

Office of Training and Education

Outreach Training Program









General Industry Procedures

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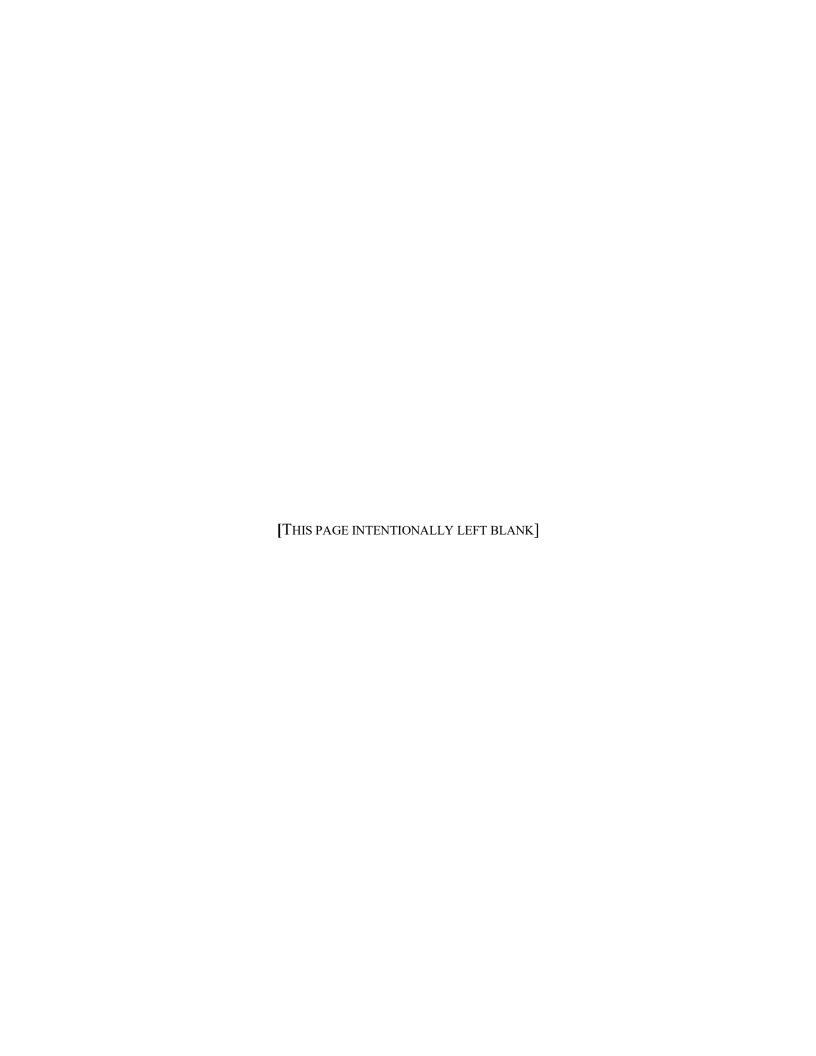


Table of Contents

Record of	Change	S
I.	Tra	iner Requirements1
	A.	OSHA Outreach Training Program Requirements
	B.	OSHA Outreach Training Program – General Industry Procedures
	C.	OSHA Outreach Training Program Investigation and Review Procedures
II.	Ger	neral Industry Overview1
III.	OS	HA-Authorized Outreach Trainer Designation1
	A.	OSHA-Authorized General Industry Trainer Eligibility1
	B.	Update Requirement
	C.	Trainer Update Exemption for Overseas Military Service
	D.	Course Offerings
IV	. Gei	neral Industry Procedures
	A.	10-hour General Industry – Designated Training Topics
	B.	30-hour General Industry – Designated Training Topics
	C.	Ineligible Training Topics5
	D.	Reporting Training Classes
	E.	Student Course Completion Cards
	F.	Records Retention6
AP	PENDI	X A - Outreach Training Program Report General Industry
		X B - Statement of Compliance X C - Training Resources

Record of Changes

The following summary lists the substantive changes made to this document. Additional minor content, grammatical, or typographical corrections are included in this document. All OSHA-authorized Outreach trainers, Authorizing Training Organizations and other stakeholders must carefully review and adhere to OSHA Outreach Training Program requirements, procedures, and related guidance.

