OSHA adds value to business, work and life.
Outreach Training Program
What is This Program?

- OSHA’s way to get safety and health training to workers
- OSHA’s primary worker training program
  - Construction
  - General Industry
  - Disaster Site
  - (new) Maritime
- Training provided by OSHA Training Institute Education Centers (OTIECs) & OSHA
- Training to professionals who train others
Trainer Aspects

- Become OSHA authorized outreach trainer
- Trainer Outreach Guidelines - October 2008
- Conduct 10 & 30 hour courses
- Document classes to receive student cards
- Update course required - every 4 years
Program Benefits

• Safety & health training building block

• Core topic support and awareness

• Training on work site safety / hazards – not standards

• Training flexibility for different audiences, topics & language

• Instills safety and health value to workers, including many young and new workers
Program Overview & Growth

- 13,000 Students a week
- 843 Classes a week
- 160,000+ Course Records
- Last 3 years:
  - 80% Student increase
  - 30-hr doubled
  - 1.65 mil. trained
Outreach Training Program Guidelines
• Mandatory Topics – teach at least the time indicated
• Elective & Optional Topics – recommend at least 1 hour, minimum ½ hour
• Breaks and lunch don’t count
• Can teach in segments
• Complete within six months
• Your class is judged on whether it meets outreach training requirements, not if it satisfies OSHA standards (that is the responsibility of OSHA enforcement)
Training Materials

- OSHA Outreach Training Program web site
  - Teaching Aids
  - Resource Center Loan Program
- See Further Assistance section of guidelines
- Use trainer class materials with care - not designed for 10 / 30 students
- Provide students with at least a fact sheet on each covered topic
Guest and Primary Trainers

• OK to use guest trainers who have topic expertise
• Primary (Authorized) trainer must:
  – design & coordinate course
  – teach more than anyone
  – attend all sessions
    • answer questions
    • ensure topics are adequately covered
  – ensure attendance
In-Person Training

• Required, unless receive exemption

• Video-conferencing:
  – ensure full attendance
  – training monitor for off-site locations
  – quick response to trainee questions
  – provide materials to students
  – contact your Education Center prior to the conference
Online Training

• Stringent Guidelines
  – 4 Phase approval process
  – Testing, trainer, materials, mandated reading, timed, interactive

• Approved 10 organizations

• Some Specific Segments:
  – Spanish Construction
  – Youth
  – Cal OSHA Construction

• 6% of those trained

• Contact outreach@dol.gov
Over 50 Students

• Contact your Education Center prior to class:
  – How are students able to ask questions outside of class
  – What materials are you providing
  – Must take attendance

• OSHA recommends:
  – more than one trainer
  – holding 10-hour over more than one day
  – breaking the class into work groups
$10 + 20 \text{ Hours} = 30$

• Provide 20 more hours to 10-hour student
• Receive a 30-hour card for the trainee.
• Limitations:
  – Same trainer
  – 6 months to complete all
  – Return the 10-hour cards
Advertising

- Properly describe your outreach trainer status
  - outreach classes
- Trainer authorization limited to conducting 10- and 30-hour outreach training courses

Certified –
Neither the trainer, the students, nor the curriculum is certified or approved. The trainer is authorized and the students receive course completion cards.

OSHA –
“OSHA” may be used in advertising, but not in a manner which would imply you’re an OSHA employee or that the course is being conducted by OSHA.

Course #500 or #501 –
You can’t conduct the #500 or #501 course. Don’t refer to your outreach course this way. The #500 and #501 are the OSHA trainer courses conducted by OSHA and its OSHA Training Institute Education Centers.

Department of Labor Logo –
Don’t use the logo that is on the outreach cards or the front cover of the Outreach Guidelines.

