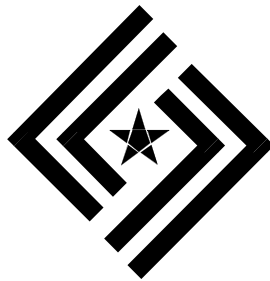




OUTREACH TRAINING

PROGRAM

GUIDELINES



GENERAL INDUSTRY SAFETY AND HEALTH

U.S. Department of Labor
Occupational Safety and Health Administration (OSHA)
Directorate of Training and Education
2020 S. Arlington Heights Road
Arlington Heights, Illinois 60005

TABLE OF CONTENTS

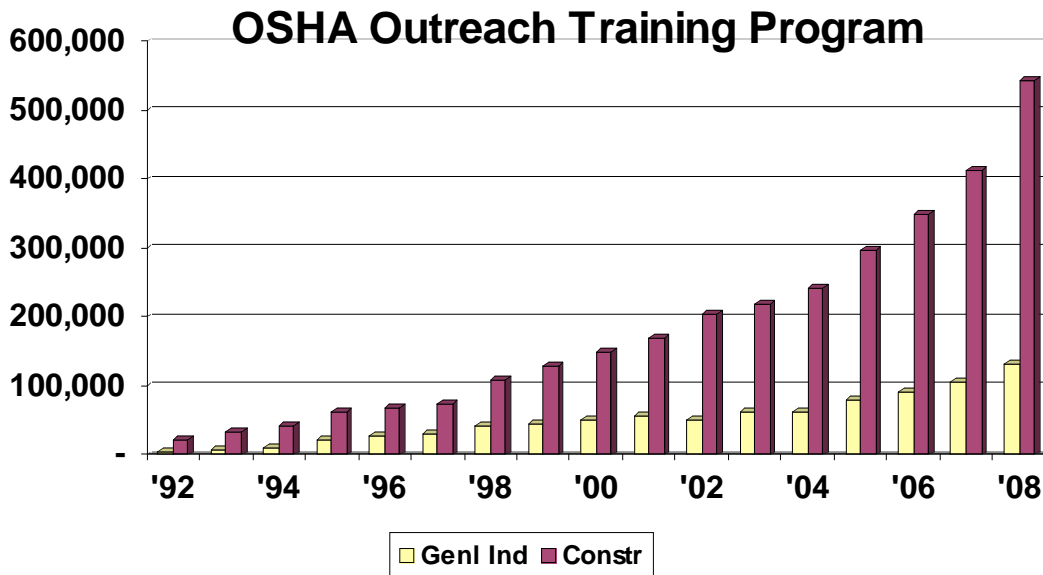
	<u>Page</u>
I. Background	1
II. The General Industry Outreach Training Program	2
III. Outreach Training Program Guidelines	2
IV. Outreach Training Tips	5
V. Designated Training Topics: 10-hour General Industry Outreach Training Program	6
VI. Designated Training Topics: 30-hour General Industry Outreach Training Program	7
VII. Further Assistance	8
VIII. Program Administration	11
A. Obtaining Student Course Completion Cards	11
B. Other Key Points on Submitting Course Documentation	11
C. Records Trainers Must Retain for Five Years	11
D. Where to Send Documentation	11
E. ID Number Information	12
F. Information on Student Course Completion Cards	12
G. Replacing Lost, Damaged, or Misprinted Cards	12
IX. OSHA Outreach Training Program Report	13
Attachment C - OSHA Training Institute Education Centers (OTIECs)	19
Attachment A – Outreach Contacts: Responsible Training Organizations	15
Attachment B – E-mail or Fax Procedures for Outreach Trainers with ID Numbers	16

GENERAL INDUSTRY OUTREACH TRAINING PROGRAM

I. BACKGROUND

The Occupational Safety and Health Administration's (OSHA) Outreach Training Program is a voluntary program to train workers in the basics of safety and health hazard recognition and prevention. OSHA authorizes trainers who complete construction and general industry train-the-trainer courses to conduct occupational safety and health classes for workers. OSHA has promoted workplace safety and health by authorizing trainers since 1971.

The Outreach Training Program has grown rapidly in recent years. From fiscal year (FY) 2004 through FY2008, 2.3 million workers have received outreach training; the number of workers trained more than doubled. In 2008, OSHA distributed nearly 680,000 student cards to trainers who held over 43,000 classes – an average of almost 850 classes per week. The number of students completing 30-hour construction training tripled from 2005 to 2008; however, 10-hour classes still comprise over 80% of the overall program. Construction outreach training comprises 80% of outreach training. On any day, approximately 2,700 workers attend OSHA outreach training.



This growth is a result of industry-wide acceptance. Many employers use the Outreach Training Program to provide training for their employees. Groups who have integrated the program into their overall safety and health training plans include the building trades, general contractors, employer associations, insurance companies, and manufacturing firms. The endorsement of outreach training to serve as a foundation of occupational safety and health training within an organization has often resulted in the requirement of the training as a condition of employment for these workers or members.

Recent State laws enacted in Massachusetts, Rhode Island, Connecticut, New Hampshire, Missouri and New York require 10-hour construction training for workers on various sized publicly funded construction projects.

II. THE GENERAL INDUSTRY OUTREACH TRAINING PROGRAM

General industry outreach trainers are authorized to conduct 10- and 30-hour general industry outreach courses and receive OSHA course completion cards to issue to their students. To become an authorized trainer, you must complete Course #501, *Trainer Course in Occupational Safety and Health Standards for General Industry*. You must pass a final test to receive your trainer authorization.

