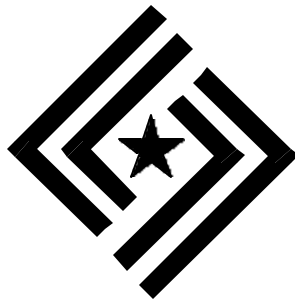


OSHA
OUTREACH TRAINING
PROGRAM



GENERAL INDUSTRY
SAFETY AND HEALTH

U.S. Department of Labor
Occupational Safety and Health Administration (OSHA)
Office of Training and Education
OSHA Training Institute
1555 Times Drive
Des Plaines, Illinois 60018

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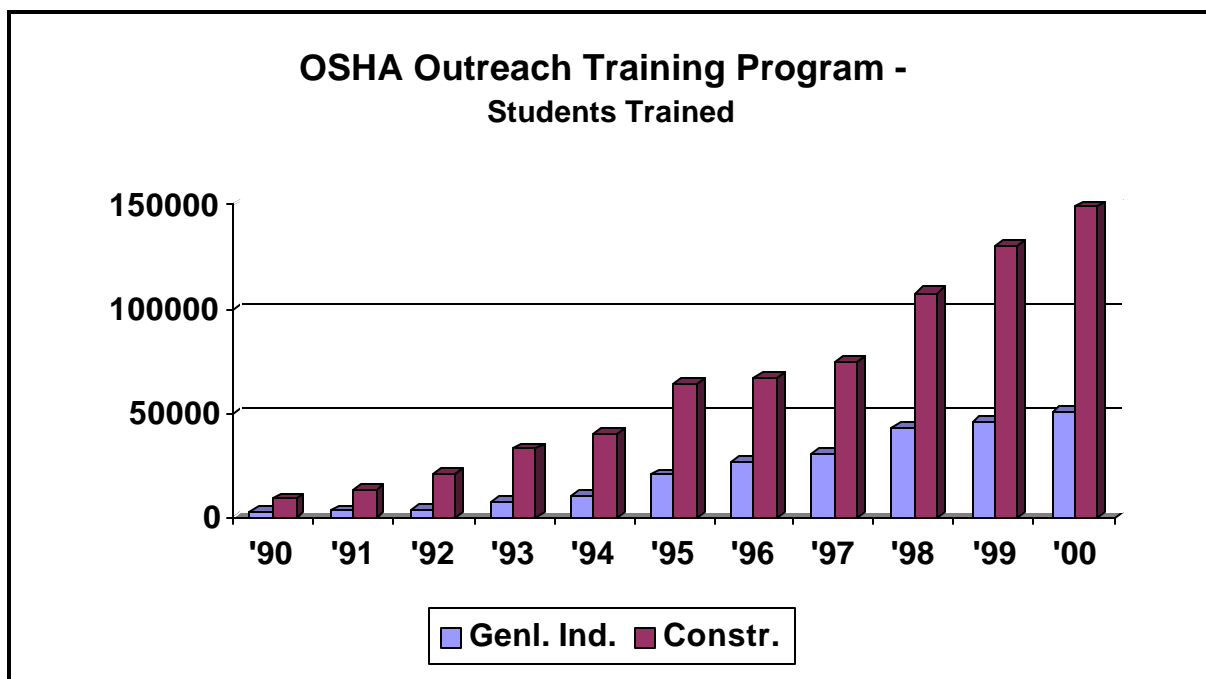
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GENERAL INDUSTRY OUTREACH TRAINING PROGRAM

BACKGROUND

The Occupational Safety and Health Administration's (OSHA) Outreach Training Program is a voluntary train-the-trainer training program through which OSHA authorizes trainers to teach construction and general industry occupational safety and health standards and policy. We have promoted workplace safety and health by authorizing trainers since 1971.

The outreach program has grown rapidly in recent years. As recently as 1990 only 12,000 student cards were issued. In 2000, more than 200,000 student cards were distributed and over 12,600 classes were held -- an average of over 240 classes per week! On any day, there are approximately 1,500 workers attending OSHA outreach training.