Train-the-Trainer Course –
Don’t combine the use of “OSHA” and “Train-the-Trainer” in your ads. Students who complete outreach training aren’t entitled to receive cards for students they may train.
Outreach Training Tips
Worker Emphasis

• Hazard identification, avoidance, control and prevention
• Not OSHA standards
• Tailor training to needs and understanding of audience
Training Purpose

- Not a bureaucratic exercise
- May save their life & allow them to provide for their family
- OSHA Small Business website – Safety Pays
Stress Safety and Health Importance

• Use local stories
• Personal experiences
• Injury and fatality statistics
• OSHA Fatal Facts
Site-Specific Training

• More interesting
• Will pay better attention
• Use examples, pictures, and real-life scenarios from their work place, or similar
Homogenous Class

• Ideal - similar positions

• Separate sessions for supervisors, managers, and workers

• Train workers from similar groups, or break them out in the training
Train Workers in Their Language

- Check - Does your audience have language barriers?
- Teach these workers separately, if possible
- Translators, simple photos, videos
- Hands-on
- Real-life examples
- Spanish trainers & references available at OSHA and Outreach Training Program websites
Other Tips

• Use objectives
• Presentation Assortment
  – Trainers, presentations, videos, case studies, exercises & graphics
  – Presentation variety
  – Get students involved
  – Practice
• Testing - to ensure they focus and understand
• Evaluations - ensure course accomplishing its goals
Training Topics
# 10-Hour Construction Topics

For entry level workers. **4 hours mandatory, choose 2 hours.** For the remaining 4 hours, teach other construction industry hazards or policies and/or expand on these topics.

<table>
<thead>
<tr>
<th>One Hour</th>
<th>Choose at least 2 of the following topics - These topics must add up to at least 2 hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to OSHA</strong>, including:</td>
<td>- <em>Minimum One-half hour each</em> -</td>
</tr>
<tr>
<td>OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics</td>
<td><strong>Materials Handling, Storage, Use and Disposal</strong>, Subpart H</td>
</tr>
<tr>
<td>Inspections, Citations, and Penalties</td>
<td><strong>Tools - Hand and Power</strong>, Subpart I</td>
</tr>
<tr>
<td>General Safety and Health Provisions, Competent Person, Subpart C</td>
<td><strong>Scaffolds</strong>, Subpart L</td>
</tr>
<tr>
<td>Value of Safety and Health</td>
<td><strong>Cranes, Derricks, Hoists, Elevators, &amp; Conveyors</strong>, Subpart N</td>
</tr>
<tr>
<td>OSHA Website and available resources</td>
<td><strong>Excavations</strong>, Subpart P</td>
</tr>
<tr>
<td>OSHA 800 number</td>
<td><strong>Stairways and Ladders</strong>, Subpart X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two Hours (minimum 15 minutes on each of four areas)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OSHA Focus Four Hazards</strong></td>
<td></td>
</tr>
<tr>
<td>Fall Protection, Subpart M</td>
<td></td>
</tr>
<tr>
<td>Electrical, Subpart K</td>
<td></td>
</tr>
<tr>
<td>Struck by (e.g., falling objects, trucks, cranes)</td>
<td></td>
</tr>
<tr>
<td>Caught in/between (e.g., trench hazards, equipment)</td>
<td></td>
</tr>
</tbody>
</table>

| 30 Minutes - **Personal Protective and Lifesaving Equipment**, Subpart E |  |
| 30 Minutes - **Health Hazards in Construction** (for example, noise, hazard communication and crystalline silica) |  |
## 30-Hour Construction Topics

- Intended for those with some safety responsibility
- 12 mandatory hours, 12 hours must be chosen from electives
- For remaining 6 hours, teach other construction hazards or policies or expand on the other topics

### REQUIRED COURSE TOPICS

**Introduction to OSHA** - at least Two Hours
- OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics
- Inspections, Citations, and Penalties
- General Safety and Health Provisions, Competent Person, Subpart C
- Value of Safety and Health
- OSHA Website, OSHA 800 number and available resources

**OSHA Focus Four Hazards** - at least Five Hours (must cover all four areas – minimum 30 minutes on each)
- Fall Protection, Subpart M (e.g., floors, platforms, roofs)
- Electrical, Subpart K (e.g., overhead power lines, power tools and cords, temporary wiring, grounding)
- Struck by (e.g., falling objects, trucks, cranes, constructing masonry walls)
- Caught in/between (e.g., trench hazards, unguarded machinery, equipment)

**Personal Protective and Lifesaving Equipment**, Subpart E - at least Two Hours

**Health Hazards in Construction** (for example, noise, hazard com. and crystalline silica) - at least Two Hours

**Stairways and Ladders**, Subpart X - at least One Hour
# 10-Hour General Industry Topics

For entry level workers. **6 hours mandatory, choose 2 hours.** For the remaining 2 hours, teach other general industry hazards or policies and/or expand on these topics.

