OSHA®

Directorate of Training and Education

Outreach Training Program Changes

April 2011

For OSHA Authorized Outreach Trainers

OSHA has revised what were formerly known as the *Outreach Training Program Guidelines* into separate documents:

1) Outreach Training Program Requirements cover the requirements applicable for all OSHA Outreach Training Programs.

2) Outreach Training Program Procedures cover the requirements for each specific industry program (Construction, General Industry, Maritime, and Disaster Site Worker).

KEY CHANGES

Statement of Compliance

- Authorized trainers must sign a Statement of Compliance with their authorizing training organization verifying that the training they conduct will be in accordance with Outreach Training Program requirements and procedures.

- The Statement of Compliance must be submitted to the organization where the most recent trainer course or update course was completed.

Conducting Classes

- Outreach classes are limited to training conducted within OSHA's jurisdiction (50 states and territories and jurisdictions under federal authority).

- Training is limited to a maximum of 7.5 hours of training in one day.

- Classes using translation must use translators with a background in occupational safety and health and must cover twice the amount of time for the translated portion.

- Primary authorized trainers must teach at least 50% of the class (unless class is taught with other authorized trainers) and maintain a list of guest trainers used, topics they delivered, and their qualifications.

- Classes are limited to a maximum of 40 students and a minimum of 3 students.

Monitoring Activities

- Trainers must permit unscheduled monitoring visits.

- Trainers must provide advance notice of training upon request.

Topics

- *Introduction to OSHA* two-hour module is required

- All 10-hour Construction classes must include four hours on *Focus Four Hazards*

- All 30-hour classes must include two hours on *Managing Safety and Health*

Reporting and Recordkeeping

- New Outreach Training Program Reports must be used.

- Cards must be provided to students within 90 days of class completion. To enable this, trainers must submit their documentation within 30 days of class completion, authorizing training organizations must process requests within 30 days, and trainers must provide cards to students within 30 days of receipt.

- Trainers must issue student cards directly to the student.

- Trainers must keep a copy of every card issued for a minimum of five years.

Implementation Schedule

To allow for classes that have been scheduled, OSHA will allow trainers until July 1, 2011 to fully implement these changes.

Questions

If you have any questions regarding these changes, please contact your authorizing training organization.