THE GENERAL INDUSTRY OUTREACH TRAINING PROGRAM

General industry outreach trainers are authorized to conduct 10- and 30-hour general industry outreach courses and receive OSHA course completion cards to issue to the students. To become an authorized trainer, you must complete Course #501, *Trainer Course in Occupational Safety and Health Standards for General Industry*. You must pass a test at the end of the course to receive trainer authorization.

Update Requirement. General industry outreach trainers must stay current on OSHA standards. For this purpose, the OSHA Training Institute and the OSHA Training Institute Education Centers (see Attachment A) conduct Course #503, *Update for General Industry Outreach Trainers*. You must attend this update course every four years to maintain your status as an authorized General Industry Outreach Program Trainer. You may also retake Course #501 to maintain your trainer status. All persons taking Course #503 must have previously taken Course #501.

If your trainer authorization status has expired, you can reinstate it by taking a #501 course. Contact the OSHA Training Institute or the OSHA Training Institute Education Centers for course scheduling information (see Attachment A).

OUTREACH TRAINING PROGRAM GUIDELINES

Training Topics. Your training must cover the designated topics for the 10-or 30-hour General Industry Outreach Training Program. The topics are listed on pages 10 and 11.

Topic Length. We recommend that you cover each course topic for at least one hour. In most cases, one hour is the least amount of time necessary to cover a topic adequately. The minimum amount of time you may spend on any topic is one-half hour.

Counting Class Hours. You must spend at least 10 or 30 class hours covering course topics. Breaks and lunch periods are not counted as class time.

Conducting a Class Over a Period of Time. You may teach classes in segments. Each segment must be at least one hour and the course must be completed within six months.

Guest Trainers. You may have other trainers help you conduct classes. An authorized outreach trainer must design and coordinate the course, teach more of the class than anyone else, and attend all sessions to answer questions and ensure the topics are adequately covered and all students are in attendance.

In-Person Training. Outreach training must be delivered in-person, unless you receive an individual exception. If you are considering using other training methods, such as on-line, CD-ROM, and video conferencing, contact the OSHA Outreach coordinator (see page 9). The basic guidelines for video conferencing are that the trainer be able to ensure the full attendance of all trainees, that off-site locations have a training monitor, and that there is a setup to answer trainee questions quickly and effectively.

Class Size. If your class will exceed 50 students, contact the Outreach Coordinator (see page 9) before the class begins to get permission for the class to be considered an outreach training class. You must have a way for students to ask questions apart from the classroom. E-mail is the usual method. We advocate having more than one trainer in large classes and breaking the class into work groups whenever possible. Small classes encourage trainee involvement through discussion and group participation and through sharing of knowledge and experiences.

10 + 20 Hours = 30. If a student you trained in the 10-hour training course is interested in taking the 30-hour course, you may supplement the training with 20 additional hours and receive a 30-hour card for the trainee. The limitations are that the training must be done by the same trainer and all the training must take place within six months. It is our intention that trainees doing this only receive the 30 hour card.

Combined 10-hour Construction and General Industry Class. A person who is authorized as a trainer in Construction and General Industry may not receive 10-hour student cards for both Construction and General Industry when holding a class for less than 20 full hours.

OUTREACH TRAINING TIPS

- ' **Worker Emphasis.** The outreach classes are designed to be presented to workers, therefore they must emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Trainers must tailor their presentations to the needs and understanding of their audience.
- ' **Site-Specific Training.** The most rewarding classes for students are the ones they can relate to because the trainer uses examples, pictures, and scenarios that come from the student's work place.
- ' **Homogenous Class.** The ideal class to teach is one that has similar needs, because students have comparable positions. Therefore, it is best to conduct separate training for supervisors, managers, and workers. Also, separate workers into like groups, for example, office personnel, machine operators, and maintenance staff.
- ' **Use Objectives.** Inform students what is expected of them after receiving training on each topic. Describe the skills and abilities the students should have or exhibit, be specific, and relate the objectives to the students' work, if possible.
- ' **Presentation Assortment.** Students learn in different manners, and get tired of one style of training over a lengthy period. Use different trainers, computer presentations, videos, case studies, exercises and graphics to make the course interesting and enjoyable. By doing this you will be employing the three levels of training techniques - presentation (presenting the material in a variety of ways), discussion (getting the students involved in the learning), and performance (students practice the material they learned).
- ' **Testing.** Use quizzes and tests to ensure the student understands key objectives of the training. Students should receive feedback on incorrect answers.
- ' **Student Evaluations.** Have students evaluate your class. This feedback will help you determine whether the course is accomplishing its goals and provide input you can use to improve the training.

