log of Work-Related Injuries and Illnesses (OSHA form 300).
- (3) Materials include an Instructor Guide, student handouts, and participatory activities.

- b) **Walking and Working Surfaces, including fall protection – 1 hour.**
 - c) **Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection – 1 hour.**
 - d) **Electrical – 1 hour.**
 - e) **Personal Protective Equipment – 1 hour.**
 - f) **Hazard Communication – 1 hour.**
2. **Elective - 2 hours.** Must present at least two hours of training on the following topics. At least two topics must be presented. The minimum length of any topic is one-half hour.
- a) **Hazardous Materials.**
 - b) **Materials Handling.**
 - c) **Machine Guarding.**
 - d) **Introduction to Industrial Hygiene.**
 - e) **Bloodborne Pathogens.**
 - f) **Ergonomics.**
 - g) **Safety and Health Program.**
 - h) **Fall Protection.**
3. **Optional - 2 hours.** Teach other general industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.

B. 30-Hour General Industry OSHA Outreach Training Program – Designated Training Topics. The 30-hour General Industry OSHA Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Instructional time must be a minimum of 30 hours. The topic requirements are as follows:

- 1. **Mandatory - 12 hours.**
 - a) **Introduction to OSHA – 1 hour.**
 - (1) OSHA has required training content for this module - see <https://www.osha.gov/dte/outreach/teachingaids.html>.
 - (2) Covers workers' rights, employer responsibilities and how to file a complaint. It includes helpful worker safety and health resources. It also provides a sample weekly fatality and catastrophe report, a safety data sheet and the OSHA Log of Work-Related Injuries and Illnesses (OSHA Form 300).

- (3) Materials include an Instructor Guide, student handouts, and participatory activities.
 - b) **Managing Safety and Health – 2 hours.** May include Injury and Illness Prevention Programs, job site inspections, accident prevention programs, management commitment and employee involvement, worksite analysis, hazard prevention and control, accident investigations, how to conduct safety meetings, and supervisory communication.
 - c) **Walking and Working Surfaces, including fall protection – 1 hour.**
 - d) **Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection – 2 hours.**
 - e) **Electrical – 2 hours.**
 - f) **Personal Protective Equipment (PPE) – 1 hour.**
 - g) **Materials Handling – 2 hours.**
 - h) **Hazard Communication – 1 hour.**
2. **Elective - 10 hours.** Must present at least 10 hours of training on the following topics. At least five (5) of the following topics must be presented. The minimum length of any topic is one-half hour.
- a) **Hazardous Materials (Flammable and Combustible Liquids, Spray Finishing, Compressed Gases, Dipping and Coating Operations).**
 - b) **Permit-Required Confined Spaces.**
 - c) **Lockout / Tagout.**
 - d) **Machine Guarding.**
 - e) **Welding, Cutting, and Brazing.**
 - f) **Introduction to Industrial Hygiene.**
 - g) **Bloodborne Pathogens.**
 - h) **Ergonomics.**
 - i) **Fall Protection.**
 - j) **Safety and Health Programs.**
 - k) **Powered Industrial Vehicles.**
3. **Optional - 8 hours.** Teach other general industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.
- C. **Industry Sector-Specific Emphasis Topics - Reserved** (*See Appendix B*).
- D. **Reporting Training Classes.**

1. **OSHA Outreach Training Program Report – General Industry** (*See Appendix A*).
 - a) Instructions for completing the OSHA *Outreach Training Program Report* (OTPR) – General Industry are included on the form.
 - b) When planning and reporting the class, ensure coverage of the required topics.
2. **OSHA Outreach Training Program Requirements.**

See OSHA *Outreach Training Program Requirements*, section VII—**How to Obtain Student Course Completion Cards** for information on documenting training to receive student course completion cards.

V. **General Industry and Training Websites.** The following sites are referenced to help trainers prepare and conduct OSHA Outreach Training Program classes:

- A. **General Industry Safety and Health Topics**
www.osha.gov/SLTC/generalindustry/index.html
- B. **Industry-Specific Resources -**
www.osha.gov/dcsp/compliance_assistance/industry.html
- C. **OSHA eTools - electronic products for compliance assistance**
www.osha.gov/dts/osta/oshasoft/index.html#eTools
- D. **Compliance Assistance Quick Start: Health Care Industry**
www.osha.gov/dcsp/compliance_assistance/quickstarts/health_care/hc_library.html
- E. **OSHA Assistance for the Printing Industry**
www.osha.gov/SLTC/printing_industry/index.html
- F. **Lockout-Tagout Interactive Training Program**
www.osha.gov/dts/osta/lototraining/index.html
- G. **Evacuation Plans and Procedures eTool: Interactive Floor plan Demo**
www.osha.gov/SLTC/etools/evacuation/floorplan_demo.html
- H. **NIOSH Safety and Health Topics -** www.cdc.gov/niosh/topics/
- I. **General Safety and Health References - Other Internet Sites**
www.osha.gov/SLTC/generalsreferences/otherresources.html

Appendix A – Outreach Training Program Report – General Industry



OUTREACH TRAINING PROGRAM REPORT GENERAL INDUSTRY

Read instructions before completing this form.

