



Directorate of Training and Education

Outreach Training Program



General Industry Procedures

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Appendix - Outreach Training Program Report – General Industry

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I. Trainer Requirements. Requirements for General Industry trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program are contained in the following two documents:

- A. Outreach Training Program Requirements.** This covers the requirements for OSHA authorized trainers in all Outreach Training Programs.
- B. Outreach Training Program - General Industry Procedures.**

II. General Industry Summary

- A. Program Purpose.** The Occupational Safety and Health Administration (OSHA) Outreach Training Program for General Industry teaches general industry workers about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards.
- B. Voluntary Program.** This training program is voluntary. It does not meet training requirements in any OSHA standard. Even though some jurisdictions, employers, and unions require General Industry outreach training to work on job sites and to fulfill their safety training goals, OSHA still considers the program voluntary. Workers must receive additional training on hazards specific to their job. To review OSHA's training requirements, see OSHA Publication #2254, *Training Requirements in OSHA Standards and Training Guidelines* (www.osha.gov/Publications/osha2254.pdf).
- C. General Industry Procedures.** These procedures provide instructions for authorized general industry outreach trainers. The procedures are designed to ensure consistency of classes and that students receive the best possible training. The Outreach Training Program Requirements cover the requirements for all OSHA authorized trainers in every Outreach Training Program.

III. Trainer Status

- A. Becoming an Authorized General Industry Trainer.** To become an authorized trainer, a person must meet the following two prerequisites which consist of a training and experience component:
 - 1.** Five years of general industry safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation, in the applicable training area may be substituted for a *total* of two years of experience); and
 - 2.** Completion of OSHA course #511 *Occupational Safety and Health Standards for General Industry*. Please note that the 30-hour General Industry outreach class is not considered equivalent to course #511. The 30-hour General Industry outreach class is a hazards-based class, which is delivered by OSHA authorized trainers. The OSHA #511 course covers OSHA standards and is only offered through the OSHA Training Institute (OTI) or its OTI Education Centers.

Experience cannot be substituted for the training prerequisite component. OSHA does not issue waivers for these prerequisites. After satisfying the prerequisites, a person

must complete course #501 *Trainer Course in Occupational Safety and Health Standards for General Industry*. This course includes knowledge and performance-based tests. Trainers must pass both of these tests to become an authorized trainer.

- B. Update Requirement.** To stay current on relevant OSHA matters, authorized General Industry outreach trainers are required to attend OSHA course #503 *Update for General Industry Outreach Trainers* every four years. The OSHA course #501 may also be used to maintain a trainer's authorized status. If a trainer's authorization has expired, the trainer has a 90-day grace period after their expiration date to take course #503. The 90-day grace period is designed to allow for unexpected circumstances like course cancellations, illness, and other unavoidable obligations such as jury duty. After the grace period, a trainer's authorization may only be reinstated by retaking OSHA #501. If a trainer's authorization has expired, they will be unable to conduct outreach training and receive student completion cards.
- C. Course Offerings.** The trainer courses are offered exclusively at the OTI Education Centers. Each OTI Education Center posts its course offerings, schedule, and locations on their individual website. For a complete list of all OTI Education Centers, see www.osha.gov/dte/edcenters/current_list.html.

IV. General Industry Procedures.

This section contains information on the procedures for conducting general industry outreach training classes. Trainers are responsible for understanding these procedures when planning and conducting their general industry outreach classes. OSHA student completion cards in the General Industry Outreach Training Program do not expire. Please note that expiration dates may be imposed by other entities but it is not an OSHA requirement.

A. 10-Hour General Industry – Designated Training Topics.

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Learning objectives on some of these topics are on the CD which is distributed in all OSHA General Industry trainer classes, and available for download at the Outreach Training Program website (www.osha.gov/dte/index.html). Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

1. Mandatory - 7 hours

a) Introduction to OSHA – 2 hours.