Update Requirement. To stay current on relevant OSHA matters, General Industry outreach trainers are required to attend Course #503, *Update for General Industry Outreach Trainers*, every four years to remain authorized. The OSHA course #501 may also be used to maintain a trainer's authorized status. If a trainer's authorization status has expired, the trainer has a three month grace period after their expiration to take the update course. After the three month period, a trainer's authorization status may only be reinstated by retaking the OSHA #501 course.

The trainer courses are primarily offered at the OSHA Training Institute Education Centers (OTIECs), see Attachment A. These courses may also be available at the OSHA Training Institute.

III. OUTREACH TRAINING PROGRAM GUIDELINES

This section contains information on the rules and procedures for conducting an outreach training course. Trainers are responsible for understanding these requirements when planning and conducting their outreach classes.

Training Topics. See the Designated Training Topics (sections V and VI) for what must be covered in a 10- and 30-hour general industry class. The objective of all OSHA General Industry Outreach Training Program training is to provide workers with information on recognizing and preventing hazards on a general industry site. If you have a question concerning whether your outreach training meets the needs of specific OSHA standards or requirements, contact your OSHA regional or local office (see section VII). CPR and First Aid can be added to your training, but you can't count this time as part of your 10- or 30-hour class.

Topic Length. OSHA has assigned minimum lengths of one hour to the required course topics; see the Designated Training Topics (sections V and VI). One-half hour is the minimum a trainer may spend on any topic. OSHA recommends spending an hour on each elective or optional topic. In the 10-hour class, a trainer may not cover any topic for more than four hours. In the 30-hour class, a trainer may not spend more than six hours on any topic.

Training Materials. Trainers compile materials for their training from a variety of sources, including products OSHA has available under "Teaching Aids" at the OSHA Outreach Training Program web site, www.osha.gov/dte/outreach/construction_generalindustry/aids.html. Trainers are provided a CD-ROM in their trainer course. The CD-ROM contains 10-hour PowerPoint presentations and lesson plans that may be used in full or in part in conducting an outreach class. Course materials provided in the train-the-trainer classes are not designed for outreach students. Trainers should provide their students with reference materials, at least a fact sheet, on each topic covered, which highlights the key training points. See section VII, Further Assistance, for additional information.

Class Time. Breaks and lunch periods are not counted as class time. Instructional time must be at least 10 or 30-hours, as applicable.

Classes Over a Period of Time. Trainers may break classes into segments. Each segment must be at least one hour and the entire course must be completed within six months.

Guest Trainers. Authorized trainers may use others who have topic expertise to help conduct classes. The authorized outreach trainer must design and coordinate the course, teach more contact hours than anyone else, attend all sessions to answer questions, ensure topics are adequately covered, and document students' attendance.

Records. Trainers must retain outreach class files for five years. The file for each class must include:

- Student sign-in sheets for each class day
- Student addresses
- Copy of the documentation sent in to request cards, including a list of the topics taught and the amount of time spent on each
- Records which indicate the card number dispensed to each student. One way to accomplish this is to make a copy of all the cards you issue.

OSHA reserves the right to request copies of class records for verification purposes.

Class Size. If a planned training class will exceed 50 students, contact your Outreach Training Program Coordinator (Attachment B) prior to the class to receive permission to hold the class and receive student cards. The coordinator will need to know:

- How students will be able to ask questions when the class is not in session. Methods include e-mail, answering questions after class, and a Q & A session.
- What materials, in general, you are providing to the students. At a minimum, trainers must provide students with a fact sheet on each topic covered.
- That you will take attendance at the beginning and end of each class day. Only those students who are on all attendance sheets may receive cards. Trainers must retain these sign-in sheets in their class files.

OSHA recommends using more than one trainer, holding the 10-hour course over more than one day, and breaking the class into work groups. Small classes encourage student involvement through discussion and group participation and through sharing of knowledge and experiences.

Training Delivery. Outreach training must be done in-person, unless an exemption is given.

Online Training. OSHA has specific online training guidelines. OSHA has only accepted a few online programs. If you're considering developing online training, contact the OSHA Outreach Training Program coordinator at outreach@dol.gov. The online guidelines include the following:

- Testing and reporting test scores for each topic and a final test
- Removal of anyone scoring less than 70% after three tries on any program topic
- Mandatory page views of each content page
- Easy trainer availability built into the system
- Printable online materials for each topic
- The course must be interactive
- Tracking students' time in the course (including a timing-out mechanism)
- Providing required reports and evaluations

Video Conferencing. If you're considering using video conferencing, contact your Outreach Training Program Coordinator (Attachment B) prior to the video conference to receive permission. The guidelines for video conferencing are as follows:

- The trainer can ensure the full attendance of all students
- Off-site locations have a training monitor
- There is a setup to answer students questions quickly and effectively
- Explain what materials you will provide to the students – at a minimum they must receive a fact sheet on each topic covered

Combining 10-hour Construction and General Industry Classes. Trainers may not combine a 10-hour Construction and a 10-hour General Industry class in less than 20 hours in order to receive both types of student cards.

