



Office of Training and Education

Outreach Training Program



General Industry Procedures

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Record of Changes

The following summary lists the substantive changes made to this document. Additional minor content, grammatical, or typographical corrections are included in this document. All OSHA-authorized Outreach trainers, Authorizing Training Organizations and other stakeholders must carefully review and adhere to OSHA Outreach Training Program requirements, procedures, and related guidance.

| Page | Section | Modification | Information |
|-------------|----------------|---------------------|---|
| Cover | Cover | Changed | “Directorate” to “Office” |
| Cover | Cover | Added | Suite 100 to the mailing address |
| 2 | III.C | Added | Trainer Update Exemption for Overseas Military Service |
| Appendix B | Appendix B | Added | Statement of Compliance form |
| Appendix C | Appendix C | Moved | Training Resources/Websites was previously found in Section V |
| ALL | ALL | Formatting | Please note updated minor revisions will have changed the formatting and numbers throughout the document. |

I. Trainer Requirements

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

- A. **OSHA Outreach Training Program Requirements.** This document covers the requirements for all OSHA-authorized Outreach trainers. (“Outreach trainers”)
- B. **OSHA Outreach Training Program – General Industry Procedures.** This document contains industry-specific requirements for general industry.
- C. **OSHA Outreach Training Program Investigation and Review Procedures.** These procedures are used by OSHA to investigate complaints or allegations of failure to comply with OSHA *Outreach Training Program Requirements*. These procedures ensure Program standardization, due process for resolving problems, and support Program oversight.

II. General Industry Overview

The purpose of the OSHA Outreach Training Program for General Industry is to teach 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. OSHA authorizes safety and health professionals who complete an OSHA Outreach General Industry Trainer course to conduct occupational safety and health classes for general industry workers. After the training is completed, trainers document the training to their Authorizing Training Organization (ATO) and receive student course completion cards to distribute to the workers they have trained.

The OSHA Outreach Training Program is voluntary. Outreach training does not meet training requirements contained in any OSHA standard. Some states and local jurisdictions have enacted legislation mandating OSHA Outreach Program training to work on job sites and to fulfill their safety training goals. However, the federal government does not mandate OSHA Outreach Training Program participation. For a complete list of OSHA’s training-related requirements, see OSHA Publication #2254, *Training Requirements in OSHA Standards*, available through OSHA’s website (www.osha.gov.)

III. OSHA-authorized Outreach Trainer Designation

- A. **Becoming an OSHA-authorized General Industry Outreach Trainer.** To be eligible to become an OSHA-authorized Outreach trainer for general industry, a person must, at a minimum, meet the following prerequisites, which consist of both a training and experience component:
 - 1. Experience. To become an authorized Outreach trainer for general industry, an individual must have at least five years of general industry safety experience. A

bachelor's degree (or higher) in occupational safety and health or industrial hygiene from an accredited college or university, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation may be substituted for a total of two years of experience. Please note that 'working safely' in the industry does not meet the industry safety experience requirement.

2. Course Requirements.

a. *Completion of OSHA #511 Occupational Safety and Health Standards for General Industry*

- 1) To meet trainer eligibility requirements, this course must be completed not later than seven years before completing the OSHA #501 *Trainer Course in Occupational Safety and Health Standards for General Industry*.
- 2) The 30-hour General Industry Outreach class is not considered equivalent to the OSHA #511 *Occupational Safety and Health Standards for General Industry* course. The 30-hour general industry Outreach class is a hazards-based class, which is delivered by OSHA-authorized Outreach trainers. The OSHA #511 *Occupational Safety and Health Standards for General Industry* course covers OSHA standards and is only offered through OSHA Training Institute (OTI) Education Centers.

b. *Completion of OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry*

- 1) Experience cannot be substituted for the training prerequisite component. OSHA does not issue waivers for these components.
- 2) This course includes a knowledge and performance-based test.

B. Update Requirement. To remain current on relevant OSHA matters and ensure quality training, general industry Outreach trainers are required to complete either the OSHA #503 *Update for General Industry Outreach Trainers* or the OSHA #501 *Trainer Course in Occupational Safety and Health Standards for General Industry* course every four years.