OTHER PROGRAM NOTES

Monitoring

Staff from the OSHA Office of Training and Education periodically attend outreach training classes to observe training, obtain feedback from the trainer and the students on the training, and to ensure awareness of the outreach guidelines and the materials and assistance that are available to help trainers conduct classes. Through these visits we aim to help trainers, improve the outreach training program, ensure consistent program implementation, and assist the trainer in designing the class to meet the needs of the audience. You may let us know about your future outreach classes if you would welcome our possible visit.

Advertising

When advertising outreach training you must take the proper care to correctly describe your outreach trainer designation and outreach courses. Trainer authorization is limited to conducting the 10- and 30-hour General Industry outreach training courses.

Follow these rules when advertising your General Industry Outreach Training Program courses.

Outreach advertising restrictions:

- | | |
|-----------------------------------|---|
| U Certified | Neither the trainer, the students, nor the curriculum is certified or accredited. The trainer is authorized, the students receive course completion cards, and the OSHA-produced curriculum is approved. |
| U OSHA | Don't make it appear that you are an OSHA employee or that the course is an OSHA course. |
| U Course #501 | Do not refer to your outreach course as a #501 course. The #501 course is the train-the-trainer course that is conducted by the OSHA Training Institute or its OSHA Training Institute Education Centers. |
| U Department of Labor Logo | Do not use the logo that you see on outreach cards or the front cover of this guide in your advertising. |
| U Train-the-Trainer Course | Students who complete the 10- or 30-hour training are not entitled to receive cards for students they may train.. |

If we notify you that your advertising appears false or misleading and you do not correct it, we will remove you from the Outreach Training Program.

PROGRAM ADMINISTRATION

Obtaining Student Course Completion Cards

After you conduct a General Industry outreach class, you must submit documentation about the course to the OSHA Training Institute to receive OSHA student course completion cards.

Remember these **key points** when submitting your documentation.

- * Send separate documentation (Outreach Training Program Report, topics taught, student list) for each class taught.
- * Submit course documentation within six months of course completion.
- * Send one list of legible student names; do not send multiple sign-in sheets.
- * You may send more than one class submission in one envelope.
- * Do not staple the documentation.

For each outreach class you complete, send the following, in this order:

1. **OSHA Outreach Training Program Report** (see page 12).

This includes information on the course and the trainer. Use the format on page 12 or create your own form. Make sure you include your most recent trainer date and the address to send the cards. An excerpt of the format is shown below.

Primary Trainer Course Information

| | | | |
|---|---------------|--|--|
| <u> (1) </u> ID Number* (see note below) | ----- Name | <u> (2) </u> Course (500/501/502/503) Date | <u> / (3) / </u> Expiration |
|---|---------------|--|--|

**ID number - new trainers do not have one - this only applies to trainers who have received student cards)*

(1) Does not apply to new trainers -- only trainers who have already received student cards from OSHA have an ID number (see notes below).

(2) The most recent course (501 or 503) you took

(3) Your trainer expiration date (4 years after the training you last took).

ID Number (1) : Applies only to trainers who have received student cards from OSHA.

- An ID number is not assigned to each person that takes a trainer class (#501 or #503).
- The ID number is indicated on the preprinted OSHA Outreach Training Program Report that is sent with student cards.
- Each trainer has one ID number, even if you are also qualified as a Construction trainer.
- If you have an ID number, but the trainer data on your form shows only a Construction expiration date, you must note the last General Industry Outreach training course (#501 or #503) you took and the date of the training.
- Also, if your most recent course #501 or #503 expiration date is not shown on the OSHA Outreach Training Program Report, write in the last General Industry Outreach training course (#501 or #503) you took, the date of the training, and who provided the training (the name of the Education Center or the OSHA Training Institute).
- If you have an ID number, you may use one of the shortcut formats in Attachment B.

