



Directorate of Training and Education

Outreach Training Program



Disaster Site Worker Procedures

Revised January 1, 2017

Effective: April 1, 2017

Occupational Safety and
Health Administration (OSHA)
2020 S. Arlington Heights Rd
Arlington Heights, IL 60005-4102
www.osha.gov
outreach@dol.gov

[THIS PAGE INTENTIONALLY LEFT BLANK]

Table of Contents

I.	Trainer Requirements.....	1
A.	Outreach Training Program Requirements	1
B.	Outreach Training Program – Disaster Site Worker Procedures	1
C.	Outreach Training Program Investigation and Review Procedures	1
D.	Outreach Training Program Online Training Procedures	1
II.	Disaster Site Worker Summary.....	1
A.	Program Purpose	1
B.	Voluntary Program.....	1
C.	Disaster Site Procedures.....	1
III.	Authorized Outreach Training Program Trainer Designation.....	1
A.	Becoming an Authorized Disaster Site Worker Outreach Trainer.....	1
B.	Update Requirement.....	2
C.	Course Offerings	2
IV.	Disaster Site Worker Requirements.....	2
A.	Training Materials	2
B.	Respirator Training	2
C.	Records.....	2
D.	In-Person Training.....	3
E.	Testing.....	3
F.	Maximum Class Size.....	3
V.	Disaster Site Worker Procedures.....	3
A.	15-Hour Disaster Site Worker – Designated Training Topics.....	3
B.	7.5-Hour Disaster Site Worker – Designated Training Topics.....	5
C.	Reporting Training Classes	6
VI.	Disaster Site and Training Websites	6
	Appendix - Outreach Training Program Report – Disaster Site Worker	

[THIS PAGE INTENTIONALLY LEFT BLANK]

- I. Trainer Requirements.** Requirements for Disaster Site trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program are contained in the following two documents:
- A. Outreach Training Program Requirements.** This covers the requirements for OSHA authorized trainers in all Outreach Training Programs.
 - B. Outreach Training Program – Disaster Site Worker Procedures.**
 - C. Outreach Training Program Investigation and Review Procedures.** These procedures are used by OSHA to process complaints or allegations of failure to comply with Outreach Training Program requirements. These procedures ensure program compliance and due process for resolving these issues.
 - D. Outreach Training Program Online Training Procedures.** These procedures contain additional requirements for online providers of Outreach Training Program training.
- II. Disaster Site Worker Summary**
- A. Program Purpose.** The Occupational Safety and Health Administration (OSHA) Disaster Site Worker Outreach Training Program intends to provide necessary training to workers who provide skilled support (e.g. utility, demolition, debris removal, or heavy equipment operation) or clean-up services in response to natural and man-made disasters. All workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites and be able to inspect, don, and doff air-purifying respirators. This training also intends to raise awareness that pre-incident training is essential to ensure worker safety and health in response to disasters.
 - B. Voluntary Program.** This training program is voluntary. It does not meet training requirements in any OSHA standard. Even though some jurisdictions, employers, and unions may require Disaster Site Worker Outreach Training Program training to work on job sites and to fulfill their safety training goals, OSHA still considers the program voluntary. Workers must receive additional training on hazards specific to their job. To review OSHA’s training requirements see OSHA Publication #2254, *Training Requirements in OSHA Standards* (www.osha.gov/Publications/osha2254.pdf).
 - C. Disaster Site Procedures.** These procedures provide instructions for authorized Disaster Site Worker Outreach Training Program trainers. The procedures are designed to ensure consistency of classes and that students receive the best possible training. The Outreach Training Program Requirements cover the requirements for all OSHA authorized trainers in every Outreach Training Program.
- III. Authorized Outreach Training Program Trainer Designation**
- A. Becoming an Authorized Disaster Site Worker Outreach Trainer.** To become an authorized Outreach trainer, a person must meet the following three prerequisites:
 - 1. Be a currently authorized OSHA Construction or General Industry Outreach trainer.
 - 2. Have a minimum of three years experience as an occupational safety and health trainer.
 - 3. One of the following:

- a) Have completed a 40-hour (minimum) Hazardous Waste Operations and Emergency Response (HAZWOPER) training course within the past five (5) years, or the 8-hour HAZWOPER refresher within the past 12 months.
- b) Possess journey-level credentials in a building trade union.

