

OSHA Outreach Training Program Sample Outline

Course: 10-Hour General Industry

Name of Instructor(s):

Dates:

Location:

DAY ONE		
Exact Timing	Topic/Subject	Number of Hours
8:00am to 10:00am	Introduction to OSHA	2 hours
<i>10:00am to 10:15am</i>	<i>Break</i>	
10:15am to 11:15am	Walking & Working Surfaces, including Fall Protection	1 hour
<i>11:15am to 11:45am</i>	<i>Lunch</i>	
11:45am – 12:45pm	Exit Routes, Emergency Action Plans, Fire Prevention Plans & Fire Protection	1 hour
12:45pm – 1:45pm	Electrical	1 hour
<i>1:45pm to 2:00pm</i>	<i>Break</i>	
2:00pm to 3:00pm	Personal Protective Equipment	1 hour
	Total Contact Hours	6 hours

DAY TWO		
Exact Timing	Topic/Subject	Number of Hours
8:00am – 9:00am	Hazard Communication	1 hour
9:00am – 10:00am	Elective Topic	1 hour
<i>10:00 am to 10:15 am</i>	<i>Break</i>	
10:15am to 10:45am	Elective Topic	.5 hours
10:45am to 11:15 am	Elective Topic	.5 hours
11:15am to 11:45am	Elective Topic	.5 hours
<i>11:45am to 12:15pm</i>	<i>Lunch</i>	
12:15pm to 1:00pm	Optional Topic	1 hours
	Total Contact Hours	4.5 hours

Please Remember:

- Trainers must have at least a 10 minute break every 2 hours and must reflect these breaks in their training outline
- There must be a Lunch break if the training time is at least 6 hours in one day
- Trainers may not teach more than 7.5 contact hours per day
- Cannot teach any one topic for more than 4 hours in a 10 hour class
- This is only an example of the type of Topic Outline you can keep for your records