2. **A copy of your course certificate or trainer card (note the place you took the training) if:**
 - this is your first outreach training class, or
 - you are a trainer with an ID number, but you have taken a more recent trainer course than the one shown on your preprinted Outreach Training Program Report.
3. **Student Names** who completed the course. Keep a copy of the students' names and addresses before sending them to OSHA. You will need them to complete and distribute the cards
4. **Topic Outline** that lists the topics taught and the amount of time spent on each. For 10-hour classes, you may complete the topic outline on the bottom of the OSHA Outreach Training Program Report or send a separate outline. For 30-hour classes, send a separate outline.

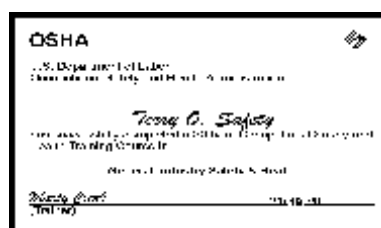
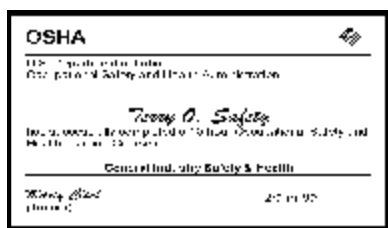
We may return submittals that do not include items 1 - 4

If you observe or measure workplace improvements that resulted from your outreach training, please inform us. Examples include declining incidents of workplace injuries and illnesses, the establishment of safety and health committees, or the correction of workplace hazards.

Mail your course documentation to:

General Industry Outreach Program Coordinator
OSHA Training Institute
1555 Times Drive
Des Plaines, IL 60018

Information on Student Course Completion Cards



- ! It takes us about three weeks to mail your cards after we receive your documentation.
- ! Student course completion cards are sent to the trainer for completion and distribution.
- ! The trainer completes the card (shown above) by listing the student's name, the end date of the course and signing it. If the trainer is unavailable, the trainer's name may be typed in.
- ! You may laminate the cards, and use the back of the cards for other identification or training information purposes, but no other alterations are permitted.
- ! The student course completion cards do not expire.
- ! You may provide students with a certificate of training. This may help students have proof that took the training before you receive student cards from OSHA. The advertising restrictions (page 4) would also apply to a certificate.

- ! We send a few extra cards to trainers for each class completed in case of card errors or to enable you to replace lost student cards for students you trained.
- ! OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job.

Replacing Lost or Damaged Trainer or Student Cards

Trainer Cards: Contact the organization that you took the course from. Inform them what course you took and when you took it. After they validate that you took the class, and passed the test, they will issue you a replacement card.

For trainers that took their trainer course at the OSHA Training Institute, in Des Plaines, IL, contact:

Diana Ward
OSHA Office of Training and Education
1555 Times Drive
Des Plaines, IL 60018
(847) 759-7737
e-mail: diana.ward@osha.gov

Student Cards: Trainers receive a few extra cards when OSHA sends them student cards. You can use these cards to replace student cards, after you make the proper verification. If you do not have an extra card, you or the student may contact OSHA (see above) for the replacement. Provide us with the following information: student name, trainer name, training date, and type of class (10 or 30-hour, construction or general industry). Our records are only kept for five years plus the present year. If the training took place prior to this, we will not be able to issue a new card.

FURTHER ASSISTANCE

! Main OSHA Web Sites

To keep up on OSHA and to obtain training materials, there are two main web sites:

! OSHA Home Page

📄 www.osha.gov

! OSHA Outreach Training Program Page

📄 www.osha.gov/outreach.html

At this site you will find the [link to the OSHA Outreach Training Program](#). This site includes the outreach program guidelines, teaching aids, and frequently asked questions. All pertinent program changes will be communicated here.

! Other OSHA Web Sites

! General Industry Standards: 29 CFR Part 1910

📄 www.osha-slc.gov/OshStd_toc/OSHA_Std_toc_1910.html

! Resource Center Loan Service.

☺ www.osha-slc.gov/fso/ote/training/resource-center/loan.html

Outreach trainers may borrow audiovisual materials from OSHA's Resource Center. Its catalog contains borrowing information and a list of available audiovisual materials.