Page	Section	Modification	Information
Cover	Cover	Cover Changed "Directorate" to "Office"	
Cover	Cover	Added	Suite 100 to the mailing address
2	III.C	Added	Trainer Update Exemption for Overseas
			Military Service
Appendix B	Appendix B	B Added Statement of Compliance form	
Appendix C	Appendix C	Moved	Training Resources/Websites was previously
			found in Section V
			Please note updated minor revisions will have
ALL	ALL ALL Formatting changed the formatting and i		changed the formatting and numbers
			throughout the document.

I. Trainer Requirements

Requirements for General Industry trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program ("Program") are contained in the following documents:

- **A.** OSHA Outreach Training Program Requirements. This document covers the requirements for all OSHA-authorized Outreach trainers. ("Outreach trainers")
- **B.** OSHA Outreach Training Program General Industry Procedures. This document contains industry-specific requirements for general industry.
- **C. OSHA Outreach Training Program Investigation and Review Procedures.** These procedures are used by OSHA to investigate complaints or allegations of failure to comply with OSHA *Outreach Training Program Requirements*. These procedures ensure Program standardization, due process for resolving problems, and support Program oversight.

II. General Industry Overview

The purpose of the OSHA Outreach Training Program for General Industry is to teach general industry workers about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job-related hazards. OSHA authorizes safety and health professionals who complete an OSHA Outreach General Industry Trainer course to conduct occupational safety and health classes for general industry workers. After the training is completed, trainers document the training to their Authorizing Training Organization (ATO) and receive student course completion cards to distribute to the workers they have trained.

The OSHA Outreach Training Program is voluntary. Outreach training does not meet training requirements contained in any OSHA standard. Some states and local jurisdictions have enacted legislation mandating OSHA Outreach Program training to work on job sites and to fulfill their safety training goals. However, the federal government does not mandate OSHA Outreach Training Program participation. For a complete list of OSHA's training-related requirements, see OSHA Publication #2254, *Training Requirements in OSHA Standards*, available through OSHA's website (www.osha.gov.)

III. OSHA-authorized Outreach Trainer Designation

- **A.** Becoming an OSHA-authorized General Industry Outreach Trainer. To be eligible to become an OSHA-authorized Outreach trainer for general industry, a person must, at a minimum, meet the following prerequisites, which consist of both a training and experience component:
 - 1. <u>Experience</u>. To become an authorized Outreach trainer for general industry, an individual must have at least five years of general industry safety experience. A

bachelor's degree (or higher) in occupational safety and health or industrial hygiene from an accredited college or university, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation may be substituted for a total of two years of experience. Please note that 'working safely' in the industry does not meet the industry safety experience requirement.

2. Course Requirements.

- a. Completion of OSHA #511 Occupational Safety and Health Standards for General Industry
 - 1) To meet trainer eligibility requirements, this course must be completed not later than seven years before completing the OSHA #501 *Trainer Course in Occupational Safety and Health Standards for General Industry*.
 - 2) The 30-hour General Industry Outreach class is not considered equivalent to the OSHA #511 Occupational Safety and Health Standards for General Industry course. The 30-hour general industry Outreach class is a hazards-based class, which is delivered by OSHA-authorized Outreach trainers. The OSHA #511 Occupational Safety and Health Standards for General Industry course covers OSHA standards and is only offered through OSHA Training Institute (OTI) Education Centers.
- b. Completion of OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry
 - 1) Experience cannot be substituted for the training prerequisite component. OSHA does not issue waivers for these components.
 - 2) This course includes a knowledge and performance-based test.
- **B.** Update Requirement. To remain current on relevant OSHA matters and ensure quality training, general industry Outreach trainers are required to complete either the OSHA #503 Update for General Industry Outreach Trainers or the OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry course every four years.
 - 1. If a trainer's authorization has expired, the trainer will be unable to conduct Outreach training and receive student course completion cards, except as described in Section III.C.
 - 2. Extensions to the trainer's authorization date will not be granted and they will be unable to conduct Outreach classes and receive student course completion cards, except as described in Section III.C.
- C. Trainer Update Exemption for Overseas Military Service. Military members returning to the Continental United States (CONUS) from overseas assignment(s) have

90 calendar days from their return date to renew their trainer authorization. Proof of military status must be shown, including furnishing a copy of the military orders directing the service member's return to CONUS. Military reservists who serve more than 30 days on active-duty and then leave active-duty status must furnish a copy of their DD-214.