<table>
<thead>
<tr>
<th>One Hour</th>
<th>Introduction to OSHA, including:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics Inspections, Citations, and Penalties Value of Safety and Health OSHA Website and available resources OSHA 800 number</td>
</tr>
</tbody>
</table>

Choose at least 2 of the following topics

These topics must add up to at least 2 hours:

- Minimum One-half hour each -

<table>
<thead>
<tr>
<th>Choose at least 2 of the following topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous Materials (Flammable and Combustible Liquids, Compressed Gases, Dipping and Coating), Subpart H</td>
</tr>
<tr>
<td>Materials Handling, Subpart N</td>
</tr>
<tr>
<td>Machine Guarding, Subpart O</td>
</tr>
<tr>
<td>Introduction to Industrial Hygiene, Subpart Z</td>
</tr>
<tr>
<td>Bloodborne Pathogens, Subpart Z</td>
</tr>
<tr>
<td>Ergonomics</td>
</tr>
<tr>
<td>Safety and Health Programs</td>
</tr>
<tr>
<td>Fall Protection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One Hour</th>
<th>Walking and Working Surfaces – including fall protection, Subpart D</th>
</tr>
</thead>
</table>

|----------|------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>One Hour</th>
<th>Electrical, Subpart S</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One Hour</th>
<th>Personal Protective Equipment (PPE), Subpart I</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>One Hour</th>
<th>Hazard Communication, Subpart Z</th>
</tr>
</thead>
</table>
30-Hour General Industry Topics

- Intended for those with some safety responsibility
- 11 mandatory hours, 10 hours must be chosen from electives
- For remaining 9 hours, teach other General Industry hazards or policies or expand on the other topics

### REQUIRED COURSE TOPICS

**Introduction to OSHA** - at least Two Hours
- OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities,
  Whistleblower Rights, Recordkeeping basics
- Inspections, Citations, and Penalties
- Value of Safety and Health
- OSHA Website, OSHA 800 number and available resources

**Walking and Working Surfaces** – including fall protection, Subpart D - at least One Hour


Subparts E & L - at least Two Hours

**Electrical**, Subpart S - at least Two Hours

**Personal Protective Equipment (PPE)**, Subpart I - at least One Hour

**Materials Handling**, Subpart N - at least Two Hours

**Hazard Communication**, Subpart Z - at least One Hour
Program Administration –
Getting Student Cards
Documenting Training

1. OSHA Outreach Training Program Report
   - Provide address that goes directly to you
   - ID Number - doesn’t apply to new trainers (see next slide)
   - Trainers with IDs may e-mail or fax (Attachment C)

2. A copy of your OSHA trainer card if:
   - This is your first outreach training class, or
   - You have a new expiration date

3. Student Names - must be legible

4. Topic Outline - topics and amount of time spent on each
OSHA OUTREACH TRAINING PROGRAM REPORT

Certification Statement. I certify that I have conducted this outreach training class in accordance with the OSHA Outreach Training Program guidelines. I have maintained the training records as required by these guidelines and I will provide these records to the OSHA Directorate of Training and Education (or their 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 section 17(g) of the Occupational Safety and Health Act, 29 U.S.C. 666(g), which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. I hereby attest that the information on this form is true and correct.