! OSHA Technical Links

☺ www.osha-slc.gov/SLTC

! Multimedia

☺ www.osha-slc.gov/SLTC/multimedia.html

! OSHA Video Loan Program

☺ www.osha-slc.gov/Publications/video/video.html

! Training Materials

☺ www.osha-slc.gov/Training/OutReach.html

! Industry Profiles

☺ www.osha-slc.gov/SLTC/industries.html

! OSHA Small Business Page

☺ www.osha-slc.gov/SmallBusiness/index.html

- ! **U.S. Government Bookstores.** These bookstores sell OSHA standards, publications, and subscriptions to the OSHA CD-ROM and *Job Safety and Health Quarterly* (OSHA's magazine). The bookstores are located throughout the country. The U.S. Government Printing Office (GPO) in Washington, DC is the main office; you can order materials by calling (202) 512-1800, or visiting www.osha.gov/oshpubs/gpopubs.html

One helpful publication you can order or download is the *OSHA Handbook for Small Businesses*, OSHA 2209. This handbook assists small business employers in implementing OSHA's recommended safety and health program management guidelines.

- ! **OSHA Publications.** OSHA has many helpful publications, forms, posters, and fact sheets. You can find information on these at www.osha-slc.gov/OshDoc/Additional.html. Single free copies of some of these are available by calling (202) 693-1888, by fax at (202) 693-2498, or from the nearest OSHA Area or Regional Office. A few publications are noted below.

! *OSHA Publications and Audiovisual Programs*, OSHA 2019, contains information on OSHA materials. Also, details are given on ordering from NTIS and GPO.

! *All About OSHA*, OSHA 2056.

! *Training Requirements in OSHA Standards and Training Guidelines*, OSHA 2254.

- ! **National Technical Information Service (NTIS).** NTIS sells some OSHA informational and training associated materials. NTIS is the federal government's central source for the sale of scientific, technical, engineering, and related business information produced by or for the U.S. government. You can reach them at (800) 553-6847 or visit their web site at www.ntis.gov/nac/safety.htm.

- ! **General Industry Outreach Training Program.** If you cannot find the answers for your outreach questions in this guide or at the OSHA web site, contact:

Mr. Don Guerra, Outreach Program Coordinator
OSHA Office of Training and Education
(847) 759-7735
e-mail: **outreach@osha.gov**

- ! **Resource Center.** The Resource Center Audiovisual Catalog is distributed in all #501 and #503 classes. The catalog is also available at the Outreach Training Program web site. To receive an updated catalog or for further information contact:

Ms. Linda Vosburgh, Librarian
OSHA Office of Training and Education
(847) 759-7736
e-mail: **linda.vosburgh@osha.gov**

- ! **Outreach Trainer State Lists.** We distribute lists of active trainers (two or more classes conducted within a year) by state, to persons looking for 10 or 30-hour outreach training and also to trainers who need assistance. To obtain a state list(s):

Contact: Diana Ward
(847) 759-7737
e-mail: **diana.ward@osha.gov**

Provide: 1) State(s) you are looking for (up to three)
2) Whether you want the list(s) for General Industry or Construction
2) Your fax number or mailing address

- ! **OSHA Support.** Outreach trainers can also receive assistance from OSHA Regional and Area Offices. These offices provide publications, answer questions on OSHA standards, and provide other reference services. You can find contact information at www.osha-slc.gov/html/RAmap.html

| |
|---|
| DESIGNATED TRAINING TOPICS |
| 10-HOUR GENERAL INDUSTRY OUTREACH TRAINING PROGRAM |

The 10-hour program is intended to provide a variety of instruction on general industry safety and health standards to entry level workers. **Of the topics listed below, four hours are mandatory and three hours must be chosen from the options provided.** For the remainder of the class, you may teach any other general industry standards and policies and/or expand on the required topics.

| |
|-------------------------------|
| REQUIRED COURSE TOPICS |
|-------------------------------|

| | |
|--|---|
| One Hour Introduction to OSHA, OSH Act/General Duty Clause 5(a)(1), Inspections, Citations, and Penalties (CFR Part 1903), Recordkeeping (CFR Part 1904) | <u>Choose three or more of these topics:</u> One Hour each Subpart H: Flammable and Combustible Liquids Subpart I: Personal Protective Equipment Subpart O: Machine Guarding Subpart Z: Hazard Communication Subpart Z: Introduction to Industrial Hygiene / Bloodborne Pathogens, and/or Ergonomics Safety and Health Programs |
| One Hour Subpart D: Walking and Working Surfaces | |
| One Hour Subparts E & L: Means of Egress and Fire Protection | |
| One Hour Subpart S: Electrical | |