10 + 20 Hours = 30. If a student you trained in the 10-hour course wants to take the 30-hour course at a later time, you may provide 20 more training hours and receive a 30-hour card for the student. The limitations are as follows:

- The same trainer must do all the training
- All the training must be completed, from start to finish, within six months
- You must return the 10-hour cards to receive the 30-hour cards.

Advertising. When advertising outreach training, trainers must take the proper care to correctly describe their outreach trainer designation and outreach courses. Trainer authorization is limited to conducting the 10- and 30-hour General Industry outreach training courses.

Follow these restrictions when advertising General Industry Outreach Training Program 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 that the trainer is an OSHA employee or that the course is being conducted by OSHA
Course #501	Authorized outreach trainers cannot conduct the #501 course. Don’t refer to any outreach course as a #501 course. The #501 course is the trainer course that is conducted by OTI and the OTIECs.
Department of Labor Logo	Don’t use the logo that is on the outreach cards or the front cover of this guide
Train-the-Trainer Course	Do not combine the use of “OSHA” and “Train-the-Trainer” in advertising. Students who complete outreach training are not entitled to receive cards for students they may train.

If OSHA notifies a trainer that their advertising appears false or misleading and it is not promptly corrected, the trainer will be removed from the Outreach Training Program and will no longer be able to receive student completion cards.

Monitoring. OSHA periodically conducts training observations of outreach classes. The purpose is to:

- Observe training
- Obtain feedback from the trainer and the students on the training
- Ensure awareness of the Outreach Training Program guidelines and the materials and assistance that are available to help trainers

Through these visits, OSHA aims to help trainers, improve the Outreach Training Program, and ensure consistent program implementation.

To request a training observation by OSHA, send the following information to outreach@dol.gov:

- Course date
- Type of class: 10- hour or 30-hour, Construction or General Industry
- Location
- Contact information

IV. OUTREACH TRAINING TIPS

This section is intended to provide trainers with suggestions on how to conduct more productive and effective outreach training classes.

Worker Emphasis. Outreach classes are designed to be presented to workers, therefore they must emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Trainers must tailor their presentations to the needs and understanding of their audience.

Importance of Safety and Health Training. Explain early in the class that safety and health training isn't a bureaucratic exercise – it may save their life and help them continue to provide for their family.

- Highlight local stories that students will recognize
- Discuss personal experiences
- Provide information on injury and fatality statistics and OSHA Fatal Facts. For more information, see section VII, Further Assistance.
- Explain that safety and health training adds value to the company, the workplace and their life. See www.osha.gov/dcs/smallbusiness/safetypays/index.html.

Site-Specific Training. The most rewarding classes for students are the ones they can relate to because the trainer uses examples, pictures, and real-life scenarios from their workplace, or one similar to it.

Homogenous Class. The ideal class is one where students have similar positions and needs. Hold separate sessions for supervisors, managers, and workers, when possible. Try to train workers from similar groups, such as trade groups, office personnel, machine operators, and maintenance staff.

Train Workers in Their Language. Ensure that you know your audience, including whether there are language barriers. To the extent possible, teach non-English speaking workers separately. Use translators, easy to understand photos, videos in their language, and hands-on activities. Also emphasize real-life examples. OSHA and the Outreach Training Program have Spanish-speaking trainers, references, publications, dictionaries and e-tools available at www.osha.gov. See section VII (Further Assistance) for additional details. Also, see the “OSHA training Standards Policy Statement”, which reiterates OSHA's policy that employee training be presented in a manner that employees can understand, www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=25658.

Use Objectives. Describe the skills and abilities the students should have or exhibit for each topic. Relate the objectives to the students' work, if possible.

Presentation Assortment. Students learn in different manners and benefit from multiple training styles. Use different trainers, computer presentations, videos, case studies, exercises and graphics to make the course interesting and enjoyable. By doing so, trainers will be employing the three levels of training techniques: presentation (presenting the material in a variety of ways), discussion (getting the students involved in the learning), and performance (students practice the material they learned).

Testing. OSHA recommends using quizzes and tests to ensure students remain focused and understand key objectives. Trainers may set passing scores. Provide feedback to the students on the exam questions.

Evaluations. OSHA recommends having students complete a class evaluation. Trainers should use this feedback to determine whether the course is accomplishing its goals and how to improve the training.

V. DESIGNATED TRAINING TOPICS

- 10-HOUR GENERAL INDUSTRY OUTREACH TRAINING PROGRAM

The 10-hour General Industry Outreach Training Program is intended to provide entry level general industry workers broad awareness on recognizing and preventing hazards on a general industry site. The training covers a variety of safety and health hazards which a worker may encounter at a general industry site. OSHA recommends this training as an orientation to occupational safety and health. Workers must receive additional training on hazards specific to their job. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Learning objectives on many of these topics are on the 10-hour CD-ROM which is distributed in the train-the-trainer class, and is also available for download at the Outreach Training Program website. Instructional time must be a minimum of 10 hours.

