



## IMPORTANT NOTICE TO OUTREACH TRAINERS

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October 2007

The OSHA Directorate of Training and Education has announced significant changes to the Construction and General Industry Outreach Training Program Guidelines, effective October 1, 2007.

Attached are the updated Required Course Topics for the program(s) in which you hold National Safety Education Center (NSEC) outreach trainer authorization. Our new NSEC Outreach Training Program Report Form is available for download at [www.earnyourcard.com](http://www.earnyourcard.com). You are advised to implement these changes into your classes immediately and use the new report form for your card requests.

The revised Outreach Training Program Guidelines, as well as the PowerPoint instructional presentation and other resource materials, are available at the NSEC website: [www.earnyourcard.com](http://www.earnyourcard.com).

Questions may be directed to 815-753-6902 or [engineeringoutreach@niu.edu](mailto:engineeringoutreach@niu.edu).

**DESIGNATED TRAINING TOPICS (Effective 10/1/07)**

**10-HOUR CONSTRUCTION INDUSTRY  
OUTREACH TRAINING PROGRAM**  
(Changes are noted in red.)

Of the below topics, **five and one-half hours are mandatory and two hours must be chosen** from the optional topic list.

**REQUIRED COURSE TOPICS**

<p>One Hour <b>Introduction to OSHA</b>, including:</p> <ul style="list-style-type: none"> <li>■ OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics</li> <li>■ Inspections, Citations, and Penalties</li> <li>■ General Safety and Health Provisions, Competent Person, Subpart C</li> <li>■ Value of Safety and Health</li> <li>■ OSHA Website and available resources</li> <li>■ OSHA 800 number</li> </ul>	<p align="center"><b>Choose at least 2 of the following topics -</b></p> <p align="center">These topics must add up to at least 2 hours: <i>- Minimum One-half hour each -</i></p> <p><b>Materials Handling, Storage, Use and Disposal</b>, Subpart H</p> <p><b>Tools - Hand and Power</b>, Subpart I</p> <p><b>Scaffolds</b>, Subpart L</p> <p><b>Cranes, Derricks, Hoists, Elevators, &amp; Conveyors</b>, Subpart N</p> <p><b>Excavations</b>, Subpart P</p>
<p>Two Hours <b>OSHA Focus Four Hazards</b></p> <ul style="list-style-type: none"> <li>■ Fall Protection, Subpart M</li> <li>■ Electrical, Subpart K</li> <li>■ Struck by (e.g., falling objects, trucks, cranes)</li> <li>■ Caught in/between (e.g., trench hazards, equipment)</li> </ul>	
<p>One Hour <b>Personal Protective and Lifesaving Equipment</b>, Subpart E</p>	
<p>One Hour <b>Health Hazards in Construction</b> (including hazard communication and crystalline silica)</p>	
<p>30 Minutes <b>Stairways and Ladders</b>, Subpart X</p>	

**DESIGNATED TRAINING TOPICS (Effective 10/1/07)**

**30-HOUR CONSTRUCTION INDUSTRY  
OUTREACH TRAINING PROGRAM  
(Changes are noted in red.)**

Of the topics listed below, **twelve hours are mandatory and twelve hours must be chosen** from the optional topic list provided.

**REQUIRED COURSE TOPICS**

**Introduction to OSHA - at least Two Hours**

- OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics
- Inspections, Citations, and Penalties
- General Safety and Health Provisions, Competent Person, Subpart C
- Value of Safety and Health
- OSHA Website, OSHA 800 number and available resources

**OSHA Focus Four Hazards - at least Five Hours**

- Fall Protection, Subpart M (e.g., floors, platforms, roofs)
- Electrical, Subpart K (e.g., overhead power lines, power tools and cords, temporary wiring, grounding)
- Struck by (e.g., falling objects, trucks, cranes, constructing masonry walls)
- Caught in/between (e.g., trench hazards, unguarded machinery, equipment)

**Personal Protective and Lifesaving Equipment, Subpart E - at least Two Hours**

**Health Hazards in Construction (incl. hazard communication & crystalline silica) - at least Two Hours**

**Stairways and Ladders, Subpart X - at least One Hour**

**Choose at least 6 of the following topics - Must add up to at least 12 hours**

- STD 3-1.1, "Clarification of Citation Policy Regarding 29 CFR 1926.20, 29 CFR 1926.21 and Related General Safety and Health Provisions"; Safety Programs
- Fire Protection and Prevention, Subpart F
- Materials Handling, Storage, Use and Disposal, Subpart H
- Tools - Hand and Power, Subpart I
- Welding and Cutting, Subpart J
- Scaffolds, Subpart L
- Cranes, Derricks, Hoists, Elevators, and Conveyors, Subpart N
- Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades, Subparts O, W and G
- Excavations, Subpart P
- Concrete and Masonry Construction, Subpart Q
- Steel Erection, Subpart R
- Confined Space Entry
- Powered Industrial Vehicles
- Ergonomics