Experience cannot be substituted for the training prerequisite component. OSHA does not issue waivers for these prerequisites. After satisfying the prerequisites, a person must complete OSHA #5600 *Disaster Site Worker Trainer Course* to become an authorized trainer.

- B. Update Requirement.** To stay current on relevant OSHA matters, authorized Disaster Site worker Outreach trainers are required to attend OSHA #5602 *Update for Disaster Site Worker Trainer Course* every four years. The OSHA #5600 course may also be used to maintain a trainer’s authorized status. If a trainer’s authorization has expired, the trainer has a 90-day grace period after their expiration date to take OSHA #5602. The 90-day grace period is designed to allow for unexpected circumstances like course cancellations, illness, and other unavoidable obligations such as jury duty. During the grace period, the trainer will be unable to conduct Outreach Training Program training and receive student course completion cards. After the grace period, a trainer’s authorization may be reinstated only by retaking OSHA #5600, with proof (copy of Outreach trainer card or official transcript from OTI Education Center where course was completed) and meeting applicable course prerequisites (see section III.A). If a trainer’s authorization has expired, they will be unable to conduct outreach training and receive student completion cards.
- C. Course Offerings.** The trainer courses are offered exclusively at the OTI Education Centers. Each OTI Education Center posts its course offerings, schedule, and locations on their individual Web site and is also available on the OSHA Web page at <http://www.osha.gov/dte/edcenters/index.html>.

IV. Disaster Site Worker Requirements. The following are additional requirements related to the Disaster Site Worker Outreach Training Program. They are an addendum to the requirements in section V of the Outreach Training Program Requirements.

- A. Training Materials.** To teach the 15-Hour OSHA *Disaster Site Worker Course*, OSHA recommends trainers use the lesson plans with reference materials and provide the student handouts which were distributed in the OSHA #5600 course.
- B. Respirator Training.** For the Respirator segment of the training, trainers will need the following:
 - 1. A half-face and full face piece negative pressure respirators and a Powered Air Purifying Respirator (PAPR);
 - 2. 5-6 respirators with defective elements;
 - 3. Complete selection of respirator filters and cartridges for demonstration; and
 - 4. One half-face piece negative pressure respirator, equipped with triple cartridges, for every two (2) participants.
- C. Records.** In addition to the records retention requirements in Section V.P., of the Outreach Training Program Requirements, class files must include student “Theme

Worksheets”, final exercises, and performance checklists and scores for inspecting, donning, and doffing half-face air-purifying respirators.

- D. In-Person Training.** OSHA *Disaster Site Worker Course* must be delivered in-person. Exceptions will not be permitted and training may not be conducted online.
 - E. Testing.** Conduct the respirator exercise and complete the individual performance checklists and scores. Discuss the students’ notes made to complete their “Theme Worksheet” at the end of the course as a summary exercise and to relate the new information to their job. Students must participate in a final exercise that evaluates their ability to identify potential safety and health hazards at disaster sites, state types of personal protective equipment (PPE) that might be needed, consider personal hygiene and decontamination issues that would need to be addressed, and list their personal responsibilities for their own safety and health.
 - F. Maximum Class Size.** Limiting class size is an important issue in this training because of the trainer responsibilities in the respiratory protection segment of the course. In this segment, only two students are allowed per respirator, and the trainer has to score each trainee on inspecting, donning, and doffing of half-face air-purifying respirators. For the respirator performance test, it is recommended that the student-to-trainer ratio not exceed 10 to 1. If the ratio does exceed 10 to 1, you will need qualified assistance for that portion of the course. Small classes encourage trainee involvement through discussion and participation and through sharing of knowledge and experiences.
- V. Disaster Site Worker Procedures.** This section contains information on the procedures for conducting disaster site Outreach training classes. Trainers are responsible for understanding these procedures when planning and conducting their disaster site Outreach classes. OSHA student completion cards in the disaster site worker Outreach Training Program do not expire. Please note that expiration dates may be imposed by other entities but it is not an OSHA requirement.
- A. 15-Hour Disaster Site Worker – Designated Training Topics.**
 - 1. Completion of the 10- or 30-hour OSHA Construction or General Industry Outreach Training Program class is a prerequisite to attending this class because OSHA’s *Disaster Site Worker* course does not cover in detail the safety and health hazards that occur on a daily basis on a normal work site.
 - 2. The goal of OSHA’s 15-hour *Disaster Site Worker* course is to provide disaster site workers an awareness of the safety and health hazards they may encounter as well as of the importance of respiratory and other personal protective equipment and proper decontamination procedures that may be used to mitigate the hazards. Participants will support the use of an Incident Command System (ICS) through the safe performance of their job responsibilities. They’ll be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress. Of primary importance is the participant’s ability to perform the following specific tasks correctly:
 - a) inspection of an air-purifying respirator;
 - b) donning and doffing an air-purifying respirator; and
 - c) respirator user seal check.