Breakdown of topics as follows:

- **Mandatory - 6 hours (left column):** Six topics to be taught, for one hour each
- **Elective - 2 hours (right column top):** Choose at least two of these topics to teach, for a minimum of one-half hour each. Must cover at least two hours.
- **Additional - 2 hours (right column bottom):** Teach any other general industry hazards or policies and/or expand on the mandatory or elective topics, minimum of one-half hour each

10-HOUR GENERAL INDUSTRY REQUIRED COURSE TOPICS	
<i>* OSHA subpart references are provided for informational purposes; training should emphasize hazard awareness</i>	
Mandatory – 6 hours	Elective – 2 hours
One Hour - Introduction to OSHA , including: <ul style="list-style-type: none"> ■ 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 	Choose at least two of the following elective topics:
	These topics must add up to at least two hours: <i>- Minimum One-half hour each -</i>
	Hazardous Materials , Subpart H Materials Handling , Subpart N Machine Guarding , Subpart O Introduction to Industrial Hygiene , Subpart Z Bloodborne Pathogens , Subpart Z Ergonomics Safety and Health Program Fall Protection
One Hour Walking and Working Surfaces , Subpart D – including fall protection	
One Hour Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection , Subparts E & L	
One Hour - Electrical , Subpart S	ADDITIONAL – 2 hours
One Hour - Personal Protective Equipment , Subpart I	For the remaining two class hours: Teach any other general industry hazards or policies and/or expand on the mandatory or elective topics
One Hour - Hazard Communication , Subpart Z	

Special Industry Recommendations:

In addition to the six mandatory hours, the groups noted below should also teach the following:

- **Medical / Health Care** – 1 hour each - Introduction to Industrial Hygiene, Bloodborne Pathogens
 At least ½ hour each – Ergonomics and Workplace Violence
- **Maintenance** - Ergonomics and (if applicable) Powered Industrial Trucks
- **Utility** - Ergonomics, Power Generation, and Confined Spaces
- **Office** - Ergonomics

VI. DESIGNATED TRAINING TOPICS

- 30-HOUR GENERAL INDUSTRY OUTREACH TRAINING PROGRAM

The 30-hour General Industry Outreach Training Program is intended to provide a variety of training to people with some safety responsibility. Workers must receive additional training on hazards specific to their job. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Instructional time must be a minimum of 30 hours.

Breakdown of topics as follows:

- **Mandatory - 11 hours:** Seven topics to be taught, ranging from one to two hours each
- **Elective - 10 hours:** Choose at least five of these topics to teach, for a minimum of one-half hour each
- **Optional - 9 hours:** Teach any other general industry hazards or policies and/or expand on the mandatory or elective topics, minimum of one-half hour each

30-HOUR MANDATORY COURSE TOPICS = 11 Hours MINIMUM

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

Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection, 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

30-HOUR ELECTIVE COURSE TOPICS

Choose at least 5 of the following topics = 10 hours MINIMUM

- Hazardous Materials (Flammable and Combustible Liquids, Spray Finishing, Compressed Gases, Dipping and Coating Operations), Subpart H
- Permit-Required Confined Spaces, Subpart J
- Lockout / Tagout, Subpart J
- Machine Guarding, Subpart O
- Welding, Cutting, and Brazing, Subpart Q
- Introduction to Industrial Hygiene, Subpart Z
- Bloodborne Pathogens, Subpart Z
- Ergonomics
- Fall Protection
- Safety and Health Programs
- Powered Industrial Vehicles

■ ADDITIONAL 9 HOURS

For the remaining NINE class hours teach any other general industry hazards or policies and or expand on the mandatory or elective topics

VII. FURTHER ASSISTANCE

This section provides resource information that trainers can use to help them to prepare and conduct outreach training courses

Main OSHA Web Sites

- OSHA Home Page - www.osha.gov
- OSHA Outreach Training Program Page - www.osha.gov/dte/outreach/construction_generalindustry/index.html. The site includes:
 - Teaching Aids, including the 10-hour PowerPoint provided in the trainer class
 - Program Guidelines
 - How to get OSHA student course completion cards
 - Frequently Asked Questions (FAQs)
 - Special Announcements

OSHA Teaching / Materials Assistance Web Sites

- Training and Reference Materials Library. This library contains training and reference materials developed by OSHA as well as links to other related sites. www.osha.gov/dcsp/ote/materials_library.html
- Resource Center Loan Service. Outreach trainers may borrow videos from OSHA's Resource Center. This collection of videos covers many occupational safety and health subjects. The catalog contains borrowing information and a list of videos, including various Spanish titles. www.osha.gov/dcsp/ote/resource-center/loan.html
- Multimedia – Videos and Slide presentations - www.osha.gov/SLTC/multimedia.html
- Alliance Program Participants Developed Products - www.osha.gov/dcsp/alliances/alliance_products.html
- Compliance Assistance - Resources and Specialists - www.osha.gov/dcsp/compliance_assistance/index.html
- OSHA Small Business Page - www.osha.gov/dcsp/smallbusiness/index.html
- Teen Workers - www.osha.gov/SLTC/teenworkers/index.html
- Spanish References and Trainers www.osha.gov/dte/outreach/construction_generalindustry/spanish_training.html
www.osha.gov/dte/outreach/construction_generalindustry/spanish_outreach_trainers.html
- Making the Business Case for Safety and Health - www.osha.gov/dcsp/products/topics/businesscase/
- Quick Takes. At the OSHA Home Page, sign up for OSHA's bi-weekly e-news memo with information, updates, and results about safety and health in America's workplaces.