1. If a trainer's authorization has expired, the trainer will be unable to conduct Outreach training and receive student course completion cards, except as described in Section III.C.
2. Extensions to the trainer's authorization date will not be granted and they will be unable to conduct Outreach classes and receive student course completion cards, except as described in Section III.C.

C. Trainer Update Exemption for Overseas Military Service. Military members returning to the Continental United States (CONUS) from overseas assignment(s) have

90 calendar days from their return date to renew their trainer authorization. Proof of military status must be shown, including furnishing a copy of the military orders directing the service member's return to CONUS. Military reservists who serve more than 30 days on active-duty and then leave active-duty status must furnish a copy of their DD-214.

- D. Course Offerings.** Outreach trainer and trainer update courses are offered through OTI Education Centers. A searchable course schedule and list of current OTI Education Centers can be found on OSHA's website. (www.osha.gov/otiec/courses/schedule)

IV. General Industry Procedures

This section contains information on the procedures for conducting Program classes in general industry. Outreach trainers are responsible for understanding and complying with these procedures when planning and conducting their Program classes.

- A. 10-hour General Industry – Designated Training Topics.** This training program is intended to provide 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. The training covers a variety of general industry safety and health hazards that a worker may encounter at a general industry work site. Training should emphasize hazard identification, avoidance, control, and prevention, not OSHA standards. Learning objectives and training materials for some of these topics are provided in all trainer classes and available on the OSHA website at www.osha.gov/training/outreach.

Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

1. Required – 6 hours.
 - a. Introduction to OSHA – 1 hour
 - 1) OSHA has required training content for this module – see www.osha.gov/training/outreach/teaching-aids.
 - 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, safety data sheet, and the OSHA *Log of Work-Related Injuries and Illnesses* (OSHA form #300.)
 - 3) Materials include an Instructor Guide, 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 30 minutes.

- a. Hazardous Materials
- 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
- l. Materials Handling

3. **Optional – 2 hours.** Teach other industry hazards or policies and/or expand on the required or elective topics. The minimum length of any topic is 30 minutes.

B. 30-hour General Industry – Designated Training Topics. This 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. Instruction time must be a minimum of 30 hours. The topic requirements are as follows:

1. **Required – 12 hours.**

a. Introduction to OSHA – 1 hour

1) OSHA has required training content for this module – see www.osha.gov/training/outreach/teaching-aids.

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, safety data sheet, and the OSHA *Log of Work-Related Injuries and Illnesses* (OSHA form #300.)

3) Materials include an Instructor Guide, student handouts, and participatory activities.

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 – 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 five of the following topics must be presented. The minimum length of any topic is 30 minutes.
- a. Hazardous Materials
 - 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
 - l. Materials Handling
3. **Optional – 8 hours.** Teach other general industry hazards or policies and/or expand on the required or elective topics. The minimum length of any topic is 30 minutes.

C. Ineligible Training Topics.

1. Topics must be occupational safety and health topics dealing with hazard recognition or prevention.
2. CPR and First Aid instruction or training cannot be counted towards fulfillment of OSHA *Outreach Training Program Requirements*.
3. Training conducted to comply with OSHA standards cannot be counted toward OSHA *Outreach Training Program Requirements*.

D. Reporting Training Classes. After completing a class, the Outreach trainer must submit the OSHA Outreach Training Program Report (OTPR) – General Industry to their ATO within 30 days. Instructions for completing the OTPR – General Industry are included on the form attached in Appendix A.

- E. Student Course Completion Cards.** For information on how to obtain and document student course completion cards, see OSHA *Outreach Training Program Requirements*, Section VII.
- F. Records Retention. Outreach** trainers must retain Program class records for five years from the class end date. This requirement is the sole responsibility of the Outreach trainer regardless of what records may be maintained by an employer. OSHA reserves the right to request copies of class records for verification purposes at any time. For specific information on how to maintain Outreach class records. (See OSHA *Outreach Training Program Requirements*, Section V.P.)