- (1) OSHA has required training content for this module - see www.osha.gov/dte/outreach/construction_generalindustry/teachingaids.html.
- (2) Covers workers' rights, employer responsibilities and how to file a complaint. It includes helpful worker safety and health resources. It also provides samples of a weekly fatality and

catastrophe report, material data safety sheet and the OSHA Log of Work-Related Injuries and Illnesses.

- (3) Materials include an Instructor Guide, PowerPoint slides, student handouts, and participatory activities.
 - b) **Walking and Working Surfaces, including fall protection – 1 hour.**
 - c) **Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection – 1 hour.**
 - d) **Electrical – 1 hour.**
 - e) **Personal Protective Equipment – 1 hour.**
 - f) **Hazard Communication – 1 hour.**
2. **Elective - 2 hours.** Must present at least two hours of training on the following topics. At least two topics must be presented. The minimum length of any topic is one-half hour.
 - a) **Hazardous Materials**
 - b) **Materials Handling**
 - c) **Machine Guarding**
 - d) **Introduction to Industrial Hygiene**
 - e) **Bloodborne Pathogens**
 - f) **Ergonomics**
 - g) **Safety and Health Program**
 - h) **Fall Protection**
 3. **Optional - 1 hours.** Teach other general industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.
- B. 30-Hour General Industry Outreach Training Program – Designated Training Topics.** The 30-hour General Industry Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Instructional time must be a minimum of 30 hours. The topic requirements are as follows:
1. **Mandatory - 13 hours**
 - a) **Introduction to OSHA – 2 Hours.** See above 10-hour section for additional information.
 - b) **Managing Safety and Health – 2 hours.** May include Injury and Illness Prevention Programs, job site inspections, accident prevention programs, management commitment and employee involvement, worksite analysis, hazard prevention and control, accident

investigations, how to conduct safety meetings, and supervisory communication.

- c) **Walking and Working Surfaces, including fall protection – 1 hour.**
- d) **Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection – 2 hours.**
- e) **Electrical – 2 hours.**
- f) **Personal Protective Equipment (PPE) – 1 hour.**
- g) **Materials Handling – 2 hours.**
- h) **Hazard Communication – 1 hour.**

2. **Elective - 10 hours.** Must present at least 10 hours of training on the following topics. At least 5 of the following topics must be presented. The minimum length of any topic is one-half hour.

- a) **Hazardous Materials (Flammable and Combustible Liquids, Spray Finishing, Compressed Gases, Dipping and Coating Operations)**
- b) **Permit-Required Confined Spaces**
- c) **Lockout / Tagout**
- d) **Machine Guarding**
- e) **Welding, Cutting, and Brazing**
- f) **Introduction to Industrial Hygiene**
- g) **Bloodborne Pathogens**
- h) **Ergonomics**
- i) **Fall Protection**
- j) **Safety and Health Programs**
- k) **Powered Industrial Vehicles**

3. **Optional - 7 hours.** Teach other general industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.

C. Reporting Training Classes.

1. **Outreach Training Program Report – General Industry** (*See Appendix*)

- a) Instructions for completing the Outreach Training Program Report – General Industry are included on the form.
- b) When planning and reporting the class, ensure coverage of the required topics.

2. **Outreach Training Program Requirements.**

See the Outreach Training Program Requirements, section VII, How to Obtain

Student Completion Cards, for information on documenting training to receive student completion cards.

