



DIRECTIVE NUMBER: TED 01-00-017 | **EFFECTIVE DATE:** 8/22/07
SUBJECT: OSHA's Policy for Local Occupational Safety and Health Training Courses

ABSTRACT

- Purpose:** To ensure the effective management of locally conducted occupational safety and health training for OSHA Agency employees.
- Scope:** OSHA-wide.
- References:** OSHA Instruction PER 05-00-001; and OSHA Instruction TED 01-00-012.
- Cancellations:** None.
- State Impact:** This Instruction does not apply to State Plan States or the On-site Consultation Program.
- Action Offices:** All OSHA National Office Directorates and Free-Standing Offices, and Regional, Area and District Offices.
- Originating Office:** Directorate of Training and Education.
- Contact:** Director, Directorate of Training and Education.

By and Under the Authority of

Edwin G. Foulke, Jr.
Assistant Secretary

Executive Summary

This Instruction provides guidance and direction on coordinating all occupational safety and health training courses for OSHA Agency employees through the Directorate of Training and Education. It requires the concurrence of the Director of the Directorate of Training and Education on all local occupational safety and health training provided to OSHA Agency safety and health professionals by parties not affiliated with the OSHA Training Institute.

Significant Changes

This Instruction codifies OSHA's policy on the coordination of all occupational safety and health training courses for OSHA Agency safety and health professionals through the Directorate of Training and Education. It provides procedures for obtaining the concurrence of the Director of the Directorate of Training and Education on all local occupational safety and health training provided to OSHA Agency safety and health professionals by parties not affiliated with the OSHA Training Institute. This Instruction:

- requires that all occupational safety and health training courses for OSHA Agency safety and health professionals be coordinated through the Directorate of Training and Education.
- provides for the OSHA Training Institute to be the preeminent provider of occupational safety and health training courses for OSHA Agency safety and health professionals.
- provides a process for requesting local training courses for OSHA Agency safety and health professionals in occupational safety and health training courses from the OSHA Training Institute.
- provides a process to obtain concurrence from the Director of the Directorate of Training and Education for local occupational safety and health training provided to OSHA Agency safety and health professionals by parties not affiliated with the OSHA Training Institute.

Table of Contents

I. Purpose	1
II. Scope	1
III. References	1
IV. Cancellations	1
V. Action Offices	1
VI. Federal Program Change	1
VII. Significant Changes	1
VIII. Process for Requesting Local Training for Agency Safety and Health Professionals ...	3

OSHA's Policy for Local Occupational Safety and Health Training Courses

- I. Purpose. To ensure the effective management of locally conducted occupational safety and health training courses for OSHA Agency employees.
- II. Scope. OSHA-wide.
- III. References.
 - A. OSHA Instruction PER 05-00-001. OSHA Training Policy [12/14/1979]
 - B. OSHA Instruction TED 01-00-012. Training Program for OSHA Compliance Personnel [07/07/1992]
- IV. Cancellations. None.
- V. Action Offices.
 - A. Responsible Office. Directorate of Training and Education.
 - B. Action Offices. All OSHA National Office Directorates and Free-Standing Offices, and Regional, Area and District Offices.
 - C. Information Offices. State Designees and Consultation Project Managers.
- VI. Federal Program Change. This Instruction does not apply to States.
- VII. Significant Changes. This Instruction provides OSHA's policy on the coordination of all occupational safety and health training courses for OSHA Agency safety and health professionals through the Directorate of Training and Education.
 - A. The OSHA Training Institute will be the primary provider of occupational safety and health training courses for OSHA Agency safety and health professionals.
 - B. Local occupational safety and health training courses for OSHA Agency safety and health professionals must be coordinated with the Directorate of Training and Education and will be provided by the OSHA Training Institute to the maximum extent possible.
 - C. Local occupational safety and health training courses for OSHA Agency safety and health professionals not provided by the OSHA Training Institute must have the concurrence of the Director of the Directorate of Training and Education.
 - D. Exemptions from this directive include attendance at pre-approved occupational safety and health conferences, training on subject matter or topics not offered by OTI and informal training conducted by Regional, Area and District Offices.

