



OUTREACH TRAINING PROGRAM REPORT
MARITIME

Read instructions before completing this form.

Submit completed forms to: RIT OSHA Training Institute Education Center
31 Lomb Memorial Drive
Rochester NY 14546
OSHA@rit.edu

1. Trainer Name 2. ID Number 3. Most Recent Trainer Course 4. Expiration Date
5. Authorizing Training Organization
6. Trainer Address
7. Course Conducted 8. Course Emphasis (check all that apply) 9. Number of Students
10. Training Site Address
11. Type of Training Site
Course Duration
13. Sponsoring Organization

14. Statement of Certification

I attest that I have conducted this Outreach Training Program class in accordance with the OSHA Outreach Training Program Requirements and Procedures. I have maintained the training records as stated in the Requirements and I will provide these records to the OSHA Office of Training and Education (OTE) (or its designee) upon request.

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.



# OUTREACH TRAINING PROGRAM REPORT

## 15. Topic Outline

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

### REQUIRED

- \_\_\_\_\_ Introduction to OSHA (10-hr Shipyards/Marine Terminals/Longshoring)
- \_\_\_\_\_ Walking & Working Surfaces (10-hr Shipyards/Marine Terminals/Longshoring)
- \_\_\_\_\_ Personal Protective Equipment (10-hr Shipyards/Marine Terminals/Longshoring)
- \_\_\_\_\_ Fall Protection / Scaffolding (10-hr Shipyards)
- \_\_\_\_\_ Electrical (10-hr shipyards)
- \_\_\_\_\_ Confined and Enclosed Spaces (10-hr Shipyards)
- \_\_\_\_\_ Fire Protection (10-hr Shipyards)
- \_\_\_\_\_ Managing Safety and Health (10-hr Shipyards/Marine Terminals/Longshoring)

### ELECTIVE

- \_\_\_\_\_ Hazard Communications / Hazardous Materials
- \_\_\_\_\_ Lockout / Tagout
- \_\_\_\_\_ Respiratory Protection
- \_\_\_\_\_ Fall Protection (10-hr Marine Terminals/Longshoring)
- \_\_\_\_\_ Electrical (10-hr Marine Terminals/ Longshoring)
- \_\_\_\_\_ Confined and Enclosed Spaces (10-hr Marine Terminals/ Longshoring)
- \_\_\_\_\_ Fire Protection (10-hr Marine Terminals/ Longshoring)

### OPTIONAL

- \_\_\_\_\_ Hot Work - Welding, Burning & Cutting
- \_\_\_\_\_ Material Handling
- \_\_\_\_\_ Bloodborne Pathogens
- \_\_\_\_\_ Machine Guarding
- \_\_\_\_\_ Ergonomics and Proper Lifting Techniques

### OTHER

- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_

**TOTAL HOURS**

## 16. Student Names

Names must be legible.

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## Instructions for Outreach Training Program Trainer

The Occupational Safety and Health Administration (OSHA) Outreach Training Program is a voluntary orientation training program aimed at workers. It provides workers with information about OSHA and an overview of job hazards. Trainers authorized through the OSHA Outreach Training Program must conduct Outreach Training Program classes in accordance with the current *Outreach Training Program Requirements* and *Industry-Specific Procedures* issued by the Office of Training and Education (OTE). The *Outreach Training Program Requirements* and *Industry-Specific Procedures* can be found online at the OSHA.gov website under Training, OSHA Outreach Training Program.

<b>Item 1</b>	<b><u>Trainer Name</u></b>
	List the trainer's full name. When completing student course completion cards, print or type the trainer's name on each card. Names must be legible.
<b>Item 2</b>	<b><u>ID Number</u></b>
	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 the trainers first class, or if the trainer has an updated trainer status, include a cop of the trainer card.
<b>Item 3</b>	<b><u>Most Recent Trainer Course</u></b>
	Indicate the most recent applicable course number you have completed.
<b>Item 4</b>	<b><u>Expiration Date</u></b>
	Enter the trainer authorization expiration date listed on the bottom right OSHA-authorized trainer card.
<b>Item 5</b>	<b><u>Authorizing Training Organization (ATO)</u></b>
	The trainer's ATO is the OTI Education Center that conducted the trainer's most recent trainer or update course.
<b>Item 6</b>	<b><u>Trainer Address</u></b>
	Provide an address of where to send the student cards. The cards must be sent directly to the trainer.
<b>Item 7</b>	<b><u>Course Conducted</u></b>
	Place an "x" in the appropriate box. A separate report must be completed for each course completed.
<b>Item 8</b>	<b><u>Course Emphasis (check all that apply)</u></b>
	Place an "x" net to all the information that applies to the majority of this course. If the course included special-emphasis such as (CalOSHA, ET&D, etc) place an "x" next to Other and denote the specific type on the line below.
<b>Item 9</b>	<b><u>Number of Students</u></b>
	Indicate the number of students who completed the course.
<b>Item 10</b>	<b><u>Training Site Address</u></b>
	Provide the address, city, state, and country where the course was conducted.
<b>Item 11</b>	<b><u>Type of Training Site</u></b>
	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.
<b>Item 12</b>	<b><u>Course Duration</u></b>
	Enter the date, start time, and end time of each day the course was held. Trainers
<b>Item 13</b>	<b><u>Sponsoring Organization</u></b>
	Place an "x" in the box to indicate the sponsor of the training. If the category is not listed check other and specify.
<b>Item 14</b>	<b><u>Statement of Certification</u></b>
	The trainer must sign the Statement of Certification to attest to the accuracy of the document and that the class was conducted in accordance with OSHA <i>Outreach Training Program Requirements</i> and <i>Procedures</i> . If requesting cards electronically, the trainer must place an "x" in the box or affix a signature.
<b>Item 15</b>	<b><u>Topic Outline</u></b>
	Complete the applicable 10- or 30-hour topic outline. The trainer <b>must</b> complete this part of the form.
<b>Item 16</b>	<b><u>Student Names</u></b>
	List the first and last name of each student that completed the entire course. Ensure the names are legible and spelled correctly.