General Industry and Training Web Sites

- Safety and Health Topics Index - www.osha.gov/SLTC/index.html
- Industry-Specific Resources - www.osha.gov/dcsp/compliance_assistance/industry.html
 - Agriculture and Forestry - Agricultural Operations, Grain Handling, Logging
 - Health Care – Dentistry, Health Care Facilities, Nursing Homes, Hospitals
 - Manufacturing - Apparel & Footwear, Battery Manufacturing, Chemical Manufacturing, Concrete and Concrete Products, Fireworks, Food Processing, Lead Smelters, Lubricant Manufacturing, Meat Packing, Metal Manufacturing, Plastics, Poultry Processing, Preserved Fruits & Vegetables, Printing, Pulp, Paper, and Paperboard Mills, Semiconductors, Textiles, Wood Products
 - Retail and Wholesale - Retail Sale, Lumber and Building Materials, Restaurants, Fireworks
 - Services - Automotive, Diving, Dry Cleaning, Fireworks Display, Labs, Landscaping/Tree Service
 - Transportation and Warehousing - Airlines, Beverage Delivery, Taxi Drivers, Trucking, Warehousing and Storage
 - Utilities - Electric Power Generation, Transmission, and Distribution Industry
- Health Care Industry Quick Start. Forms, publications, resources, and sample programs.

www.osha.gov/dcsp/compliance_assistance/quickstarts/health_care/hc_library.html

- Alliance Program Participants Developed Products
www.osha.gov/dcsp/alliances/alliance_products.html
- Printing Industry Health and Safety
www.osha.gov/SLTC/printing_industry/recognition.html
- OSHA Small Business Page - www.osha.gov/dcsp/smallbusiness/index.html
- OSHA eTools – Web-based training tools, includes Hospital and Powered Industrial Trucks
www.osha.gov/dts/osta/oshasoft/index.html#eTools
- Spanish PowerPoint Presentations - www.consultationconnection.org/oti/
- NIOSH Safety and Health Topics - www.cdc.gov/niosh/topics/
- General Safety and Health References - Other Internet Sites
www.osha.gov/SLTC/generalshreferences/otherresources.html
- General Safety and Health References - www.osha.gov/SLTC/generalshreferences/index.html

OSHA Publications. OSHA has many helpful publications, forms, posters, and fact sheets. See www.osha.gov/pls/publications/pubindex.list. Publications are available in HTML and PDF formats. Publications may also be available from the nearest OSHA Area or Regional Office.

A few significant publications are noted below.

- *All About OSHA*, OSHA 3302
- *OSHA Publications and Audiovisual Programs*, OSHA 2019
- *Training Requirements in OSHA Standards and Training Guidelines*, OSHA 2254
- *OSHA Handbook for Small Businesses*, OSHA 2209. Assists small business employers in implementing OSHA’s recommended safety and health program management guidelines.

OSHA Quick Cards

Students will benefit from these cards, many of which are available in both English and Spanish. These are straightforward reference materials which focus on specific safety and health topics. See www.osha.gov/OshDoc/quickcards.html.

U.S. Government Bookstores

These bookstores offer OSHA standards and publications, at <http://bookstore.gpo.gov>

How to Find Outreach Trainers and Training

- **Outreach Trainer Website**
OSHA encourages all authorized outreach trainers to add their trainer profile and training schedules to www.OutreachTrainers.org. The site allows individuals and organizations to search by type of training or geographically for trainers and training to assist them in meeting their training needs. OSHA is referencing the website to persons looking for outreach training.
- **Active Outreach Trainer Lists**
OSHA distributes lists of active trainers (two or more classes conducted within a year), by state, to persons looking for 10- or 30-hour outreach training and to trainers who need assistance in conducting their training. To obtain a state list(s):
Contact: outreach@dol.gov, (847) 759-7780, fax (847) 297-6636
or see Attachment B

Provide: 1) State(s) you are looking for
2) Whether you want the list(s) for Construction or General Industry
3) Your e-mail, fax number or mailing address

OSHA Technical Support

- For support related to enforcement and the OSHA standards, contact the Regional Office or the Area Office near you. These offices also provide publications and other helpful references. At the Regional Office ask for technical support. See www.osha.gov/html/RAmap.html.
- OSHA also has Compliance Assistance Specialists in each Area Office in states under federal jurisdiction. They're available for seminars, workshops, and speaking events. See www.osha.gov/dcsp/compliance_assistance/cas.html.

Outreach Training Program Contacts

- OSHA Outreach Training Program Coordinator. For online training information and help on matters that are not found in this guide or at the OSHA web site, including annual PowerPoint charts on OSHA's Most Frequently Cited Serious Violations in Construction or General Industry, contact:
 - e-mail: outreach@dol.gov
 - (847) 759-7735
- OSHA and OSHA Training Institute Education Centers. For matters relating to general program administration, contact your representative from the organization responsible for your training. The contact list is included in Attachment B.
- Resource Center Loan Program. For further information on borrowing videos through this program, contact the OSHA librarian:
 - e-mail: otiresourceloan@dol.gov
 - (847) 759-7736

VIII. PROGRAM ADMINISTRATION

This section contains information on outreach cards. The section informs trainers how to receive student completion cards for the training they have conducted.

A. Obtaining Student Course Completion Cards

After conducting an outreach class, follow the instructions below to document your class to receive OSHA student course completion cards. Your responsible training office may also issue specific instructions.

New Trainers, and trainers who have updated their trainer status. To receive student completion cards for training you have conducted, send these items:

1. OSHA Outreach Training Program Report. This includes trainer and course information. Provide an address that goes directly to you, because OSHA can't replace card packages that are not received.
2. A copy of your OSHA General Industry trainer card
3. A list of the students who completed the training. Use the area on the back to list your students, or send a separate list. The list must be legible. Only send one list, not all of the sign-in sheets.
4. Topic Outline. List the topics taught and the amount of time spent on each. Complete the topic outline on the bottom of the report (10-hour) or on the back (30-hour) or send a separate outline.