1. Subject matter and topics not offered by OTI include, but are not limited to, the following:
 - a. HAZWOPER.
 - b. Emergency preparedness.
 - c. Defensive driving.
 - d. Public speaking.
 - e. Ethics.
 - f. Local Emphasis Programs.
2. Informal training includes short updates on new standards, equipment or processes for which no training materials are developed and which are four hours or less in length per subject.
3. Informal training includes activities such as:
 - a. Local guest speakers and updates.
 - b. Explanations of new or modified standards and directives given by a member of the local Region, Area or District Office.
 - c. On-the-job training.
 - d. Journal Club.
 - e. Small business forums.
 - f. Training sessions held as an incidental part of another meeting or site visit.
4. Informal training does not include activities such as:
 - a. Training seminars or events over one-half day in length on occupational safety and health topics.
 - b. Training events for which the local Region, Area or District Office develops training materials.
5. If the Region, Area or District Office is in doubt about whether an occupational safety and health training event is covered by this Instruction, they should contact the Director of the Directorate of Training and

Education for clarification.

- E. Requests for exemptions related to directorates whose occupational safety and health training needs tend to be in specialized areas or involve highly advanced topics must be submitted to the Director of the Directorate of Training and Education, and will be addressed on a case-by-case basis.
- F. This Instruction does not apply to training courses and seminars conducted by OSHA Alliance partners (local and national) and Partnerships (local and national), and attendance at these courses and seminars does not require OTI coordination.

VIII. Process for Requesting Local Training for Agency Safety and Health Professionals.

- A. Every attempt should be made to utilize the occupational safety and health training courses offered by the OSHA Training Institute.
 - 1. The OSHA Training Institute publishes a training schedule for the upcoming fiscal year in the fourth quarter of the preceding year. This searchable online course schedule is located on the Directorate of Training and Education's Intranet home page.
 - 2. The OSHA Training Institute also coordinates with the Regions for the local delivery of occupational safety and health training courses on an annual basis. A list of OSHA Training Institute courses conducted in the Regions is provided to the Regional Administrators on a quarterly basis.
 - 3. Regions that have needs for occupational safety and health short courses and seminars should contact the Directorate of Training and Education to discuss those needs. Every attempt will be made to develop and deliver short courses and seminars based on Regional needs. These short courses and seminars will be added to the OSHA Training Institute list of available courses and seminars.
- B. Requests for local occupational safety and health training courses outside of the annual scheduling process shall be handled as follows.
 - 1. The requesting organization shall contact the Director of the Directorate of Training and Education with a written request for the occupational safety and health training course. The written request shall contain the following information:
 - a. The name of the training course.
 - b. A brief description of the training course.

- c. A list of the training objectives for the course.
 - d. A description of who will be providing the training, including their experience and qualifications.
 - e. A brief description of how attendee learning of the training objectives will be assessed.
 - f. The proposed dates of the training course.
 - g. The proposed location of the training course.
 - h. The name(s) of the individual(s) who will attend the training course.
2. The written request shall be submitted to the Director of the Directorate of Training and Education a minimum of 30 days prior to the desired delivery date for the training course.
 3. The Director of the Directorate of Training and Education will provide a written response to the requestor within two weeks after receipt of the request.
 4. The Director of the Directorate of Training and Education will keep a record of all approved occupational safety and health training courses conducted by sources other than the OSHA Training Institute.
 5. If the Directorate of Training and Education approves a request by a Region for that Region to develop and deliver local training, that Region will submit copies of all training materials used in that training course to the Directorate of Training and Education. These materials will be made available to qualified instructors in other Regions.
 6. The Regional Administrator shall ensure that personnel participating in any local occupational safety and health training courses outside of the annual scheduling submit the appropriate form for Training Authorization and Evaluation (currently DL Form 1-101.)