Special Industry Recommendation:

In addition to the four required hours, the groups noted below should also teach the following:

- ! **Medical / Health Care** - Introduction to Industrial Hygiene / Bloodborne Pathogens (2 hours), Ergonomics, Personal Protective Equipment, Hazard Communication, and Workplace Violence (at least ½ hour)
- ! **Maintenance** - Ergonomics, Hazard Communication, and (if applicable) Powered Industrial Trucks
- ! **Utility** - Ergonomics, Power Generation, and Confined Spaces
- ! **Office** - Ergonomics and Hazard Communication.

| |
|---|
| DESIGNATED TRAINING TOPICS |
| 30-HOUR GENERAL INDUSTRY OUTREACH TRAINING PROGRAM |

The topics listed below are recommended for your 30-hour course.

If a few of the topics do not apply to your audience, you may substitute other applicable OSHA standards or policies. To fill the rest of the class time or to substitute a few topics you can teach other general industry standards and policies and/or expand on the required topics.

| | |
|--|--|
| RECOMMENDED COURSE TOPICS | |
| <p>Three Hours Introduction to OSHA, OSH Act/General Duty Clause 5(a)(1), Inspections, Citations, & Penalties (CFR Part 1903)</p> | <p>Two Hours Subparts O: Machine Guarding</p> |
| <p>Two Hours Subpart D: Walking and Working Surfaces</p> | <p>One Hour Subpart Q: Welding, Cutting, and Brazing</p> |
| <p>Two Hours Subparts E & L: Means of Egress and Fire Protection</p> | <p>Two Hours Subpart S: Electrical & Safety-Related Work Practice</p> |
| <p>Two Hours Subpart H: Flammable and Combustible Liquids</p> | <p>Two Hours Subpart Z: Hazard Communication</p> |
| <p>One Hour Subpart I: Personal Protective Equipment</p> | <p>Two Hours Subpart Z: Introduction to Industrial Hygiene / Bloodborne Pathogens</p> |
| <p>Two Hours Subpart J: Permit-Required Confined Spaces</p> | <p>One Hour 29 CFR 1904, Recordkeeping</p> |
| <p>Two Hours Subpart J: Lockout / Tagout</p> | <p>One Hour Ergonomics</p> |
| <p>One Hour Subpart N: Materials Handling</p> | <p>One Hour Safety and Health Programs</p> |

OSHA OUTREACH TRAINING PROGRAM REPORT

OSHA Training Institute 1555 Times Drive Des Plaines, IL 60018

Course Conducted (Document each class with a separate Report):

10-Hour Construction
 30-Hour Construction

10-Hour General Industry
 30-Hour General Industry

End Date of Course: ____ / ____ / ____

Number of Students: _____ (List students' names on back, or on a separate sheet)

Primary Trainer Course Information

____ / ____ / ____

| | | | |
|-----------------------------|-------|--------------------------|-----------------|
| _____ | _____ | _____ | _____ |
| ID Number* (see note below) | Name | Course (500/501/502/503) | Expiration Date |

*ID number - new trainers do not have one - this only applies to trainers who have received student cards)

Address - cards will be sent here: *(If you have an ID number and your address is the same, you do not need to complete this)*

Check if this is a new address

Company / Dept. _____

Address _____

City /State /Zip _____

Phone No: (_____) - _____ - _____ ext. _____ Best time(s) to call: _____

Your documentation must include these items:

- (1) OSHA Outreach Training Program Report
- (2) Student names
- (3) List of course topics & the time spent on each

Do not include these items with your documentation:

- * Student evaluation forms
- * Student sign-in sheets
- * Long topic outline
- * Stapled pages

| | |
|---------------------|--|
| <i>optional use</i> | 10 Hour Topics (for a 30-hour class, send in a separate topic list) |
|---------------------|--|

| <u>Construction</u> | <u>General Industry</u> |
|---|--|
| <p>HOURS*</p> <p>----- Required Introduction to OSHA</p> <p>----- Required Electrical (K)</p> <p>----- Required Fall Protection (M)</p> <p>Required - Choose three or more:</p> <p>----- Personal Protective and Lifesaving Equipment (E)</p> <p>----- Materials Handling, Storage, Use and Disposal (H)</p> <p>----- Tools - Hand and Power (I)</p> <p>----- Scaffolds (L)</p> <p>----- Cranes, Derricks, Hoists, Elevators, and Conveyors (N)</p> <p>----- Excavations (P)</p> <p>----- Stairways and Ladders (X)</p> <p>Electives: Any OSHA Construction standard or policy</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> | <p>HOURS*</p> <p>----- Required Introduction to OSHA</p> <p>----- Required Walking and Working Surfaces (D)</p> <p>----- Required Means of Egress and Fire Protection (E & L)</p> <p>----- Required Electrical (S)</p> <p>Required - Choose three or more</p> <p>----- Flammable and Combustible Liquids (H)</p> <p>----- Personal Protective Equipment (I)</p> <p>----- Machine Guarding (O)</p> <p>----- Hazard Communication (Z)</p> <p>----- Intro. to Industrial Hygiene / Bloodborne Pathogens (Z)</p> <p>----- and/or Ergonomics</p> <p>----- Safety and Health Programs</p> <p>Electives: Any OSHA General Industry standard or policy</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> |

** Indicate the amount of time spent on each of the topics in the class.*

ATTACHMENT A

OSHA TRAINING INSTITUTE EDUCATION CENTERS

To meet increased demand for its courses, the OSHA Training Institute has authorized other educational institutions to conduct selected OSHA training courses.

The Education Centers conduct all outreach courses, as follows.

- Course 500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry
- Course 501 Trainer Course in Occupational Safety and Health Standards for General Industry
- Course 502 Update for Construction Industry Outreach Trainers
- Course 503 Update for General Industry Outreach Trainers

For scheduling and tuition information on these courses
go to www.osha-slc.gov/Training

Education Centers

City / State

Phone

Eastern Michigan University/United Auto Workers

Ypsilanti, MI

800-932-

| | | |
|--|-------------------------------------|--------------|
| | | 8689 |
| Georgia Tech Research Institute | Atlanta, GA | 800-653-3629 |
| Great Lakes OSHA Training Consortium (University of Minnesota, the Minnesota Safety Council, and the University of Cincinnati) | Minneapolis, MN & Cincinnati, OH | 800-493-2060 |
| Keene State College | Manchester, NH | 800-449-6742 |
| Metropolitan Community Colleges - Business & Technology Center | Kansas City, MO | 800-841-7158 |
| National Resource Center for OSHA Training (AFL-CIO Building and Construction Trades Dept., West Virginia University, the Center to Protect Workers' Rights, and the George Meany Center for Labor Studies) | Washington, DC Morgantown, WV | 800-367-6724 |
| The National Safety Education Center (Northern Illinois University, the Construction Safety Council, and the National Safety Council) | Chicago area, IL | 800-656-5317 |
| Niagara County Community College | Lockport, NY | 800-280-6742 |
| Red Rocks Community College/ Trinidad State Junior College | Lakewood, CO | 800-933-8394 |
| Texas Engineering Extension Service, Texas A & M University | Mesquite, TX | 800-723-3811 |
| University of California - San Diego | San Diego, CA | 800-358-9206 |
| University of Washington | Seattle, WA | 800-326-7568 |

ATTACHMENT B
SHORTCUT PROCEDURES FOR
OUTREACH TRAINERS WITH ID NUMBERS

Summary:

*We will accept student card requests by e-mail and fax – if you have an ID number.
We will also accept a short mail-in format, which lessens the paperwork required.
These procedures are only available to trainers with ID numbers.
Carefully read the instructions below before using these procedures.*

1. Who is Eligible? Outreach Trainers with ID Numbers.

' ID Numbers are provided to trainers on preprinted Outreach Training Reports that are returned with the student cards.

- ' If you've never received student cards from OSHA, you do not have an ID number. ID numbers are not assigned to each person that takes a trainer class (#500 or #502). If you are sending in your first submission, you must use the standard procedure (page 5).
- ' ID numbers cannot be provided over the phone.