Trainer Signature ______________________ Date _________________

Note additional info required

Course Conducted:  
☐ 10-Hour Construction  
☐ 10-Hour General Industry  
☐ 30-Hour Construction  
☐ 30-Hour General Industry

Course Information (check all that apply):
☐ Spanish  ☐ Spanish  ☐ Training conducted outside US  
☐ Youth (age 18 or less)  ☐ Language other than English or Spanish _____________________  
☐ OSHA Alliance or Partnership related (specify below)

State where training held (or country if outside of US) : _______________________________

Course End Date: _____ / _____ / ________ (Requests cannot be older than 6 months)

Number of Students: __________ (More than 50 requires prior approval)

Primary Trainer Course Information

Your Responsible Training Office (which OSHA Education Center, or OSHA) _______________________________

<table>
<thead>
<tr>
<th>ID Number* below)</th>
<th>Name</th>
<th>Course (500/501/502/503)</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ID number - new trainers do not have one - this only applies to trainers who have received student cards</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Trainer Responsibilities
Outreach Training Program Report

OSHA OUTREACH TRAINING PROGRAM REPORT

• Additional Reporting Items (if applies to majority of class)
  – Spanish or Other Language
  – Youth
  – Outside US
  – Alliance or Partnership
  – State where training held
• Statement of Certification
• E-mail and Fax - must include topics & certification
Trainer Responsibilities
Statement of Certification

Statement of Certification. I certify that I have conducted this outreach training class in accordance with the OSHA Outreach Training Program guidelines. I have maintained the training records as required by these guidelines and I will provide these records to the OSHA Directorate of Training and Education (or their 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 section 17(g) of the Occupational Safety and Health Act, 29 U.S.C.666(g), which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. I hereby attest that the information on this form is true and correct.

______________________________           ________
Trainer Signature               Date

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

• Provided to trainers AFTER completion of 1st training class

• If you took Construction & General Industry trainer courses from two organizations you’ll:
  – Have two ID numbers
  – Request cards from two different organizations

• Trainers with ID numbers may e-mail or fax their request (Attachment C)
Obtaining Student Cards

• Send to OSHA Education Center responsible for your trainer training (see Attachment B)

• Separate documentation for each course

• Submit within 6 months of training
Trainer Responsibilities
Student Cards

- Trainers complete student cards by **printing or typing:**
  - Student name
  - Course end date
  - Trainer name (may also sign it)
- Do not alter cards or use white out
- Receive replacements for misprints
- Use extra cards only for replacements, no other purpose
Student Card Information

- Cards don’t expire, but many employers, organizations, and States may have different requirements
- Processing takes 2 - 4 weeks
- May laminate
- May use the back of the cards for your purposes
- May provide students a training certificate
Keep your class files for 5 years

Files must include:

✓ the card number you gave to each student
✓ student sign-in sheets for each class day
✓ student addresses
✓ topic outline
✓ copy of the documentation you sent to request cards
Main OSHA Web Sites

• [www.osha.gov](http://www.osha.gov)
• Outreach Training Program
  – Teaching Aids
  – Guidelines
  – How to get student cards
  – FAQs
  – Announcements
OSHA Outreach Training Program

The OSHA Outreach Training Program is our primary way to train workers in the basics of occupational safety and health. Through the program, individuals who complete a one-week OSHA trainer course are authorized to teach 10-hour and 30-hour courses in construction or general industry safety and health hazard recognition and prevention. Authorized trainers can receive OSHA course completion cards for their students. Over the past three years, over 1.3 million students have received training through this program.

The OSHA Outreach Training Program is voluntary. OSHA does not require participation in this program.

- How to become an authorized trainer
- How to Find 10- or 30-hour outreach classes
- Program Guidelines
- How to get OSHA student course completion cards
- Teaching Aids
- Frequently Asked Questions (FAQs)

How to become an authorized trainer

Authorized trainers may receive OSHA course completion cards for...
Teaching & Materials

• Training & Reference Materials Library
• Resource Center
• Multimedia – Videos and Slides
• Compliance Assistance Resources
• Small Business Page
• Teen Workers
• Making the Business Case for Safety and Health
• Quick Takes – Register! OSHA’s bi-weekly e-news memo
Construction and Training Web Sites

- Construction Outreach Materials
- Construction - Other OSHA Presentations
- OSHA Construction eTools
- Safety and Health Topics Index
- Electronic Library of Construction Occupational Safety and Health (includes Spanish materials)
- NIOSH Construction Publications
- Fatal Facts: Fact sheets on construction fatalities
General Industry and Training Web Sites