D. Course Offerings. Outreach trainer and trainer update courses are offered through OTI Education Centers. A searchable course schedule and list of current OTI Education Centers can be found on OSHA's website. (www.osha.gov/otiec/courses/schedule)

IV. General Industry Procedures

This section contains information on the procedures for conducting Program classes in general industry. Outreach trainers are responsible for understanding and complying with these procedures when planning and conducting their Program classes.

A. 10-hour General Industry – Designated Training Topics. This training program is intended to provide general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job-related hazards. The training covers a variety of general industry safety and health hazards that a worker may encounter at a general industry work site. Training should emphasize hazard identification, avoidance, control, and prevention, not OSHA standards. Learning objectives and training materials for some of these topics are provided in all trainer classes and available on the OSHA website at www.osha.gov/training/outreach.

Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

- 1. Required 6 hours.
 - a. Introduction to OSHA 1 hour
 - 1) OSHA has required training content for this module see www.osha.gov/training/outreach/teaching-aids.
 - 2) Covers workers' rights, employer responsibilities, and how to file a complaint. It includes helpful worker safety and health resources. It also provides samples of a weekly fatality and catastrophe report, safety data sheet, and the OSHA *Log of Work-Related Injuries and Illnesses* (OSHA form #300.)
 - 3) Materials include an Instructor Guide, student handouts, and participatory activities.
 - b. Walking and Working Surfaces, including fall protection 1 hour
 - c. Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection

- 1 hour
- d. Electrical 1 hour
- e. Personal Protective Equipment 1 hour
- f. Hazard Communication 1 hour
- 2. <u>Elective 2 hours.</u> Must present at least two hours of training on the following topics. At least two topics must be presented. The minimum length of any topic is 30 minutes.
 - a. Hazardous Materials
 - b. Permit-Required Confined Spaces
 - c. Lockout/Tagout
 - d. Machine Guarding
 - e. Welding, Cutting, and Brazing
 - f. Introduction to Industrial Hygiene
 - g. Bloodborne Pathogens
 - h. Ergonomics
 - i. Fall Protection
 - j. Safety and Health Programs
 - k. Powered Industrial Vehicles
 - 1. Materials Handling
- 3. Optional 2 hours. Teach other industry hazards or policies and/or expand on the required or elective topics. The minimum length of any topic is 30 minutes.
- **B.** 30-hour General Industry Designated Training Topics. This training program is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control, and prevention, not OSHA standards. Instruction time must be a minimum of 30 hours. The topic requirements are as follows:
 - 1. Required 12 hours.
 - a. Introduction to OSHA 1 hour
 - 1) OSHA has required training content for this module see www.osha.gov/training/outreach/teaching-aids.
 - 2) Covers workers' rights, employer responsibilities, and how to file a complaint. It includes helpful worker safety and health resources. It also provides samples of a weekly fatality and catastrophe report, safety data sheet, and the OSHA *Log of Work-Related Injuries and Illnesses* (OSHA form #300.)
 - 3) Materials include an Instructor Guide, student handouts, and participatory activities.
 - b. Managing Safety and Health 2 hours. May include injury and illness prevention

programs, job-site inspections, accident prevention programs, management commitment and employee involvement, worksite analysis, hazard prevention and control, accident investigations, how to conduct safety meetings, and supervisory communication.

- c. Walking and Working Surfaces, including fall protection 1 hour
- d. Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection 2 hours
- e. Electrical 2 hours
- f. Personal Protective Equipment 1 hour
- g. Materials Handling 2 hours
- h. Hazard Communication 1 hour
- 2. <u>Elective 10 hours.</u> Must present at least 10 hours of training on the following topics. At least five of the following topics must be presented. The minimum length of any topic is 30 minutes.
 - a. Hazardous Materials
 - b. Permit-Required Confined Spaces
 - c. Lockout/Tagout
 - d. Machine Guarding
 - e. Welding, Cutting, and Brazing
 - f. Introduction to Industrial Hygiene
 - g. Bloodborne Pathogens
 - h. Ergonomics
 - i. Fall Protection
 - j. Safety and Health Programs
 - k. Powered Industrial Vehicles
- 3. Optional 8 hours. Teach other general industry hazards or policies and/or expand on the required or elective topics. The minimum length of any topic is 30 minutes.

