



UNITED STATES DEPARTMENT OF LABOR

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION



Directorate of Training and Education

Outreach Training Program Requirements





Outreach Training Program Requirements

- It is the responsibility of each Outreach Training Program trainer to adhere to the most current *Outreach Training Program Requirements* and related Procedures. Failure to comply may result in corrective action by OSHA. The current *Outreach Training Program Requirements* may be found at https://www.osha.gov/dte/outreach/program_requirements.pdf.



Outreach Training Program Requirements

The following changes have been incorporated into recent revisions to the OSHA *Outreach Training Program Requirements*:

General Program Updates

- **Student contact hours.** Clarifies that student contact hours do not include time spent on tests and administrative matters.
- **Student contact hour limit and 8-hour break requirement.** Clarifies that training is limited to 7.5 student contact hours per calendar day with a minimum 8-hour break between training sessions.



Outreach Training Program Requirements

General Program Updates (cont'd)

- **Class segment length.** Reduces the minimum required length of a class segment from 60 minutes to 30 minutes.
- **Record retention requirements.** Clarifies that trainers must retain all training records for five years, with records subject for verification upon request, and may face corrective action for noncompliance.
- Specifies that daily sign-in sheets and topic outlines must include certain components.



Outreach Training Program Requirements

Trainer Responsibilities

- Trainers are responsible for timely compliance with requests from OSHA's Directorate of Training and Education (DTE) or DTE's designee (e.g., ATOs, OSHA regional offices, Office of Inspector General, etc.). Such requests include queries regarding trainer or program information, training documentation, or other supporting records.
- Trainers must promptly notify their respective ATO(s) of changes to their contact information, including but not limited to: the trainer's mailing address, email address, phone number(s), employer or place of employment, etc.



Outreach Training Program Requirements

Trainer Responsibilities (cont'd)

- The primary purpose of the OSHA Outreach Training Program is to deliver high-quality safety and health training to workers. Therefore, Trainers are expected to promote Program goals and training, and represent the agency in a creditable manner.
- Trainers must submit OTPRs for training that they deliver through the ATO that authorized the trainer for that specific industry.
- Trainers must use a photo-identification verified legal name on all OSHA Training Outreach Training Program documents, reports, and other records.



Outreach Training Program Requirements

Trainer Code of Conduct

- Trainers may not cancel, or in certain cases reschedule, classes without reimbursing student tuition and fees.
- Trainers may not schedule multiple classes to occur concurrently or at the same time (“Double Scheduling”).



Outreach Training Program Requirements

Prohibition on combining industry class content

- Reiterates that Outreach Training Program courses are considered stand-alone courses.
- Overlapping content from separate industries may not be combined to result in student course completion cards for multiple industry classes.



Outreach Training Program Requirements

Requirement to retain Outreach Training Program Report

- Outreach trainers must document each class using the official Outreach Training Program Report.
- Trainers must retain these forms for five years even if an electronic portal report is used to request cards from the ATO.
- Revised forms are included in the updated industry procedures.



Outreach Training Program Requirements

Trainer Card

- Trainers must maintain physical possession of their Outreach Training Program trainer card, and
- Must display their trainer card upon student request and at the beginning of each Outreach class they conduct.
- Trainers whose authorized Outreach trainer status has been suspended or revoked may be required to surrender their authorized trainer card to OSHA, DTE or their ATO.

Student Cards

- Increases the time period that students may request a replacement card, from 3 to 5 years from course completion date.



Outreach Training Program Requirements

Exception Requests

- Processing of all exception requests moved from DTE to the trainer's Authorizing Training Organization (ATO).
- Clarifies that requests for exception are limited and must be justified in detail, and ATOs will receive and review all exception request.
- Strengthened the justification narrative requirement for out of jurisdiction exception requests.
- Expanded ability to request Alternative Training Method (Webinar/videoconferencing) exception; may be granted after initial review/approval for a term of up to 12 months.



Outreach Training Program Requirements

Exception Requests (cont'd)

- Online training is limited to authorized online providers.
- Written Video Conferencing exception request must be received by the ATO at least 60 days in advanced of the scheduled training start date.

Industry Sector-Specific Emphasis Programs

- This section permits organizations, with OSHA review and approval, to establish Industry Sector-Specific Emphasis programs.



Outreach Training Program Requirements

Outreach Training Program Monitoring Activities

- Addition of Section IX—Outreach Training Program Monitoring to the Outreach Training Program Requirements:
 - Trainers who do not provide required advance notice of training or respond to a records audit request by their Authorizing Training Organization will not be issued student course completion cards and the trainer may be subject to corrective action.



Outreach Training Program Requirements

Outreach Training Program Monitoring Activities (cont'd)

- Addition of Section X—OSHA Outreach Training Program Trainer Watch List to the Outreach Training Program Requirements:
 - Primary Outreach Training Program trainers may not use as an Assistant Outreach Training Program trainer, a trainer whose name appears on the Watch List.



Outreach Training Program Requirements

- **Revisions to Specific Industry Procedures**
- All Industries:
 - Change in Prerequisites. To substitute education for experience and meet prerequisite purposes, education must be part of an education program that represents a bachelor's degree or higher.
 - Upon expiration of a Trainer's 90-day grace period, former trainers must meet the Trainer eligibility requirements described in Section III.A. of the OSHA Outreach Training Program Requirements and the relevant Industry Procedures.



Outreach Training Program Requirements

- **Revisions to Specific Industry Procedures**
- All Industries: (cont'd)
 - Industry OSHA Standards courses (#510, #511 and #5410) must be completed not later than seven (7) years prior to completing the relevant Industry Trainer course (#500, #501 and #5400).
 - Revised the Statement of Compliance to include required listing of concurrent authorizations through multiple ATOs.



Outreach Training Program Requirements

- **Revisions to Specific Industry Procedures**
- Construction, General Industry, and Maritime:
 - The mandatory Intro to OSHA module has been reduced from 2 hours to 1 hour.
 - For Focus Four topics, if more time is spent in this area than is required, the additional time may be reported in the specific Focus Four area or under such elective topics as scaffolds, cranes, and excavations, as applicable.



Outreach Training Program Requirements

- **Revisions to Specific Industry Procedures**
- Construction Industry Procedures
 - Establishes an elective 2.5 hour “Foundations for Safety Leadership” module for the 30-hour Construction course.
 - Focus Four Hazards- Falls topic increased from 1.25 to 1.5 hours.



Outreach Training Program Requirements

- **Revisions to Specific Industry Procedures** (cont'd)
- Maritime Industry Procedures
 - OSHA Course numbers no longer utilized.
- Disaster Site Worker Procedures
 - Addition of 7.5-hour Disaster Site Worker course. Shortened version of the 15-hour Disaster Site Worker course to include required topics.
 - Removed requirement to report “range of Operations Performance Scores” on the OTPR.



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Questions & Answers