V. **General Industry and Training Websites.** The following sites are referenced to help trainers prepare and conduct outreach training classes:

- A. **General Industry Safety and Health Topics**
www.osha.gov/SLTC/generalindustry/index.html
- B. **Industry-Specific Resources -**
www.osha.gov/dcsp/compliance_assistance/industry.html
- C. **OSHA eTools - electronic products for compliance assistance**
www.osha.gov/dts/osta/oshasoft/index.html#eTools
- D. **Compliance Assistance Quick Start: Health Care Industry**
www.osha.gov/dcsp/compliance_assistance/quickstarts/health_care/hc_library.html
- E. **OSHA Assistance for the Printing Industry**
www.osha.gov/SLTC/printing_industry/index.html
- F. **Lockout-Tagout Interactive Training Program**
www.osha.gov/dts/osta/lototraining/index.html
- G. **Evacuation Plans and Procedures eTool: Interactive Floorplan Demo**
www.osha.gov/SLTC/etools/evacuation/floorplan_demo.html
- H. **NIOSH Safety and Health Topics -** www.cdc.gov/niosh/topics
- I. **General Safety and Health References - Other Internet Sites**
www.osha.gov/SLTC/generalshreferences/otherresources.html



OUTREACH TRAINING PROGRAM REPORT GENERAL INDUSTRY

Read instructions before completing this form.

Submit completed forms to:

| | | | | |
|--|--|--|---------------------------------|--|
| 1. Trainer Name | | 2. ID No. | 3. Recent Trainer Course | 4. Expiration Date / / |
| 5. Authorizing Training Organization | | | | |
| 6. Trainer Address <input type="checkbox"/> Check if this is a new address | | | | |
| Company _____ | | | | |
| Address _____ | | | | |
| City _____ State _____ ZIP _____ | | | | |
| Phone No. () _____ Email _____ | | | | |
| 7. Course Conducted | | 8. Course Information (check all that apply) | | 9. No. of Students |
| <input type="checkbox"/> 10-hour | | <input type="checkbox"/> Spanish | | |
| <input type="checkbox"/> 30-hour | | <input type="checkbox"/> Language other than English or Spanish (specify): _____ | | |
| | | <input type="checkbox"/> Youth (age 18 or less) | | |
| | | <input type="checkbox"/> OSHA Alliance or Partnership (specify): _____ | | |
| 10. Training Site Address | | | | |
| Street address _____ | | City _____ | State _____ | Country _____ |
| 11. Type of Training Site | | | | |
| <input type="checkbox"/> Workplace <input type="checkbox"/> School <input type="checkbox"/> Office <input type="checkbox"/> Hotel <input type="checkbox"/> Union <input type="checkbox"/> Employer Association <input type="checkbox"/> Other (specify): _____ | | | | |
| 12. Course Duration | | | | |
| Start Date _____ | | End Date _____ | Start Time _____ | End Time _____ |
| 13. Sponsoring Organization | | | | |
| <input type="checkbox"/> Safety & Health | | <input type="checkbox"/> Employer | | <input type="checkbox"/> Labor/Union |
| <input type="checkbox"/> Education | | <input type="checkbox"/> Community | | <input type="checkbox"/> Employer Association |
| | | <input type="checkbox"/> N/A | | <input type="checkbox"/> Other (specify) _____ |

14. 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 all provided is true and correct.

Trainer Signature: _____ **Date:** _____

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

Privacy Act Statement and Paperwork Reduction Act Statement

The Privacy Act of 1974 as amended (5 U.S.C. 552a), section 901 of Title 30 to the US Code and 20 CFR 725.504 - 513 authorize collection of this information. The purpose of this information is to determine whether the trainer is authorized and whether the training was properly completed. Completion of this form is not mandatory, however, this information is required to obtain OSHA student course completion cards. Additional disclosures of this information are not required.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain OSHA student course completion cards as stated in OSHA's Outreach Training Program guidelines. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Occupational Safety and Health Administration, Directorate of Standards and Guidance, 200 Constitution Avenue, NW, Room N3718, Washington, DC 20210 and reference the OMB Control Number. Note: Please do not return the completed OSHA Form 4-50.2 to this address.