C. Ineligible Training Topics.

- 1. Topics must be occupational safety and health topics dealing with hazard recognition or prevention.
- 2. CPR and First Aid instruction or training cannot be counted towards fulfillment of OSHA *Outreach Training Program Requirements*.
- 3. Training conducted to comply with OSHA standards cannot be counted toward OSHA *Outreach Training Program Requirements*.
- **D.** Reporting Training Classes. After completing a class, the Outreach trainer must submit the OSHA Outreach Training Program Report (OTPR) General Industry to their ATO within 30 days. Instructions for completing the OTPR General Industry are included on the form attached in Appendix A.

- **E. Student Course Completion Cards.** For information on how to obtain and document student course completion cards, see OSHA *Outreach Training Program Requirements*, Section VII.
- **F. Records Retention. Outreach** trainers must retain Program class records for five years from the class end date. This requirement is the sole responsibility of the Outreach trainer regardless of what records may be maintained by an employer. OSHA reserves the right to request copies of class records for verification purposes at any time. For specific information on how to maintain Outreach class records. (See OSHA *Outreach Training Program Requirements*, Section V.P.)

APPENDIX A

Outreach Training Program Report General Industry



FORM No. 4-50.2 OMB No. 1218-0262 Expiration: 5/31/2027

OUTREACH TRAINING PROGRAM REPORT General Industry

1.	Trainer Name			2. Trainer ID N	umber	3. Most R	ecent Trainer Co	urse 4. Ex Date	piration
5.	Authorizing Training	g Organiza	tion		l				
6.	Trainer Address Company								
	Address								
		ity			State		ZIP		
	Phone No. ()		E	mail				_
7.	10-Hour	Span	-			other than	English or Spanis	h (specify):	9. Number of Students
			(specify):		OSHA All	iance or Pa	rtnership (specify):	1
10.	Training Site Addres	S							
	Street Address			City			State	Country	
	Type of Training Site Workplace Sci Course Duration		ffice 🔲 Ho	tel Union I	Employer	Association	n Other (spec	ify):	
Star			Start	End	Start		End	Start	End
Tim	e: Time:		Time:	Time:	Time	20	Time:	Time:	Time:
Cou	rse Date:		Course Da	te:	Cour	se Date:		Course Da	te:
13.	Sponsoring Organiza Safety & Health Education	Emp	oloyer nmunity	Labor/Un	ion		yer Association specify):		
Stat	ement of Certificat	ion							
Requi he O lismi vrovi	st that I have conductive irements and Procedu ISHA Office of Trainive ssal from the OSHA (ding false information on 17(g) of the Occupa	res. I have ng and Edi Outreach T herein ma tional Safe	maintained ucation (OT raining Pro y subject me ty and Heal	the training record E) (or its designee) gram if information to civil and crimin th Act, which prov	ls as state upon req n provide nal penali ides crim	ed in the Re west. I und d herein is ties under I inal penalti	equirements and I lerstand that I wi not true and corr Federal law, inclu es for making fal	l will provid El be subject ect. I furthe ding 18 U.S se statement	e these recor to immedia er understan 5.C. 1001 an
epre	sentation's in any doci	ітепт днеа	pursuunt te	inui Aci. I nereog	i uttest tri	ui uii provi	ueu is irue unu ci	meci.	

Privacy Act Statement: The Privacy Act of 1974 as amended (5 U.S.C. 552a), section 901 of Title 30 to the US Code and 20 CFR 725.504 - 513 authorize collection of this information. The purpose of this information is to determine whether the trainer is authorized and whether the training was properly completed. Completion of the information on the form is required to obtain the OSHA student course completion cards. Additional disclosures of this information are not required. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number.

Paperwork Reduction Act Statement: Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain OSHA student course completion cards as stated in OSHA's Outreach Training Program Requirements and Industry-Specific Procedures. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Occupational Safety and Health Administration, Directorate of Standards and Guidance, 200 Constitution Avenue, NW, Room N3718, Washington, DC 20210 and reference the OMB Control Number 1218-0262. Note: Please do not return the completed OSHA Form 4-50.1 to this address.

