



Directorate of Training and Education

## Outreach Training Program

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## Disaster Site Worker Procedures

Revised April 2011

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- I. Trainer Requirements.** Requirements for Disaster Site 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 – Disaster Site Worker Procedures.**
- II. Disaster Site Worker Summary**
- A. Program Purpose.** The Occupational Safety and Health Administration (OSHA) Disaster Site Worker Outreach Training Program intends to provide necessary training to workers who provide skilled support (e.g. utility, demolition, debris removal, or heavy equipment operation) or clean-up services in response to natural and man-made disasters. All workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites and be able to inspect, don, and doff air-purifying respirators. This training also intends to raise awareness that pre-incident training is essential to ensure worker safety and health in response to disasters.
  - 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 may require Disaster Site Worker 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](http://www.osha.gov/Publications/osha2254.pdf)).
  - C. Disaster Site Procedures.** These procedures provide instructions for authorized Disaster Site 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 Disaster Site Trainer.** To become an authorized trainer, a person must meet the following three prerequisites:
  - 1.** Be a currently authorized OSHA Construction or General Industry Outreach Trainer.
  - 2.** Have a minimum of three years experience as an occupational safety and health trainer.
  - 3.** Have completed a 40-hour (minimum) Hazardous Waste Operations and Emergency Response (HAZWOPER) training course, possess journey level credentials in the construction trades, or possess technical skills or credentials in construction work equivalent to the journey level.

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 OSHA #5600 *Disaster Site Worker Train-the-Trainer Course* to become an authorized trainer.

- B. Update Requirement.** To stay current on relevant OSHA matters, authorized Disaster Site outreach trainers are required to attend OSHA #5602 *Update for Disaster Site Worker Trainer Course* every four years. The OSHA #5600 course 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 OSHA #5602. 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 #5600. 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](http://www.osha.gov/dte/edcenters/current_list.html).
- IV. Disaster Site Worker Requirements.** The following are additional requirements related to the Disaster Site Worker Outreach Training Program. They are an addendum to the requirements in section VI of the Outreach Training Program Requirements.
- A. Training Materials.** To teach the 15-Hour Disaster Site Worker Course #7600, OSHA recommends trainers use the lesson plans with reference materials and provide the student handouts which were distributed in the OSHA #5600 course.
  - B. Respirator Training.** For the Respirator segment of the training, trainers will need the following:

    1. A half-face and full face piece negative pressure respirators and a Powered Air Purifying Respirator (PAPR);
    2. 5-6 respirators with defective elements;
    3. Complete selection of respirator filters and cartridges for demonstration; and
    4. One half-face piece negative pressure respirator, equipped with triple cartridges, for every 2 participants.
  - C. Records.** Class files must include student “Theme Worksheets”, final exercises, and performance checklists and scores for Inspecting, Donning, and Doffing Half-Face Air-Purifying Respirators.
  - D. In-Person Training.** Course #7600 must be delivered in-person.
  - E. Testing.** Conduct the respirator exercise and complete the individual performance checklists and scores. Discuss the students’ notes made to complete their “Theme Worksheet” at the end of the course as a summary exercise and to relate the new information to their job. Students must participate in a final exercise that evaluates their ability to identify potential safety and health hazards at disaster sites, state types of Personal Protective Equipment (PPE) that might be needed, consider personal hygiene and decontamination issues that would need to be addressed, and list their personal responsibilities for their own safety and health.
  - F. Maximum Class Size.** Limiting class size is an important issue in this training because of the trainer responsibilities in the Respiratory Protection segment of the course. In this segment, only two students are allowed per respirator, and the trainer has to score each

trainee on inspecting, donning, and doffing of half-face air-purifying respirators. For the respirator performance test, it is recommended that the student-to-trainer ratio not exceed 10-1. If it does, you will need qualified assistance for that portion of the course. Small classes encourage trainee involvement through discussion and participation and through sharing of knowledge and experiences.

