



Office of Training and Education

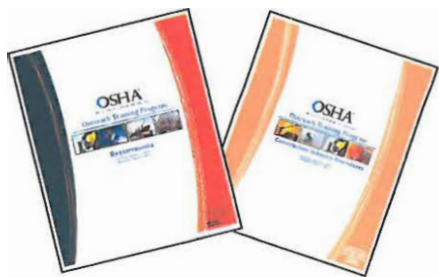
# Outreach Training Program Changes

July 2024

## For OSHA-Authorized Outreach Trainers

OSHA periodically updates the requirements that authorized Outreach trainers must follow in conducting and reporting OSHA Outreach Training Program classes.

This document highlights key changes in the July 2024, OSHA *Outreach Training Program Requirements and Industry Procedures*.



## Implementation Schedule

The updated *OSHA Outreach Training Program Requirements and Industry Procedures* are effective October 1, 2024.

## KEY CHANGES



### Trainer Responsibilities

- Lowered the requirement that Trainers must submit all exception requests from 60 days to at least seven calendar days prior to the scheduled class start date.
- Added the use of "email, print media, social media, and websites" as inappropriate behavior if a trainer makes discriminatory or defamatory remarks regarding OSHA, an ATO, or any other individual or group of individuals.
- All timelines are identified as calendar days, vice working days or months.
- Clarifies that trainers have the sole responsibility to maintain all class records.
- Exception requests for video conferencing are no longer required, however, the primary Outreach trainer's ATO must receive advanced notification no later than seven calendar days prior to the scheduled class start date.
- Video conferencing class size is reduced from 40 to 20 students unless a proctor is present for the entire class.
- Added that classes delivered using an alternative training method, i.e., video conferencing, must be reported on the OTPR, and recorded under the "Other" type of training in block 11 as "remote."
- Clarified student course completion card delivery requirements.

### Revisions to Specific Industry Procedures

- *All Industries:*
  - Added trainer update exemption for overseas service.
  - Added ineligible training topics.
  - Added that 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.
  - Added the *Statement of Compliance and revised the document to read "attest" vice "affirm"*.
  - Updated training resources and URL links.



### Questions

For questions regarding these changes, please contact your Authorizing Training Organization.