FORM No. 4-50.2 Омв No. 1218-0262 Expiration: 5/31/2027

OUTREACH TRAINING PROGRAM REPORT

 $\label{eq:General Industry} \textbf{Read the instructions before completing this form.}$

15. Topic Outline

10-Hour Topics *Indicate the amount of time spent on each topic in the class.				
REQUIRED				
Hours *				
	Introduction to OSHA			
	Walking and Working Surfaces			
	Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection			
	Electrical			
	Personal Protective Equipment			
	Hazard Communication			
••	ELECTIVE			
Hours *				
	Hazardous Materials			
	Permit-Required Confined Spaces			
	Lockout/Tagout			
	Machine Guarding			
	Welding, Cutting, and Brazing			
	Introduction to Industrial Hygiene			
	Bloodborne Pathogens			
	Ergonomics			
	Fall Protection			
	Safety and Health Programs			
	Powered Industrial Vehicles			
	Materials Handling			
	_			
Hours *	OPTIONAL			
Hours *				
	TOTAL HOURS			

30-Hour Topics				
*Indicate the amount of time spent on each topic in the class. REQUIRED				
Hours*	REQUIRED			
	Introduction to OSHA			
	Managing Safety and Health			
	Walking and Working Surfaces, including Fall Protection			
	Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection			
	Personal Protective Equipment			
	Electrical			
	Hazard Communication			
	Materials Handling			
	<u>Elective</u>			
Hours *				
	Hazardous Materials			
	Permit-Required Confined Spaces			
	Lockout/Tagout			
	Machine Guarding			
	Welding, Cutting, and Brazing			
	Introduction to Industrial Hygiene			
	Bloodborne Pathogens			
	Ergonomics			
	Fall Protection			
	Safety and Health Programs			
	Powered Industrial Vehicles			
	OPTIONAL			
Hours *				
	TOTAL HOURS			



FORM No. 4-50.2 Омв No. 1218-0262 Expiration: 5/31/2027

OUTREACH TRAINING PROGRAM REPORT

 $\label{eq:General Industry} General\ Industry$ Read the instructions before completing this form.

16. Student Names

(Names must be legible)	
(Ivanies musi be legible)	n.
1.	21.
2.	22.
3.	23.
4.	24.
5.	25.
6.	26.
7.	27.
8.	28.
9.	29.
10.	30.
11.	31.
12.	32.
13.	33.
14.	34.
15.	35.
16.	36.
17.	37.
18.	38.
19.	39.
20.	40.

U.S. DEPARTO

FORM NO. 4-50.2 OMB NO. 1218-0262 Expiration: 5/31/2027

OUTREACH TRAINING PROGRAM REPORT

General Industry

Read the instructions before completing this form.

Instructions for Outreach Training Program Trainer

The Occupational Safety and Health Administration (OSHA) Outreach Training Program is a voluntary orientation training program aimed at workers. It provides workers with information about OSHA and an overview of job hazards. Trainers authorized through the OSHA Outreach Training Program must conduct Outreach Training Program classes in accordance with the current *Outreach Training Program Requirements* and Industry-Specific *Procedures* issued by the Office of Training and Education (OTE). The *Outreach Training Program Requirements* and Industry-Specific *Procedures* can be found online at the OSHA.gov website under Training, OSHA Outreach Training Program.

	Trainer Name
Item 1	List the trainer's full name. When completing student course completion cards, print or type the trainer's name on each card. Names must be legible.
	ID Number
Item 2	This applies only to trainers who have already received student cards. New trainers do not have an ID number. ID numbers are issued to trainers after their initial course is documented. If this is the trainers first class, or if the trainer has an updated trainer status, include a cop of the trainer card.
Item 3	Most Recent Trainer Course
Hem 5	Indicate the most recent applicable course number you have completed.
Item 4	Expiration Date
Hem 4	Enter the trainer authorization expiration date listed on the bottom right OSHA-authorized trainer card.
Item 5	Authorizing Training Organization (ATO)
пешэ	The trainer's ATO is the OTI Education Center that conducted the trainer's most recent trainer or update course.
Item 6	<u>Trainer Address</u>
пеш о	Provide an address of where to send the student cards. The cards must be sent directly to the trainer.
Item 7	Course Conducted
nem /	Place an "x" in the appropriate box. A separate report must be completed for each course completed.
	Course Emphasis (check all that apply)
Item 8	Place an "x" net to all the information that applies to the majority of this course. If the course included special-emphasis such as (CalOSHA, ET&D, etc) place an "x" next to Other and denote the specific type on the line below.
	Number of Students
Item 9	Indicate the number of students who completed the course.
	Training Site Address
Item 10	Provide the address, city, state, and country where the course was conducted.
	Type of Training Site
Item 11	Place an "x" next to the type of site where the training was held. If none of the choices apply, specify the type of training site.
	Course Duration
Item 12	Enter the date, start time, and end time of each day the course was held. Trainers
	Sponsoring Organization
Item 13	Place an "x" in the box to indicate the sponsor of the training. If the category is not listed check other and specify.
	Statement of Certification
Item 14	The trainer must sign the Statement of Certification to attest to the accuracy of the document and that the class was
	conducted in accordance with OSHA Outreach Training Program Requirements and Procedures. If requesting cards
	electronically, the trainer must place an "x" in the box or affix a signature.
Thom: 45	Topic Outline
Item 15	Complete the applicable 10- or 30-hour topic outline. The trainer must complete this part of the form.
	Student Names
Item 16	List the first and last name of each student that completed the entire course. Ensure the names are legible and spelled correctly.