**DESIGNATED TRAINING TOPICS (Effective 10/1/07)**

**10-HOUR GENERAL INDUSTRY  
OUTREACH TRAINING PROGRAM  
(Changes are noted in red.)**

Of the below topics, six hours are mandatory and two hours must be chosen from the optional topic list.

**REQUIRED COURSE TOPICS**

<p>One Hour <b>Introduction to OSHA</b>, including:</p> <ul style="list-style-type: none"> <li>■ OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics</li> <li>■ Inspections, Citations, and Penalties</li> <li>■ Value of Safety and Health</li> <li>■ OSHA Website and available resources</li> <li>■ OSHA 800 number</li> </ul>	<p align="center"><b>Choose at least 2 of the following topics</b></p> <p align="center">These topics must add up to at least 2 hours: - <i>Minimum One-half hour each</i> -</p>
<p>One Hour <b>Walking and Working Surfaces</b>, Subpart D</p>	<p><b>Hazardous Materials (Flammable and Combustible Liquids, Compressed Gases, Dipping and Coating)</b>, Subpart H</p>
<p>One Hour <b>Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection</b>, Subparts E &amp; L</p>	<p><b>Materials Handling</b>, Subpart N</p>
<p>One Hour <b>Electrical</b>, Subpart S</p>	<p><b>Machine Guarding</b>, Subpart O</p>
<p>One Hour <b>Personal Protective Equipment (PPE)</b>, Subpart I</p>	<p><b>Introduction to Industrial Hygiene</b>, Subpart Z</p>
<p>One Hour <b>Hazard Communication</b>, Subpart Z</p>	<p><b>Bloodborne Pathogens</b>, Subpart Z</p>
	<p><b>Ergonomics</b></p>
	<p><b>Safety and Health Programs</b></p>
	<p><b>Fall Protection</b></p>

**Special Industry Recommendation:**

- In addition to the six required hours, the groups noted below should also teach the following:
- **Medical / Health Care** – 1 hour each - Introduction to Industrial Hygiene, Bloodborne Pathogens; At least ½ hour each – Ergonomics and Workplace Violence
  - **Maintenance** - Ergonomics and (if applicable) Powered Industrial Trucks
  - **Utility** - Ergonomics, Power Generation, and Confined Spaces
  - **Office** - Ergonomics

## DESIGNATED TRAINING TOPICS (Effective 10/1/07)

### 30-HOUR GENERAL INDUSTRY OUTREACH TRAINING PROGRAM (Changes are noted in red.)

The 30-hour program is intended to provide a variety of training to people with some safety responsibility. **Of the topics listed below, eleven hours are mandatory and ten hours must be chosen from the optional topic list provided.** For the remainder of the class, you may teach any other construction industry standards or policies or expand on the required topics.

## REQUIRED COURSE TOPICS

### **Introduction to OSHA** - at least Two Hours

- OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics
- Inspections, Citations, and Penalties
- Value of Safety and Health
- OSHA Website, OSHA 800 number and available resources

### **Walking and Working Surfaces**, Subpart D - at least One Hour

### **Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection**, Subparts E & L - at least Two Hours

### **Electrical**, Subpart S - at least Two Hours

### **Personal Protective Equipment (PPE)**, Subpart I - at least One Hour

### **Materials Handling**, Subpart N - at least Two Hours

### **Hazard Communication**, Subpart Z - at least One Hour

## Choose at least 5 of the following topics - Must add up to at least 10 hours

- Hazardous Materials (Flammable and Combustible Liquids, Spray Finishing, Compressed Gases, Dipping and Coating Operations), Subpart H
- Permit-Required Confined Spaces, Subpart J
- Lockout / Tagout, Subpart J
- Machine Guarding, Subpart O
- Welding, Cutting, and Brazing, Subpart Q
- Introduction to Industrial Hygiene, Subpart Z
- Bloodborne Pathogens, Subpart Z
- Ergonomics
- **Fall Protection**
- Safety and Health Programs
- **Powered Industrial Vehicles**