Outreach Training Program Requirements

OSHA Outreach Training Program Requirements for Authorized Outreach Trainers

January 2019

Outreach Training Program Requirements

• It is important to familiarize yourself with the complete Outreach Training Program Requirements
• The Jan. 2019 Outreach Requirements can be found on the Pacific Northwest OSHA Education Center website: https://osha.washington.edu/osha-outreach-trainers

Why?

• To ensure classes met Outreach Training Requirements
• Protect against complaints
• May need to submit extra documents to verify training when requesting student completion cards

Record Audits

• Federal OSHA requires OSHA Education Centers to conduct record audits
• Audited trainers must submit copies of all the required class records for courses held during the dates indicated in the audit notification letter
• Failure to keep or provide these records may result in corrective action, up to and including the revocation of Outreach trainer status.
• Keep your contact information current in your account on osha.washington.edu

What is Required?

• Primary outreach trainers must retain class records for 5 years
  • It is the trainer’s responsibility to retain records, not their company’s or admin’s
• Items that must be retained for each course:
  • Daily student sign-in sheets
  • Student contact information
  • Detailed topic outline
  • Outreach Training Program Report (OTPR)
  • Student course completion cards
  • Guest trainer and assistant Outreach trainer information

Sign-In Sheets

• Separate sign-in sheets must be completed for each day of class
• Printed or typed first and last names must appear next to the students’ full signatures
• Must include:
  • Course name
  • Date and time of the course session
  • Training location’s name, city, and state
  • Primary instructor’s printed first and last name and signature attesting to the accuracy of the information

Common errors:
• Using students’ initials
• More than one day of class on each sign-in sheet
• Missing course information
• Not everyone signs in each day
Sign-In Template

Student Contact Information

- Location to which the instructor sent the student card
- Must be student’s home or business address

Common errors:
- No addresses retained

Topic Outlines

- A schedule for the course
- Must include:
  - Course title
  - Course location
  - Specific date & time period (e.g. 1pm-2pm) of every topic, break, and meal period
  - The trainer who taught each topic

Common errors:
- Only lists the amount of time (1 hour) spent on each topic
- Topic outline does not include the date the session was held or its location
- Schedule does not meet the training delivery requirements
- Does not match the time reported on Outreach Training Program Report

Example Topic Outline Submission

From February 2015 through June 2015, I taught 5 OSHA Construction Outreach Training classes; both the 30 hour and the 10 hour. According to your audit request, you want to know the exact timing of breaks. For all 7.5 hour per day classes taught, we took two 10 minute breaks in the morning, a 30 minute lunch break, and two 10 minute breaks in the afternoon. We normally started covering a topic for about one hour then took a ten minute break. The way it normally played out is our first break was about 9 AM then 10 AM and lunch was from 11:30 till noon. Our afternoon break came about 1:30 PM and 2:30 PM and we broke for the day at about 4:00. Some students remained after class for up to 30 minutes for me to answer specific questions.

What’s missing from this topic outline?
Correct Topic Outline Submission

Outreach Training Program Report (OTPR)

- A copy of the official OTPR
  - Official OTPRs can be found here: osha.washington.edu/osha-outreach-trainers
  - Note: printing your online submission is not an official OTPR. The PNW OSHA Ed. Center is currently developing the ability to print an official OTPR from online submissions. Stay tuned...
- OTPRs must include
  - List of student names
  - List of topics taught
  - Cumulative class time spent on each topic

Common Errors
- Missing the list of student names
- Time reported on report does not match topic outline
- Contains incorrect information (date, location, etc)

Student Course Completion Cards

- Must retain a complete copy of each completion card
  - Copies of the front and back of the card
  - Copies can be retained in an electronic, digital, or paper format

Common Errors
- Do not keep copies of the cards
- Do not have copies of every card, or only copied one side of the cards

Guest Trainers

- Not authorized Outreach trainers
- Maintain a list including:
  - Name of each guest trainer
  - Specific topics and times covered by each
  - Their qualifications

Common Errors
- Topics and time covered by trainer are not included
- Trainer qualifications are not included

Note: Authorized Outreach trainers must teach at least 50% of the course (pg. 11)

Assistant Outreach Training Program Trainers

- Additional authorized Outreach trainers
- Maintain a list including:
  - Names of each assistant trainer
  - The topics taught by each assistant trainer
  - The number of contact hours allocated to each assistant trainer
  - Copy of their valid outreach trainer card

Common Errors
- Does not include topics and contact hours covered by trainer
- Does not include a copy of their trainer card

Note: The primary Outreach trainer must teach at least 20% of the course (pg. 11)

Outreach Training Program Requirements & Recordkeeping Cheat Sheets/Templates

- Handed out during trainer courses (500, 501, 502, 503, 5400, 5600)
- On the USB students receive in class
- Found on the website: osha.washington.edu/osha-outreach-trainers