APPENDIX A

Outreach Training Program Report General Industry



OUTREACH TRAINING PROGRAM REPORT GENERAL INDUSTRY

Please read instructions before filling out this form

Submit completed forms to:

| | | | | | | | |
|--|--|---|--|--|--|---|---------|
| 1. Trainer Name | | 2. Trainer ID Number | | 3. Most Recent Trainer Course | | 4. Expiration Date / / | |
| 5. Authorizing Training Organization | | | | | | | |
| 6. Trainer Address | | | | | | | |
| Company _____ | | | | | | | |
| Address _____ | | | | | | | |
| _____ | | | | | | | |
| City | | State | | ZIP | | | |
| Phone No. () | | Email | | | | | |
| 7. Course Conducted | | 8. Course Emphasis (check all that apply) | | | | 9. Number of Students | |
| <input type="checkbox"/> 10-Hour | | <input type="checkbox"/> Spanish | | <input type="checkbox"/> Language other than English or Spanish (specify): | | | |
| <input type="checkbox"/> 30-Hour | | <input type="checkbox"/> Youth (age 18 or less) | | <input type="checkbox"/> OSHA Alliance or Partnership (specify): | | | |
| | | <input type="checkbox"/> Other (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 Time: | | End Time: | | Start Time: | | End Time: | |
| Course Date: | | Course Date: | | Course Date: | | Course Date: | |
| 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 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. 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, 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 Requirements and Industry-Specific Procedures. 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 GENERAL INDUSTRY

| 15. Topic Outline | |
|--|---|
| 10-Hour Topics | |
| *Indicate the amount of time spent on each topic in the class. | |
| REQUIRED | |
| Hours * | |
| _____ | Introduction to OSHA |
| _____ | Walking and Working Surfaces |
| _____ | Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection |
| _____ | Electrical |
| _____ | Personal Protective Equipment |
| _____ | Hazard Communication |
| ELECTIVE | |
| Hours * | |
| _____ | Hazardous Materials |
| _____ | Materials Handling |
| _____ | Machine Guarding |
| _____ | Introduction to Industrial Hygiene |
| _____ | Bloodborne Pathogens |
| _____ | Ergonomics |
| _____ | Safety and Health Programs |
| _____ | Fall Protection |
| OPTIONAL | |
| Hours * | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL HOURS | |
| 30-Hour Topics | |
| *Indicate the amount of time spent on each topic in the class. | |
| REQUIRED | |
| Hours * | |
| _____ | Introduction to OSHA |
| _____ | Managing Safety and Health |
| _____ | Walking and Working Surfaces |
| _____ | Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection |
| _____ | Electrical |
| _____ | Personal Protective Equipment |
| _____ | Materials Handling |
| _____ | Hazard Communication |
| ELECTIVE | |
| Hours * | |
| _____ | Hazardous Materials |
| _____ | 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 HOURS | |

| 16. Student Names | |
|-------------------------|-------|
| (Names must be legible) | |
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |
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| 36. | _____ |
| 37. | _____ |
| 38. | _____ |
| 39. | _____ |
| 40. | _____ |

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.

| | |
|----------------|--|
| Item 1 | <u>Trainer Name</u> |
| | 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. |
| Item 2 | <u>ID Number</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 the trainers first class, or if the trainer has an updated trainer status, include a cop of the trainer card. |
| Item 3 | <u>Most Recent Trainer Course</u> |
| | Indicate the most recent applicable course number you have completed. |
| Item 4 | <u>Expiration Date</u> |
| | Enter the trainer authorization expiration date listed on the bottom right OSHA-authorized trainer card. |
| Item 5 | <u>Authorizing Training Organization (ATO)</u> |
| | The trainer's ATO is the OTI Education Center that conducted the trainer's most recent trainer or update course. |
| Item 6 | <u>Trainer Address</u> |
| | Provide an address of where to send the student cards. The cards must be sent directly to the trainer. |
| Item 7 | <u>Course Conducted</u> |
| | Place an "x" in the appropriate box. A separate report must be completed for each course completed. |
| Item 8 | <u>Course Emphasis (check all that apply)</u> |
| | Place an "x" next 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. |
| Item 9 | <u>Number of Students</u> |
| | Indicate the number of students who completed the course. |
| Item 10 | <u>Training Site Address</u> |
| | Provide the address, city, state, and country where the course was conducted. |
| 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. |
| Item 12 | <u>Course Duration</u> |
| | Enter the date, start time, and end time of each day the course was held. Trainers |
| Item 13 | <u>Sponsoring Organization</u> |
| | Place an "x" in the box to indicate the sponsor of the training. If the category is not listed check other and specify. |
| Item 14 | <u>Statement of Certification</u> |
| | 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. |
| Item 15 | <u>Topic Outline</u> |
| | Complete the applicable 10- or 30-hour topic outline. The trainer <u>must</u> complete this part of the form. |
| Item 16 | <u>Student Names</u> |
| | List the first and last name of each student that completed the entire course. Ensure the names are legible and spelled correctly. |