Existing Trainers. If you have previously received student completion cards, you have been issued an ID number. Use this ID to document your training. Send these items:

1. OSHA Outreach Training Program Report. This includes your trainer ID number, name, and course information. Provide an address that goes directly to you, because OSHA can't replace card packages that are not received. If you complete this report in its entirety, it is all you need to document your outreach training.
2. A list of the students who completed the training. Use the area on the back of the form to list your students, or send a separate list. The list must be legible. Only send one list, not all of the sign-in sheets.
3. Topic Outline. List the topics taught and the amount of time spent on each. Complete the topic outline on the bottom of the report (10-hour) or on the back (30-hour) or send a separate outline.

B. Other Key Points on Submitting Course Documentation

- Trainers must sign the statement of certification attesting that they have conducted the training in accordance with the guidelines and have submitted accurate documentation.
- Trainers must document training within six months of class completion
- Trainers must report classes separately. Each class should be reported individually and contain each of the items indicated above.
- Existing trainers with ID numbers may e-mail or fax their course documentation. See Attachment C.

C. Records Trainers Must Retain for Five Years

1. Student sign-in sheets for each class day
2. Student addresses
3. Copy of the documentation sent in to request cards, including a list of the topics taught and the amount of time spent on each
4. Records which indicate the card number dispensed to each student. One way to do this is to make a copy of the cards you issue.

D. Where to Send Documentation

See Attachment B for the training organization responsible for processing your requests for student cards. This is where you will send your course documentation. If you are unsure, the name of your responsible training office is typed in on the front of your trainer card, below "OSHA, U.S. Department of Labor."

E. ID Number Information

- All trainers who have received student cards will get an ID number. Trainers receive an ID number in their card package AFTER submitting their first card request. The trainer ID is provided on the letter or the preprinted Outreach Training Program Report that are returned with your student cards. Some responsible training offices issue an ID upon course registration or completion.
- A trainer who has received Construction and General Industry training from different organizations will have two ID numbers and will request cards from two different organizations.
- If you misplaced your ID number, note on the report that you were issued one but misplaced it.

F. Information on Student Course Completion Cards

- For legibility, trainers complete student cards by printing or typing:
 1. Student's name
 2. Course end date
 3. Trainer's name (the trainer may also sign the card)
- Trainers may not alter the cards or use white out on the cards. If you misprint or mistype the cards, you may return the cards to your responsible training organization and receive replacements.
- Student course completion cards don't expire. However, employers and other organizations may have different requirements than OSHA on this. Some states have enacted laws mandating the training. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job.
- Trainers may provide training certificates to students. This often helps them verify that they took the training prior to receiving their card. Advertising restrictions also apply here.
- Trainers can use the back of the cards for other identification or training information. This may be helpful and appropriate if your outreach class is targeted to a specific industry or audience.
- The cards may be laminated.
- Use Avery 5371 label style to print on the cards. Practice by using a copy of the card sheet. Feed one sheet at a time.
- Processing card requests takes two to four weeks. Please wait this amount of time before inquiring about the status of a request.

G. Replacing Lost, Damaged, or Misprinted Cards

Extra Cards. Trainers are sent a few extra cards for each class completed in case of card errors and to allow them to replace lost student cards for students they have trained. Trainers are not to use these extra cards for any other purpose.

Trainer Card. Contact your responsible training organization (Attachment B) where you took your trainer course if you need your trainer card replaced.

Student Cards

- OSHA rarely replaces a batch of cards from an entire class.
- Use the extra cards provided to you for replacements, after you make the proper verification.
- If you don't have an extra card, contact your responsible training organization (Attachment B) for a replacement. Provide them the student's name, your name, the training date, and the type of class (10- or 30-hour, construction or general industry).
- If the training took place more than five years ago, no replacement cards will be issued.
- Trainers must maintain records which indicate the card number dispensed to each student.

Misprinted Cards: Return all misprinted cards for replacements. Do not attempt to correct and use misprinted cards.

OSHA OUTREACH TRAINING PROGRAM REPORT

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 18 U.S.C. 1001 and 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.

Course Conducted:

- 10-Hour Construction
- 10-Hour General Industry
- 30-Hour Construction
- 30-Hour General Industry

Course Information (check all that apply):

- Spanish Youth (age 18 or less) Training conducted outside US
- Language other than English or Spanish _____
- OSHA Alliance or Partnership related (specify below) _____

State in which training was held (or country if outside of US): _____

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

Number of Students: _____ (Enter names on back or on separate sheet. More than 50 requires prior approval)

Primary Trainer Course Information

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

ID Number* _____

Name _____

Course (#500/#501/#502/#503) _____

Expiration Date ____ / ____ / ____

* **ID number** – only applies to trainers who have received student cards

Address (Use an address that will come directly to you; if you have an ID and your address is unchanged, don't complete this)

Check if this is a new address

Company / Dept. _____

Address _____

City /State /Zip _____

Phone Number (____) - ____ - ____ ext. ____ E-mail: _____

Documentation must include:

- (1) Outreach Training Program Report
- (2) Copy of trainer card if this is your first class or you updated your trainer status
- (3) Student names
- (4) Topic list and the time spent on each

