



Directorate of Training and Education

# Outreach Training Program Changes

January 2019

## 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 January, 2019 OSHA *Outreach Training Program Requirements*.



## Implementation Schedule

The updated *OSHA Outreach Training Program Requirements* are effective April 1, 2019.



## Questions

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

## KEY CHANGES



### Trainer Responsibilities

- Clarifies that Trainers cannot serve or allow alcohol to be served at, during, or in conjunction with training activities.
- Clarifies that Trainers must refrain from discriminatory or defamatory remarks towards or regarding OSHA, an ATO, or any other individual or group of individuals.
- Clarifies that Trainers (primary, assistant, or guest) are not considered students.
- Requires the primary trainer’s first and last names and signatures on the student sign-in sheets, attesting to the accuracy of the data listed.
- OSHA encourages but does not require, trainers or training providers to issue course completion cards through a trackable delivery method (i.e. USPS, UPS, FedEx, etc.)
- Unobscured or fully legible depictions of student course completion cards may not be posted on trainer or training organization websites, or otherwise incorporated into advertising or marketing materials.

### Outreach Courses and Classes

- OSHA defines a “course” as a series of lessons addressing specified topics to teach hazard awareness meeting required student contact hours.
- OSHA defines a “class” as an offering of a 10– or 30-hour Outreach course within a specified timeframe that meets the required minimum student contact hours.

*Example:* A 10-hour construction Outreach class held between Jan 1 and 3, results in the issuance of a 10-hour Outreach construction course completion card.

### Exception Requests

- OSHA does not consider cost saving, trainer availability, program or worktime limits, or missing work to be extenuating circumstances.



### Revisions to Specific Industry Procedures

- *All Industries:*
  - Upon expiration of a Trainer’s card, there is no longer a grace period, as described in Section III.A. of the *OSHA Outreach Training Program Requirements* and the relevant Industry *Procedures*.
  - If a trainer’s authorization has expired, they will be unable to conduct OSHA Outreach Training Program classes and receive student course completion cards.
- *Maritime Worker Procedures:*
  - Added Certified Marine Chemist (CMC) to the list of qualified safety experience.
  - Removed the 5 year card expiration date for Maritime cards to keep consistency across the programs. Added “With Industry and stakeholder input, OSHA has designated 10- and 30-hour Outreach courses for three specific components of the maritime industry.”
  - V.B.1 Added Applies to all OSHA Maritime courses - *Shipyard Employment, Marine Terminals, and Longshoring.*