Appendix B Statement of Compliance

Statement of Compliance

I attest that I will conduct all Outreach classes in accordance with the OSHA Outreach Training Program. I understand that it is my responsibility to ensure that I meet the requirements of the most recent edition of the OSHA *Outreach Training Program Requirements* and related industry-specific procedures. I will maintain the training records as required by the requirements and procedures and I will provide these records to the OSHA Office of Training and Education (or its designee) upon request. I understand that I will be subject to immediate dismissal from the Program if I provide information that is not true, complete, or correct. I further understand that providing false information may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. Sec. 1001 and 29 U.S.C. 666(g), which provide criminal penalties for making any false statement, representation, or certification.

Trainer Signature	Date
Trainer's typed or printed name	Authorized Trainer Expiration Date
Name of Course & Course Dates (To be co	ompleted by OTI Education Center)
Name of OTI Education Center (To be con	npleted by OTI Education Center)

The OSHA-authorized Outreach trainer is responsible for listing all Authorizing Training Organizations (ATOs) through which they are authorized to deliver OSHA Outreach Training Program classes. Failure or refusal to list current authorizations may result in corrective action, up to and including revocation of the trainer's authorized status. List your current authorizations below:

ATO Name	Title of course/update course	Expiration Date	Card Number

Appendix C Training Resources

Training Resources

The intent of this appendix is to provide trainers with resource information to assist in the development and preparation of OSHA Outreach Training Program classes. Training resources are accessible through the OSHA website at www.osha.gov.

OSHA Outreach Training Program References

OSHA Outreach Training Program webpage – www.osha.gov/training/outreach.

- OSHA Outreach Training Program Requirements
- Industry-specific procedures
- Program announcements
- Frequently asked questions

Authorizing Training Organization (ATO) – <u>www.osha.gov/training/outreach/ato</u>. Find the OSHA-authorized Outreach trainer's primary point of contact.

OSHA Training Institute (OTI) Education Centers – <u>www.osha.gov/otiec</u>. Locate information on how to register for trainer, trainer update, and other courses.

Introduction to OSHA – https://www.osha.gov/training/outreach/teaching-aids. Required Outreach training course curriculum.

Investigative and Review Procedures – www.osha.gov/training/outreach/investigation-procedures.

Relevant OSHA Websites

OSHA Home Page – www.osha.gov.

OSHA Publications – <u>www.osha.gov/publications</u>. OSHA has many publications, forms, posters, and fact sheets. Publications may also be available from the nearest OSHA Area or Regional Office.

OSHA Quick Cards – www.osha.gov/publications/bytype/quickcards. Student will benefit from these cards, many of which are available in both English and Spanish. These are straightforward reference materials which focus on specific safety and health topics.

General Industry Safety and Health Topics – www.osha.gov/general-industry

Industry-specific resources – www.osha.gov/complianceassistance/quickstarts/construction

OSHA eTools – www.osha.gov/etools

Compliance Assistance Quick Start: Health Care Industry – www.osha.gov/complianceassistance/quickstarts/health-care

Training Resources – Cont.

 ${\bf OSHA~Assistance~for~the~Printing~Industry} - \underline{www.osha.gov/printing-industry}$

 ${\bf Lockout/Tagout\ Interactive\ Training\ Programs - \underline{www.osha.gov/etools/lockout-tagout}}$

Evacuation Plans and Procedures eTool: Interactive floor plan demo – www.osha.gov/etools/evacuation-plans-procedures

NIOSH Safety and Health Topics – www.cdc.gov/niosh/topics

NOTE: URLs provided above are subject to change at any time.