Submit completed forms to:

1. Trainer Name	2. ID Number	3. Most Recent Trainer Course	4. Expiration Date / /
5. Authorizing Training Organization			
6. Trainer Address			
Company _____			
Address _____			

City _____		State _____	ZIP _____
Phone No. () _____		Email _____	
7. Course Conducted	8. Course Emphasis (check all that apply)		9. Number of Students
<input type="checkbox"/> 10-Hour <input type="checkbox"/> 30-Hour	<input type="checkbox"/> Spanish <input type="checkbox"/> Youth (age 18 or less) <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Language other than English or Spanish (specify): _____ <input type="checkbox"/> OSHA Alliance or Partnership (specify): _____		
10. Training Site Address			
Street Address _____		City _____	State _____ Country _____
11. Type of Training Site			
<input type="checkbox"/> Workplace <input type="checkbox"/> School <input type="checkbox"/> Office <input type="checkbox"/> Hotel <input type="checkbox"/> Union <input type="checkbox"/> Employer Association <input type="checkbox"/> Other (specify): _____			
12. Course Duration			
Start Time:	End Time:	Start Time:	End Time:
_____	_____	_____	_____
Course Date:	Course Date:	Course Date:	Course Date:
_____	_____	_____	_____
13. Sponsoring Organization			
<input type="checkbox"/> Safety & Health	<input type="checkbox"/> Employer	<input type="checkbox"/> Labor/Union	<input type="checkbox"/> Employer Association
<input type="checkbox"/> Education	<input type="checkbox"/> Community	<input type="checkbox"/> N/A	<input type="checkbox"/> Other (specify): _____

14. Statement of Certification

I certify that I have conducted this Outreach Training Program class in accordance with the OSHA Outreach Training Program Requirements and Procedures. I have maintained the training records as stated in the Requirements and I will provide these records to the OSHA Directorate of Training and Education (or its designee) upon request. I understand that I will be subject to immediate dismissal from the OSHA Outreach Training Program if information provided herein is not true and correct. I further understand that providing false information herein may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. 1001 and section 17(g) of the Occupational Safety and Health Act, which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. I hereby attest that all provided is true and correct.

Trainer Signature: _____ **Date:** _____

If submitting this form by electronic means, by checking the box to the left or affixing signature, I attest that all information provided in this submission is true and accurate.

Privacy Act Statement and Paperwork Reduction Act Statement

The Privacy Act of 1974 as amended (5 U.S.C. 552a), section 901 of Title 30 to the US Code and 20 CFR 725.504 - 513 authorize collection of this information. The purpose of this information is to determine whether the trainer is authorized and whether the training was properly completed. Completion of this form is not mandatory, however, this information is required to obtain OSHA student course completion cards. Additional disclosures of this information are not required.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain OSHA student course completion cards as stated in OSHA's Outreach Training Program Requirements and Industry-Specific Procedures. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Occupational Safety and Health Administration, Directorate of Standards and Guidance, 200 Constitution Avenue, NW, Room N3718, Washington, DC 20210 and reference the OMB Control Number. Note: Please do not return the completed OSHA Form 4-50.2 to this address.



OUTREACH TRAINING PROGRAM REPORT GENERAL INDUSTRY

15. Topic Outline	
10-Hour Topics	
*Indicate the amount of time spent on each topic in the class.	
REQUIRED	
Hours *	
_____	Introduction to OSHA
_____	Walking and Working Surfaces
_____	Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection
_____	Electrical
_____	Personal Protective Equipment
_____	Hazard Communication
ELECTIVE	
Hours *	
_____	Hazardous Materials
_____	Materials Handling
_____	Machine Guarding
_____	Introduction to Industrial Hygiene
_____	Bloodborne Pathogens
_____	Ergonomics
_____	Safety and Health Programs
_____	Fall Protection
OPTIONAL	
Hours *	
_____	_____
_____	_____
_____	_____
TOTAL HOURS	
30-Hour Topics	
*Indicate the amount of time spent on each topic in the class.	
REQUIRED	
Hours *	
_____	Introduction to OSHA
_____	Managing Safety and Health
_____	Walking and Working Surfaces
_____	Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection
_____	Electrical
_____	Personal Protective Equipment
_____	Materials Handling
_____	Hazard Communication
ELECTIVE	
Hours *	
_____	Hazardous Materials
_____	Permit-Required Confined Spaces
_____	Lockout / Tagout
_____	Machine Guarding
_____	Welding, Cutting, and Brazing
_____	Introduction to Industrial Hygiene
_____	Bloodborne Pathogens
_____	Ergonomics
_____	Fall Protection
_____	Safety and Health Programs
_____	Powered Industrial Vehicles
OPTIONAL	
Hours *	
_____	_____
_____	_____
_____	_____
TOTAL HOURS	