Important notes:

- * See Attachment B for where to send card request
- * Trainers' course records must include sign-in sheets collected for each day
- * Maintain records which indicate the card number dispensed to each student
- * Print or type trainer's name on card to ensure legible
- * Send separate documentation for each class

10-Hour Topics (30-hour class, see back, or include a separate topic list)

* Indicate the amount of time spent on each of the topics in the class

HOURS*

Construction

- _____ **Required** Introduction to OSHA
- _____ **Required** OSHA Focus Four Hazards – including:
Fall Protection, Electrical, Struck By, Caught in/between
- _____ **Required** Personal Protective and Lifesaving Equipment
- _____ **Required** Health Hazards in Construction – including:
Hazard Communication and Silica

Elective Topics:

- _____ Materials Handling, Storage, Use and Disposal
- _____ Tools - Hand and Power
- _____ Scaffolds
- _____ Cranes, Derricks, Hoists, Elevators, and Conveyors
- _____ Excavations
- _____ Stairways and Ladders

Optional: Other OSHA Construction hazards or policies

HOURS*

General Industry

- _____ **Required** Introduction to OSHA
- _____ **Required** Walking and Working Surfaces
- _____ **Required** Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection
- _____ **Required** Electrical
- _____ **Required** Personal Protective Equipment
- _____ **Required** Hazard Communication

Elective Topics:

- _____ Hazardous Materials (Flammable and Combustible Liquids)
- _____ Materials Handling
- _____ Machine Guarding
- _____ Introduction to Industrial Hygiene
- _____ Bloodborne Pathogens
- _____ Ergonomics
- _____ Safety and Health Programs
- _____ Fall Protection

Optional: Other OSHA General Industry hazards or policies

30-Hour Topics

* Indicate the amount of time spent on each of the topics in the class

Hours*

Construction

- _____ **Required** Introduction to OSHA
- _____ **Required** OSHA Focus Four Hazards – including:
Fall Protection, Electrical, Struck By, Caught in/between
- _____ **Required** Personal Protective and Lifesaving Equipment
- _____ **Required** Health Hazards in Construction – including:
Hazard Communication and Silica
- _____ **Required** Stairways and Ladders

Elective Topics:

- _____ Fire Protection and Prevention
- _____ Materials Handling, Storage, Use and Disposal
- _____ Tools - Hand and Power
- _____ Welding and Cutting
- _____ Scaffolds
- _____ Cranes, Derricks, Hoists, Elevators, and Conveyors
- _____ Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades
- _____ Excavations
- _____ Concrete and Masonry Construction
- _____ Steel Erection
- _____ Safety and Health Program
- _____ Confined Space Entry
- _____ Powered Industrial Vehicles
- _____ Ergonomics

Optional: Other OSHA Construction hazards or policies

Hours*

General Industry

- _____ **Required** Introduction to OSHA
- _____ **Required** Walking and Working Surfaces
- _____ **Required** Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection
- _____ **Required** Electrical
- _____ **Required** Personal Protective Equipment
- _____ **Required** Materials Handling
- _____ **Required** Hazard Communication

Elective Topics:

- _____ Hazardous Materials (Flammable and Combustible Liquids)
- _____ 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: Other OSHA General Industry hazards or policies

Student Names

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 _____

ATTACHMENT A

OSHA OUTREACH TRAINING PROGRAM FACT SHEET

WHERE TO SEND DOCUMENTATION:

- If an OSHA Education Center conducted or sponsored your training, see the following pages on where and how (mail, e-mail, fax) to submit requests.
- If you are unsure of the your responsible training location:
 - It is typed in on the front of the trainer card, below “OSHA, U.S. Department of Labor”.
 - See the below chart which lists where each of the OSHA Training Institute Education Centers conducted their training
- Trainers taking their Construction and General Industry trainer courses from different organizations will send their student card requests to different organizations
- For persons who took their training at the Rocky Mountain Education Center send requests to:
Red Rocks Community College
Rock Mountain Education Center
Outreach Coordinator
13300 W. 6th Ave., Box 41
⇒ Fax 303-914-8997
⇒ E-mail: outreach@rrcc.edu

WHAT TO SEND IN:

1. OSHA Outreach Training Program report
2. Copy of trainer card if this is your first request or you have updated your trainer status
3. Student names
4. Course topic list and the time spent on each

WHAT TO RETAIN IN YOUR RECORDS (for five years):

1. Student sign-in sheets for each class day
2. Student addresses
3. Copy of the documentation submitted for card request (be sure this includes the topic outline)
4. Records which indicate the card number dispensed to each student

Requests are reviewed to ensure:

- Trainer is currently authorized
- Complies with guidelines (topics, time, etc.)
- Documentation is complete

QUESTIONS:

- For OSHA, see above
- Rocky Mountain Education Center 888-329-7076

ATTACHMENT B
E-MAIL OR FAX PROCEDURES
FOR OUTREACH TRAINERS WITH ID NUMBERS

Student card requests are accepted by e-mail, or fax, if a trainer has an ID number

** Carefully read the instructions below before using these procedures.*

1. Who is eligible to send e-mails or faxes? Outreach Trainers with ID Numbers

- Trainers receive an ID number in their card package AFTER submitting their first card request
- The trainer ID is provided on the letter or the preprinted Outreach Training Program Report that are returned with your student cards

2. Sending Requests for Student Cards

a. E-mail

- **outreach@rrcc.edu**
- Subject: 10- or 30-Hour // Construction or General Industry
- Send your e-mail request based on the format which follows these procedures. Include all of the information that is shown.

b. Fax

- **303-914-8997**
- Subject: 10- or 30-hour; Construction or General Industry
- Send your fax request based on the format which follows these procedures. Include all of the information that is shown.

