



Highlights of New OSHA Outreach Training Program Guidelines

The guidelines for the OSHA Outreach Training Program have changed

To view or print the new guidelines, go to the Outreach Training Program website –

► www.osha.gov/dte/outreach/construction_generalindustry/guidelines.html

Review the changes and incorporate them into your outreach plans

Major changes:

- **Topics: 10- and 30-hour**
 - Construction 10-hour: 4 hours mandatory (previously 3 hours)
 - Construction 30-hour: 12 hours mandatory (previously 6 hours)
 - General Industry 10-hour: 6 hours mandatory (previously 4 hours)
 - General Industry 30-hour: 11 hours mandatory (previously 7 hours)

10-Hour Topics	
<i>Construction</i>	<i>General Industry</i>
Mandatory Topics - At least 1 hour each, except where noted	
Introduction to OSHA	Introduction to OSHA
OSHA Focus Four Hazards (2 hours) -- minimum 15 minutes on each of four areas: Fall Protection, Electrical, Caught in/between, and Struck by	Walking and Working Surfaces
	Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection
	Electrical
PPE (1/2 hour)	PPE
Health Hazards (1/2 hour)	Hazard Communication
Elective Topics – Choose at least 2 (for at least 2 hrs)	
Materials Handling, Tools, Scaffolds, Cranes, Excavations, Stairways & Ladders	Hazardous Materials, Materials Handling, Machine Guarding, Introduction to Industrial Hygiene, Bloodborne Pathogens, Ergonomics, Safety and Health Programs
Optional (Remainder) - teach any other applicable hazards or policies and/or expand on the above topics	

- **OSHA Outreach Training Program Report**
 - Trainer must sign statement of certification to certify that the class was conducted in accordance with OSHA’s guidelines and attesting to the accuracy of the documentation submitted
 - Requests additional course information: if conducted in another language, for youth, related to OSHA Alliance or Partnership, and where training took place
 - Completing the entire report is all existing trainers (with ID numbers) need to do to request cards
 - E-mail and fax requests for cards require topic list and signed statement of certification
- **Records.** Trainers must maintain class files for 5 years which include:
 - Student sign-in sheets for each class day
 - Student addresses
 - Copy of the documentation sent in to request cards.
 - Records which indicate the card number dispensed to each student
- **Trainers complete student cards**
 - By printing or typing their name
 - May also sign card, but name must be printed or typed in.
 - May not alter the cards or use white out on them
- **Holding a class of over 50 students and Video conferencing** – obtain prior approval from OSHA Education Center, must provide materials to students, take attendance / monitor attendance
- **Outreach Training Tips and Further Assistance sections** – provided additional information