- **Safety and Health Topics Index**
- **Industry-Specific Resources** - for example:
  - Agriculture and Logging
  - Manufacturing
  - Retail and Wholesale
  - Health Care – Dentistry, Health Care Facilities, Nursing Homes, Hospitals
  - Services - Automotive, Diving, Dry Cleaning, Labs, Landscaping/Tree Service
  - Transportation and Warehousing - Airlines, Beverage Delivery, Taxi Drivers, Trucking, Warehousing and Storage
  - Utilities - Electric Power Generation, Transmission, and Distribution
- **Health Care Industry Quick Start** - Forms, publications, resources, sample programs
- **Printing Industry Health and Safety**
- **eTools** - interactive, Web-based training tools
- **NIOSH Safety & Health Topics**
- **General Safety and Health References** - Other Internet Sites
- **General Safety and Health References**
Spanish Assistance

• At Outreach website
• Spanish 10-Hour PowerPoints
• Spanish Outreach Trainer list
  – Updated monthly, over 250 listed
  – 25 States, DC, PR & 10 countries
• Spanish Website References
OSHA Publications

- Publications, forms, posters, & fact sheets
- HTML & PDF
- Copies - OSHA Area or Regional Office
- OSHA Publications and Audiovisual Programs, OSHA 2019
- Training Requirements in OSHA Standards & Training Guidelines, OSHA 2254
- All About OSHA, OSHA 3302
- U.S. Government Bookstores
OSHA Quick Cards – English & Spanish

- For Students
- Many in English & Spanish
- Simple references focus on specific safety & health topics

Fall Protection Tips

- Identify all potential tripping and fall hazards before work starts.
- Look for fall hazards such as unprotected floor openings/edges, shafts, skylights, stairwells, and roof openings/edges.
- Inspect fall protection equipment for defects before use.
- Select, wear, and use fall protection equipment appropriate for the task.
- Secure and stabilize all
Outreachtrainers.org

- Encourage outreach trainers to add their trainer profile and training schedules to the website
- OSHA’s main resource for people who are looking for outreach training
- Trainers with schedules show up first
- Search based on type of training and proximity
- Trainer profiles, websites, request quotes
- Build outreach trainer community
Other OSHA Assistance

- **Active Outreach Trainer Lists**
  - Trainers may use to find training assistance - contact OTIEC (Attach. B)
  - Includes those who’ve taught 2 or more classes in the last year
  - By State, Industry

- **OSHA Technical Support - Enforcement & Standards**
  - OSHA Regional or Area Office

- **Compliance Assistance Specialists**
  - in Area Offices
  - Available for seminars, workshops, and speaking events
  - Promote cooperative programs (Consultation, VPP, & Alliances)
  - Promote OSHA's training resources and the web site tools
Lost, Damaged, or Misprinted Cards

• **Trainer Card** -
  – Contact [Education Center](#) where took training

• **Student Cards**
  – Trainers are sent extras to replace for students
  – Rarely replace entire class – that is why you need to provide your direct address
  – If you don’t have an extra card, contact your OTIEC (Attach. B) for a replacement.
  – Records are kept for 5 years

• **Misprints** - Return for replacements
• Issue Student cards
• Active trainer lists
• Assistance
  – Lost cards
  – Videoconferencing
  – 50+ students
  – Conducting a class
  – Documenting a class
  – Trainer qualifications
  – Understanding guidelines
• Conduct trainer classes
Trainer Update Requirement

- Update Course, every four years
  - 502, Construction
  - 503, General Industry
- Or retake trainer course (#500 or #501)
- 3 month grace period after expiration to take the update
Outreach Contacts

- **OSHA Education Centers**
  - Primary contact
  - General program administration
  - See Attachment B

- **OSHA Outreach Training Program Coordinator**
  - outreach@dol.gov
  - Online training
  - Help on matters not in guidelines or at web site
  - Annual Most Frequently Cited PowerPoints

- **Resource Center Loan Program**
  - OSHA librarian (847) 759-7736
  - otiresourceloan@dol.gov
OSHA adds value to business, work and life.