16. Student Names	
(Names must be legible)	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____
19.	_____
20.	_____
21.	_____
22.	_____
23.	_____
24.	_____
25.	_____
26.	_____
27.	_____
28.	_____
29.	_____
30.	_____
31.	_____
32.	_____
33.	_____
34.	_____
35.	_____
36.	_____
37.	_____
38.	_____
39.	_____
40.	_____



OUTREACH TRAINING PROGRAM REPORT

Instructions for Outreach Training Program Trainer

The Occupational Safety and Health Administration (OSHA) Outreach Training Program is a voluntary orientation training program aimed at workers. It provides workers with information about OSHA and an overview of job hazards. Trainers authorized through the OSHA Outreach Training Program must conduct Outreach Training Program classes in accordance with the current *Outreach Training Program Requirements* and *Industry-Specific Procedures* issued by the Directorate of Training and Education (DTE). The *Outreach Training Program Requirements* and *Industry-Specific Procedures* can be found online at the OSHA.gov Web site under Training, OSHA Outreach Training Program.

- Item 1** **Trainer Name**
List the trainer's full name. When completing student course completion cards, print or type the trainer's name on each card. Names must be legible.
- Item 2** **ID Number**
This applies only to trainers who have already received student cards. New trainers do not have an ID number. ID numbers are issued to trainers after their initial course is documented. If this is the trainer's first class, or if the trainer has an updated trainer status, include a copy of the trainer card.
- Item 3** **Most Recent Trainer Course**
Indicate the most recent applicable course number you have completed.
- Item 4** **Expiration Date**
Enter the trainer authorization expiration date as listed on the bottom right of the Authorized Outreach Training Program Trainer card.
- Item 5** **Authorizing Training Organization**
The trainer's Authorizing Training Organization (ATO) is the OSHA Training Institute (OTI) or the OTI Education Center that conducted the trainer's most recent trainer or update course. List the name of the Authorizing Training Organization.
- Item 6** **Trainer Address**
Provide an address where to send the cards. The cards must be sent directly to the trainer.
- Item 7** **Course Conducted**
Place an "x" in the appropriate box. A separate report must be completed for each course completed.
- Item 8** **Course Emphasis (check all that apply)**
Place an "x" next to all the information that applies to the majority of this course. If the course included a special emphasis such as Cal/OSHA, ET&D, etc., place an "x" next to "Other" and denote the specific area of emphasis on the line below "Other."
- Item 9** **Number of Students**
Indicate the number of students who completed the course. Note: If the trainer held a class that contained more or fewer students than allowed by OSHA policy, include a copy of the prior approval received from the trainer's ATO.
- Item 10** **Training Site Address**
Provide the address, city, state, and country where the course was conducted.
- Item 11** **Type of Training Site**
Place an "x" next to the type of site where the training was held. If none of the choices apply, specify the type of training site.
- Item 12** **Course Duration**
Enter the date, start time, and end time of each day the course was conducted. Trainers must attach supplemental sheets with the additional course dates, start times, and end times if further space is needed.
- Item 13** **Sponsoring Organization**
Place an "x" in the box to indicate the sponsor of the training, if applicable. If the trainer had a sponsoring organization, but that category is not listed, check "Other" and specify the type of sponsoring organization.
- Item 14** **Statement of Certification**
The authorized trainer must sign the statement of certification to verify that the class was conducted in accordance with the OSHA *Outreach Training Program Requirements* and *Procedures* and attest to the accuracy of the documentation submitted. If requesting cards electronically, the trainer must place an "x" in the box or affix a signature.
- Item 15** **Topic Outline**
Complete the applicable 10- or 30-hour topic outline. The trainer must complete this part of the form.
- Item 16** **Student Names**
List the first and last name of each student who completed the entire course. Ensure the names are legible. The course records must include sign-in sheets for each day, student contact information, topic outline, a copy of the distributed student course completion cards, and a list of guest trainers if applicable.

Appendix B – Industry Sector Specific Emphasis Topics - Reserved