OUTREACH TRAINERS

Class Records Requirements

Outreach Trainer Requirements

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

Class Records– What is Required?

- Outreach trainers must retain class records for 5 years
- Items that must be retained:
  - Student sign-in sheets
  - Student contact information
  - Detailed topic outline
  - Class Documentation (Outreach Training Program Report)
  - Student course completion card numbers
  - Guest trainer & additional trainer information

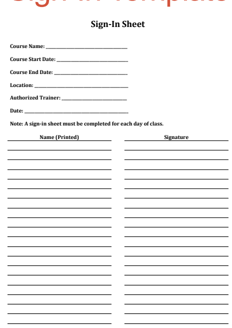
Sign-In Sheets

- Separate sign-in sheets must be completed for each day of class
- Printed or typed names must appear next to the students' full signatures
- Must be dated

Common errors:

- Using students' initials
- More than one day of class on each sign-in sheet
- Not everyone signs in each day

Sign-In Template


Sign-In Sheet

Course Name: ______________________

Course Start Date: ______________________

Course End Date: ______________________

Location: ______________________

Authorized Trainer: ______________________

Date: ______________________

Note: A sign-in sheet must be completed for each day of class.

Name (Printed)	Signature

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

- Must be dated
- Must include the exact timing of all topics and breaks (e.g. 1pm-2pm)

Common errors:

- Only lists the amount of time (1 hour) spent on each topic
- Topic outline is not dated
- Schedule does not meet the training delivery requirements
- Does not match the time reported on Outreach Training Program Report

Topic Outline Template

OSHA General Industry 30-hour
Topic Outline

Date	Start Time	End Time	Topic Name/Break	Facilitator

Example Topic Outline Submission

OSHA 10Hr Construction Course

DAY 1

Introductions	7:00am	7:15am
Intro to OSHA	7:15am	9:15am
Break	9:15am	9:30am
Fall Protection	9:30am	10:45am
Struck By	10:45am	11:45am
Lunch	11:45am	12:15pm
Electrical	12:15pm	1:00pm
Caught In or Between	1:00pm	2:00pm
Hand & Power Tools	2:00pm	3:00pm

DAY 2

Review Day 1	7:00am	7:15am
Personal Protective and Lifesaving Equipment	7:15am	7:45am
Health Hazards in Construction Material	7:45am	8:15am
Handling, Storage, Use, and Disposal	8:15am	9:15am
Break	9:15am	9:30am
Excavations	9:30am	10:30am
Review OSHA 10	10:30am	11:00am

What's missing from this topic outline?

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 wrong with this topic outline?

Correct Topic Outline Submission

OSHA 10 Hour Class Schedule 3/6/2014		OSHA Training Hours	Classroom Hours
Class introductions	8:00-8:30 am		0.50
Intro to OSHA			2.00
https://www.osha.gov/dts/osharesources/osha_web/new%20OSHA_ppt.ppt			
Why is OSHA important to you? OSHA's Mission	8:00-8:45 am	0.35	
What rights do you have under OSHA?	8:45-9:00 am	0.15	
What responsibilities does your employer have under OSHA?	9:00-9:30 am	0.50	
Break	9:30-9:45 am		0.15
What are OSHA standards?	9:45-9:50 am	0.25	
How are OSHA inspections conducted?	9:50-10:25 am	0.50	
Where can you go for help?	10:25-10:50 am	0.25	
Break	10:45-10:58 am		0.19
Focus Four Hazards			4.80
Electrocution	10:55-11:10 am	0.10	
Lunch	11:00-12:15 pm		0.16
Falls	12:20-1:45 pm	1.50	
Break	1:45-1:60 pm		0.15
Struck By	1:55-2:55 pm	1.00	
Caught in or Between	2:50-3:50 pm	1.00	
Total Hours 3/6/2014		6.00	7.50

OSHA 10 Hour Class Schedule 3/7/2014		OSHA Training Hours	Classroom Hours
Personal Protective Equipment	8:00-8:30 am	0.50	0.50
Health Hazards in Construction	8:30-9:00 am	0.50	0.50
Electives:			3.00
Scaffolds	9:00-9:20 am	0.50	
Break	9:20-9:35 am		0.15
Hand and Power Tools	9:40-10:10 am	0.50	
Materials Handling, Storage, Use & Disposal	10:10-10:45 am	0.50	
Cranes, Derricks, Hoists, Elevators, & Conveyors	10:40-11:10 am	0.50	
Break	11:20-11:30 am		0.15
Excavations	11:20-12:00 pm	0.50	
Lunch	12:00-1:00 pm		1.00
Stairways & Ladders	1:00-1:50 pm	0.50	
Testing	1:56-2:15 pm		0.45
Recap of class and Open Q&A	2:15-3:15 pm		1.00
Total Hours 3/7/2014		4.00	6.75
Total Coarse Hours		10.00	14.25

Class Documentation

Outreach Training Program Report

- Must include list of topics taught and amount of time spent on each topic
- List of student names submitted for cards
- If submitting reports through the website, print a copy immediately. Do not depend on the website to retain this information for you.

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 Card Numbers

- Must retain card numbers for each student card issued
- Photocopies of each batch of cards
- Excel or other electronic database

Common Errors

- Do not keep card numbers at all
- Do not have card numbers for every student

Guest & Additional Trainers

- Guest Trainers – Not authorized outreach trainers
  - Names of guest trainers
  - Topics and time covered by each (indicate on topic outline)
  - Their qualifications
- Additional Outreach Trainers – additional authorized outreach trainers
  - Names of each trainer
  - List of the topics and time covered by each (indicate on topic outline)
  - Copy of outreach trainer card

Common Errors

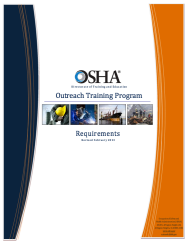
- Don't include topics and time covered by trainer
- Don't include qualifications

Recordkeeping Audits

The Pacific Northwest OSHA Education Center is required by OSHA to conduct record audits on at least 20 Outreach trainers each year.

- Trainers are selected randomly for audits and notified by letter
- 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.

Outreach Training Program Requirements

- Handed out during trainer courses (500, 501, 502, 503, 5400, 5600)
- On the USB students receive in class
- Found on the website:

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