2. **Sending Requests for Student Cards - Procedures** (also see the following pages)

a. **E-mail**

- ' **Construction:** diane.uranin@osha.gov
- ' **General Industry:** diana.ward@osha.gov
- ' **Subject:** 10 or 30-Hour // Construction or General Industry
- ' Format your e-mail request based on the format which follows these procedures
- ' Do not send attachments

b. **Fax**

- ' (847) 297-6636
- ' Send a cover page and indicate the number of pages you are sending
- ' **Subject:** 10 or 30-Hour; Construction or General Industry
- ' Format your fax request based on the format which follows these procedures

c. **Short Mail-in Format**

- ' Use in place of preprinted Outreach Training Report.
- ' Mail to: OSHA Outreach Training Program
1555 Times Drive
Des Plaines, IL 60018
- ' Use our short mail-in format which follows these procedures

3. **Instructions**

- a. Use your ID Number when requesting cards using one of these procedures
- b. For each class - send a separate e-mail, fax, or mail-in format
- c. Keep a file on each course which includes:
 - ' Topics taught and time spent on each
 - ' Student names and addresses -- the student's work or home address.
 - ' A copy of the e-mail or fax you sent to request cards.

4. **Monitoring.** At times, we may ask for a copy of your training topics. When we conduct monitoring visits for the OSHA Outreach Training Program we may ask to see documentation of the topics and students taught for each outreach training class conducted.

E-Mail Format -- Request for Outreach Training Cards -- For Trainers with ID Numbers

This is a sample of the format you may send to us. You will have to create the format. Send a separate format for each class. Do not send attachments. Your e-mail should look like this:

TO: diane.uramkin@osha.gov (Construction)
or diana.ward@osha.gov (General Industry)

SUBJECT: 10-Hour Construction **or** 30-Hour Construction
10-Hour General Industry **or** 30-Hour General Industry

Course End Date: ___/___/___

Number of Students

ID #: (ID's are provided on Outreach Training Reports that are sent with student cards to all trainers)

Trainer Name: _____

Trainer Course Data: *If the Trainer or Update Course information shown on your Outreach Training Report is incorrect, please enter the following information:*

Check one, as applicable: *Construction* ___ 500 ___ 502 Training Date ___/___/___

General Industry ___ 501 ___ 503 Training Date ___/___/___

Education Center that provided/sponsored the training _____

Trainer Address: (Only needed if your address has changed)

_____ (Check) *I certify that the topics taught and the time spent on the topics in this class met the requirements of the OSHA Outreach Training Program.*

Student Names (addresses are not necessary):

---->> *Continue on another page if more students*

Short Mail Format -- Request for Outreach Training Cards -- For Trainers with ID Numbers

OSHA Training Institute

1555 Times Drive Des Plaines, IL 60018

Course: ___ 10 hour Construction ___ 10 hour General Industry
 ___ 30 hour Construction ___ 30 hour General Industry

Course End Date: ___/___/___

Number of Students _____

ID Number: _____ (ID is provided on Outreach Training Report that is sent with student cards to trainer)

Trainer Name: _____

Trainer Course Data: *If the Trainer or Update Course information shown on your Outreach Training Report is incorrect, please enter the following information:*

Check one, as applicable: *Construction* ___ 500 ___ 502 Training Date ___/___/___

General Industry ___ 501 ___ 503 Training Date ___/___/___

Education Center that provided/sponsored the training _____

Trainer Address: (Only needed if your address has changed)

I certify that the topics taught and the time spent on the topics in this class met the requirements of the OSHA Outreach Training Program. _____

(Sign)

Student Names (addresses are not necessary):

- | | |
|----------|----------|
| 1 _____ | 11 _____ |
| 2 _____ | 12 _____ |
| 3 _____ | 13 _____ |
| 4 _____ | 14 _____ |
| 5 _____ | 15 _____ |
| 6 _____ | 16 _____ |
| 7 _____ | 17 _____ |
| 8 _____ | 18 _____ |
| 9 _____ | 19 _____ |
| 10 _____ | 20 _____ |

---->> *Continue on another page if more students*