OUTREACH TRAINING PROGRAM REPORT GENERAL INDUSTRY

15. Topic Outline

10-Hour Topics

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

REQUIRED

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

ELECTIVE

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

OPTIONAL

| | |
|---------|-------|
| Hours * | _____ |
| _____ | _____ |
| _____ | _____ |

TOTAL

30-Hour Topics

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

REQUIRED

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

ELECTIVE

| | |
|---------|---|
| Hours * | |
| _____ | 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

| | |
|---------|-------|
| Hours * | _____ |
| _____ | _____ |
| _____ | _____ |

TOTAL

16. Student Names

(ensure that names are legible)

1. _____
2. _____
3. _____
4. _____
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40. _____



OUTREACH TRAINING PROGRAM REPORT

Instructions for Outreach Trainer

The Outreach Training Program is the Occupational Safety and Health Administration's (OSHA) voluntary orientation training program aimed at workers. It provides workers with information about OSHA and provides an overview of job hazards. Trainers authorized through the OSHA Outreach Training Program must conduct outreach training classes in accordance with the current Outreach Training Program Guidelines issued by the Directorate of Training and Education (DTE). The Outreach Training Program Guidelines can be found online at the OSHA.gov website under Training, OSHA Outreach Training Program.

- | | |
|--|---|
| <p>Item 1 <u>Trainer Name</u> List your full name. When completing student course completion cards, print or type your name on each card to ensure it is legible.</p> <p>Item 2 <u>ID No.</u> This applies only to trainers who have already received student cards. New trainers do not have an ID number. ID numbers are issued to trainers after their initial course is documented. If this is your first class, or if you have updated your trainer status, include a copy of your trainer card.</p> <p>Item 3 <u>Recent Trainer Course</u> Indicate the most recent applicable course number you have completed.</p> <p>Item 4 <u>Expiration Date</u> Enter your trainer expiration date as listed on the bottom right of your Authorized Outreach Trainer card.</p> <p>Item 5 <u>Authorizing Training Organization</u> List the name of the OSHA Training Institute (OTI) Education Center responsible for your last trainer or update course, or indicate if your training was completed at the OSHA Training Institute.</p> <p>Item 6 <u>Trainer Address</u> Provide an address where to send the cards. The address you provide should ensure that the cards are sent directly to you. If you have an ID number and there are no address changes, you are not required to fill in this section.</p> <p>Item 7 <u>Course Conducted</u> Place an "x" in the appropriate box. A separate report must be completed for each course completed.</p> <p>Item 8 <u>Course Information (check all that apply)</u> Place an "x" next to all the information that applies to the majority of this course.</p> | <p>Item 9 <u>No. of Students</u> Indicate the number of students who completed the course. Note: If you held a class that contained more or less students than allowed by OSHA Policy, include a copy of the prior approval received from your authorizing training organization.</p> <p>Item 10 <u>Training Site Address</u> Provide the address, city, state, and country where the course was conducted.</p> <p>Item 11 <u>Type of Training Site</u> Place an "x" next to the type of site where the training was held. If none of the choices apply, specify the type of training site.</p> <p>Item 12 <u>Course Duration</u> Enter the start date, end date, start time, and end time of the course.</p> <p>Item 13 <u>Sponsoring Organization</u> Place an "x" in the box to indicate the sponsor of the training, if applicable. If you had a sponsor, but that type of organization is not a choice, check "Other" and specify the type of sponsoring group or organization.</p> <p>Item 14 <u>Statement of Certification</u> The authorized trainer must sign the statement of certification to verify that the class was conducted in accordance with OSHA's guidelines and attest to the accuracy of the documentation submitted. If requesting cards electronically, the trainer must place an "x" in the box or affix a signature.</p> <p>Item 15 <u>Topic Outline</u> Complete the applicable 10- or 30-hour topic outline. You must complete this part of the form.</p> <p>Item 16 <u>Student Names</u> List the first and last name of each student who completed the entire course. Ensure the names are legible. Your course records must include sign-in sheets for each day and a copy of each completed card.</p> |
|--|---|