**V. Disaster Site Worker Procedures.** This section contains information on the procedures for conducting Disaster Site outreach training classes. Trainers are responsible for understanding these procedures when planning and conducting their Disaster Site outreach classes. OSHA student completion cards in the Disaster Site Worker 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. 15-Hour Disaster Site Worker Course #7600 – Designated Training Topics.**

1. Completion of the 10- or 30-hour OSHA Construction or General Industry Outreach Training Course is a prerequisite to attending this course because course #7600 does not cover in detail the safety and health hazards that occur on a daily basis on a normal work site.
2. The goal of Course #7600 is to provide Disaster Site Workers an awareness of the safety and health hazards they may encounter as well as of the importance of respiratory and other personal protective equipment and proper decontamination procedures that may be used to mitigate the hazards. Participants will support the use of an Incident Command System through the safe performance of their job responsibilities. They'll be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress. Of primary importance is the participant's ability to perform the following specific tasks correctly:
  - a) inspection of an air-purifying respirator;
  - b) donning and doffing an air-purifying respirator; and
  - c) respirator user seal check.
3. The intended audience for this course are Disaster Site Workers who provide skilled support services or site clean-up services in response to a disaster. Most of this audience are members of the construction trades, therefore this is the focus of the curriculum.
4. OSHA recognizes that other skilled support personnel, such as utility workers and public works employees, may not have a construction background. Trainers for the Disaster Site Worker Course will need to assess their audience and modify the course materials as appropriate to provide visual materials, examples, scenarios, case studies and lessons learned from actual events that will engage these workers and facilitate accomplishing the overall course goal.
5. With the exception of the lesson on CBRNE (chemical, biological, radiological, nuclear, and explosives) agents, the curriculum for this course applies equally to natural and man-made disasters. If this course is given to workers who are expected to respond primarily to natural disasters, trainers should supply additional material relevant to the specific type of disaster that is anticipated. In all cases, the objectives listed in the manual for each lesson must be met.

6. This course emphasizes knowledge, precautions and personal protection essential to maintaining a worker's personal safety and health at a disaster site. Workers will perform an inspection of an appropriate air-purifying respirator, don the respirator and perform a user seal check, and doff the respirator. This training provides students an opportunity to practice their new knowledge, skills and attitudes through discussion, planned exercises, demonstrations and presentations.
7. Trainers must cover all of the following Disaster Site Worker topics. OSHA has provided the typical length of each topic necessary to fulfill the objectives of Course #7600, Disaster Site Worker Course. Although time spent in each topic may vary from our recommended length, the total course time must be at least 15 hours. Participants will complete a "Theme Worksheet" throughout the course as reinforcement of the learning. A discussion of notes made to complete the "Theme Worksheet" will be facilitated at the end of the course to enhance the retention and transfer of their new knowledge back on the job. The course will conclude with a final assessment in the form of an exercise that will measure the participants' mastery of all of the course objectives.
8. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. The topic requirements are as follows:
  - a) Introduction/Overview (1.25 hours)
  - b) Incident Command System/Unified Command Systems (0.75 hour)
  - c) Safety Hazards (2.5 hours)
  - d) Health Hazards (2.0 hours)
  - e) CBRNE Agents (1.0 hour)
  - f) Traumatic Incident Stress Awareness (0.50 hour)
  - g) Respiratory Protection (3.5 hours)
  - h) Other Personal Protective Equipment (1.25 hours)
  - i) Decontamination (1.5 hours)
  - j) Final Exercise (0.75 hour)

## **B. Reporting Training Classes**

1. **Outreach Training Program Report – Disaster Site Worker** (*See Appendix*)
  - a) Instructions for completing the Outreach Training Program Report – Disaster Site Worker are included on the form.
  - b) Include the range of scores for only the Operations Performance Score under "Training Certifications and Information." *FROM* will be the lowest Operations Performance Score obtained by any student in the class and *TO* will be the highest Operations Performance Score.
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.