Appendix B

Statement of Compliance

Statement of Compliance

I attest that I will conduct all Outreach classes in accordance with the OSHA Outreach Training Program. I understand that it is my responsibility to ensure that I meet the requirements of the most recent edition of the OSHA *Outreach Training Program Requirements* and related industry-specific procedures. I will maintain the training records as required by the requirements and procedures and I will provide these records to the OSHA Office of Training and Education (or its designee) upon request. I understand that I will be subject to immediate dismissal from the Program if I provide information that is not true, complete, or correct. I further understand that providing false information may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. Sec. 1001 and 29 U.S.C. 666(g), which provide criminal penalties for making any false statement, representation, or certification.

Trainer Signature

Date

Trainer's typed or printed name

Authorized Trainer Expiration Date

Name of Course & Course Dates (To be completed by OTI Education Center)

Name of OTI Education Center (To be completed by OTI Education Center)

The OSHA-authorized Outreach trainer is responsible for listing all Authorizing Training Organizations (ATOs) through which they are authorized to deliver OSHA Outreach Training Program classes. Failure or refusal to list current authorizations may result in corrective action, up to and including revocation of the trainer's authorized status. List your current authorizations below:

| ATO Name | Title of course/update course | Expiration Date | Card Number |
|----------|-------------------------------|-----------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

Appendix C

Training Resources

Training Resources

The intent of this appendix is to provide trainers with resource information to assist in the development and preparation of OSHA Outreach Training Program classes. Training resources are accessible through the OSHA website at www.osha.gov.

OSHA Outreach Training Program References

OSHA Outreach Training Program webpage – www.osha.gov/training/outreach.

- OSHA *Outreach Training Program Requirements*
- Industry-specific procedures
- Program announcements
- Frequently asked questions

Authorizing Training Organization (ATO) – www.osha.gov/training/outreach/ato. Find the OSHA-authorized Outreach trainer's primary point of contact.

OSHA Training Institute (OTI) Education Centers – www.osha.gov/otiec. Locate information on how to register for trainer, trainer update, and other courses.

Introduction to OSHA – <https://www.osha.gov/training/outreach/teaching-aids>. Required Outreach training course curriculum.

Investigative and Review Procedures – www.osha.gov/training/outreach/investigation-procedures.

Relevant OSHA Websites

OSHA Home Page – www.osha.gov.

OSHA Publications – www.osha.gov/publications. OSHA has many publications, forms, posters, and fact sheets. Publications may also be available from the nearest OSHA Area or Regional Office.

OSHA Quick Cards – www.osha.gov/publications/bytype/quickcards. Student 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.

General Industry Safety and Health Topics – www.osha.gov/general-industry

Industry-specific resources – www.osha.gov/complianceassistance/quickstarts/construction

OSHA eTools – www.osha.gov/etools

Compliance Assistance Quick Start: Health Care Industry – www.osha.gov/complianceassistance/quickstarts/health-care

Training Resources – Cont.

OSHA Assistance for the Printing Industry – www.osha.gov/printing-industry

Lockout/Tagout Interactive Training Programs – www.osha.gov/etools/lockout-tagout

Evacuation Plans and Procedures eTool: Interactive floor plan demo –
www.osha.gov/etools/evacuation-plans-procedures

NIOSH Safety and Health Topics – www.cdc.gov/niosh/topics

| |
|--|
| <p>NOTE: URLs provided above are subject to change at any time.</p> |
|--|