3. Instructions

- a. Use your ID Number
- b. For each class - send a separate e-mail, or fax
- c. Keep a file (for five years) on each course which includes:
 - 1) Student sign-in sheets for each class day
 - 2) Student addresses
 - 3) Copy of the documentation sent in to request cards, including the topic outline list of the topics taught and the amount of time spent on each
 - 4) Records which indicate the card number dispensed to each student

4. Monitoring. At times, OSHA may ask for a copy of your class records. When OSHA conducts monitoring visits for the OSHA Outreach Training Program, you may need to provide these training records.

**E-Mail Format –
Request for Outreach Training Cards -- For Trainers with ID Numbers**

Visit: www.osha.gov/dte/outreach/construction_generalindustry/guidlines.html to download the most recent forms

=====

TO: outreach@rrcc.edu

**SUBJECT: 10-hour Construction or 30-hour Construction
10-hour General Industry or 30-hour General Industry**

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 18 U.S.C. 1001 and 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.

Course Information (check all that apply):

- Spanish
- Language other than English or Spanish (specify: _____)
- Youth (age 18 or less)
- Training conducted outside US
- OSHA Alliance or Partnership related (specify: _____)

State in which training was 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 permission)

Trainer Name: _____

Trainer ID: _____

Your Responsible Training Organization (which OTI Education Center, or OSHA) _____

Construction #500 #502 Expiration Date ____/____/____

General Industry #501 #503 Expiration Date ____/____/____

Trainer Address / Phone / E-mail (Only needed if address has changed):

Student Names

Topic Outline - Include a list of the topics taught and the amount of time spent on each

- Course #500 Trainer Course in Occupational Safety and Health Standards for Construction Industry
- Course #501 Trainer Course in Occupational Safety and Health Standards for General Industry
- Course #502 Update for Construction Industry Outreach Trainers
- Course #503 Update for General Industry Outreach Trainers
- Course #510 Occupational Safety and Health Standards for Construction
- Course #511 Occupational Safety and Health Standards for General Industry

For schedules, locations, and tuition see www.osha.gov/fso/ote/training/edcenters/index.html

OTI Education Centers	Lead Center: City / State	Phone
Keene State College	Manchester, NH	800-449-6742
Rochester Institute of Technology	Rochester, NY	866-385-7470x2919
Atlantic OSHA Training Center <small>(Univ. of Medicine & Dentistry of NJ, State University of New York at Buffalo, Universidad Metropolitana, San Juan, PR)</small>	New Brunswick, NJ	732-235-9450
National Resource Center for OSHA Training <small>(West Virginia University, National Labor College, Center to Protect Workers' Rights)</small>	Morgantown, WV	800-626-4748
Mid-Atlantic OTI Education Center <small>(ECRI Institute, Chesapeake Region Safety Council, Mid-Atlantic Construction Safety Council, Johns Hopkins University and Health System)</small>	Plymouth Meeting, PA	800-875-4770
Georgia Tech Research Institute	Atlanta, GA	404-385-3500
University of South Florida	Tampa, FL	866-697-0975
Eastern Kentucky University	Richmond, KY	877-358-6742
Southeastern OTI Education Center <small>(North Carolina State University, University of Tennessee)</small>	Raleigh, NC	800-227-0264
University of Alabama	Tuscaloosa, AL	877-508-7246
Great Lakes OSHA Training Consortium <small>(Univ. of Cincinnati, Eastern Michigan University, United Auto Workers)</small>	Cincinnati, OH	800-207-9399
The National Safety Education Center <small>(Northern Illinois University, Construction Safety Council, National Safety Council)</small>	Chicago area, IL	800-656-5317
Mid-America OSHA Training Institute <small>(Ohio Valley Construction Education Foundation, Sinclair Community College)</small>	Springboro, OH	866-444-4412
Heartland Safety and Health OTI Education Center <small>(Indiana University, University of Wisconsin-Whitewater)</small>	Bloomington, IN	866-563-4820
Texas Engineering Extension Service, Texas A & M Univ.	Mesquite, TX	800-723-3811
The University of Texas at Arlington	Houston, TX	866-906-9190
Metropolitan Community Colleges	Kansas City, MO	800-841-7158
Midwest OSHA Education Centers <small>(Kirkwood Community College, St. Louis University, Safety and Health Council of Greater Omaha)</small>	Cedar Rapids, IA	800-464-6874
Red Rocks Community College	Lakewood, CO	800-933-8394
Mountain West OSHA Training & Outreach Center <small>(University of Utah, Salt Lake City Community College, Uintah Basin Applied Technology College)</small>	Salt Lake City, UT	801-581-4055
University of California - San Diego	San Diego, CA	800-358-9206
California State University Dominguez Hills	Carson, CA	888-4LA-OSHA
Chabot-Las Positas Community College District	Pleasanton, CA	866-936-OSHA
College of Southern Nevada	Las Vegas, NV	877-651-OSHA
University of Washington	Seattle, WA	800-326-7568