- VI. Disaster Site and Training Websites.** The following sites are referenced to help trainers prepare and conduct outreach training classes:
- A. OSHA Safety and Health Guides.** For an overview of worker hazards related to various emergencies - [www.osha.gov/SLTC/emergencypreparedness/guides/index.html](http://www.osha.gov/SLTC/emergencypreparedness/guides/index.html)
  - B. OSHA's Hazardous Waste Page** - [www.osha.gov/SLTC/hazardouswaste/index.html](http://www.osha.gov/SLTC/hazardouswaste/index.html)
  - C. OSHA's Emergency Preparedness and Response** - [www.osha.gov/SLTC/emergencypreparedness/index.html](http://www.osha.gov/SLTC/emergencypreparedness/index.html)
  - D. Respiratory Protection – Training and Reference Materials** - [www.osha.gov/dte/library/materials\\_library.html#respiratoryprotection](http://www.osha.gov/dte/library/materials_library.html#respiratoryprotection)
  - E. OSHA's Incident Command System e-tool** - [www.osha.gov/SLTC/etools/ics/index.html](http://www.osha.gov/SLTC/etools/ics/index.html)
  - F. Centers for Disease Control – Emergency Preparedness and Response** - [www.bt.cdc.gov](http://www.bt.cdc.gov)
  - G. Department of Homeland Security** - [www.dhs.gov/dhspublic/](http://www.dhs.gov/dhspublic/)
  - H. Federal Emergency Management Agency (FEMA) Training Resources** - <http://training.fema.gov>
  - I. NIEHS National Clearinghouse for Worker Safety and Health Training** <http://tools.niehs.nih.gov/wetp/index.cfm>
  - J. OSHA Publications.** OSHA has many helpful publications, forms, posters, and fact sheets. See [www.osha.gov/pls/publications/pubindex.list](http://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.
  - K. 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](http://www.osha.gov/OshDoc/quickcards.html).



# OUTREACH TRAINING PROGRAM REPORT DISASTER SITE WORKER

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 <input type="checkbox"/> 16-hour	8. Course Information (check all that apply) <input type="checkbox"/> Spanish <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): _____			9. No. of Students
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"/> Employer Association <input type="checkbox"/> Education <input type="checkbox"/> Community <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 4-50.4 to this address.



## OUTREACH TRAINING PROGRAM REPORT DISASTER SITE WORKER

15. Training Certifications and Information
<input type="checkbox"/> <i>I certify that I taught all the required topics and met the Lesson Objectives of the Disaster Site Worker Course #7600.</i>
<input type="checkbox"/> <i>I certify that I conducted the training for a minimum of 16 hours.</i>
<input type="checkbox"/> <i>I certify that I have maintained supporting documentation on the respirator performance checklists and scores.</i>
The range of scores that I recorded for the Operations Performance Score in the respiratory protection performance test: From _____ To _____
Trainer Signature _____
Date: _____

16. Student Names (ensure that names are legible)
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
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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.

- Item 1**     **Trainer Name**  
List your full name. When completing student course completion cards, print or type your name on each card to ensure it is legible.
- Item 2**     **ID No.**  
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.
- Item 3**     **Recent Trainer Course**  
Indicate the most recent applicable course number you have completed.
- Item 4**     **Expiration Date**  
Enter your trainer expiration date as listed on the bottom right of your Authorized Outreach Trainer card.
- Item 5**     **Authorizing Training Organization**  
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.
- Item 6**     **Trainer Address**  
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.
- Item 7**     **Course Conducted**  
Place an "x" in the appropriate box. A separate report must be completed for each course completed.
- Item 8**     **Course Information (check all that apply)**  
Place an "x" next to all the information that applies to the majority of this course.
- Item 9**     **No. of Students**  
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.
- Item 10**    **Training Site Address**  
Provide the address, city, state, and country where the course was conducted.
- Item 11**    **Type of Training Site**  
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.
- Item 12**    **Course Duration**  
Enter the start date, end date, start time, and end time of the course.
- Item 13**    **Sponsoring Organization**  
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.
- Item 14**    **Statement of Certification**  
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.
- Item 15**    **Training Certifications and Information**  
Check each of the three boxes certifying that you have accomplished each of these tasks. Also, include the range of Operations Performance Scores that you recorded for your students on the respiratory protection performance test. Sign to attest to the accuracy and truthfulness of this information.
- Item 16**    **Student Names**  
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.