3. The intended audience for this course are disaster site workers who provide skilled support services or site clean-up services in response to a disaster. Most of this audience are members of the construction trades, therefore this is the focus of the curriculum.
4. OSHA recognizes that other skilled support personnel, such as utility workers and public works employees, may not have a construction background. Trainers for the Disaster Site Worker Course will need to assess their audience and modify the course materials as appropriate to provide visual materials, examples, scenarios, case studies and lessons learned from actual events that will engage these workers and facilitate accomplishing the overall course goal.
5. With the exception of the lesson on CBRNE (chemical, biological, radiological, nuclear, and explosives) agents, the curriculum for this course applies equally to natural and man-made disasters. If this course is given to workers who are expected to respond primarily to natural disasters, trainers should supply additional material relevant to the specific type of disaster that is anticipated. In all cases, the objectives listed in the manual for each lesson must be met.
6. This course emphasizes knowledge, precautions and personal protection essential to maintaining a worker's personal safety and health at a disaster site. Workers will perform an inspection of an appropriate air-purifying respirator, don the respirator and perform a user seal check, and doff the respirator. This training provides students an opportunity to practice their new knowledge, skills and attitudes through discussion, planned exercises, demonstrations and presentations.
7. Trainers must cover all of the following disaster site worker topics. OSHA has provided the typical length of each topic necessary to fulfill the objectives of 15-hour *Disaster Site Worker Course*. Although time spent in each topic may vary from OSHA's recommended length, the total course time must be at least 15 hours. Participants will complete a "Theme Worksheet" throughout the course as reinforcement of the learning. A discussion of notes made to complete the "Theme Worksheet" will be facilitated at the end of the course to enhance the retention and transfer of their new knowledge back on the job. The course will conclude with a final assessment in the form of an exercise that will measure the participants' mastery of all of the course objectives.
8. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. The topic requirements are as follows:
 - a) Introduction/Overview (1.25 hours)
 - b) Incident Command System/Unified Command Systems (0.75 hour)
 - c) Safety Hazards (2.5 hours)
 - d) Health Hazards (2.0 hours)
 - e) CBRNE (chemical, biological, radiological, nuclear, and explosives) Agents (1.0 hour)
 - f) Traumatic Incident Stress Awareness (0.50 hour)
 - g) Respiratory Protection (3.5 hours)

- h) Other Personal Protective Equipment (1.25 hours)
- i) Decontamination (1.5 hours)
- j) Final Exercise (0.75 hour)

B. 7.5 Hour Disaster Site Worker – Designated Training Topics

1. Completion of the 10- or 30-hour OSHA Construction or General Industry Outreach Training Program class is a prerequisite to attending this class because OSHA's *Disaster Site Worker* course does not cover in detail the safety and health hazards that occur on a daily basis on a normal work site.
2. The goal of OSHA's 7.5- hour *Disaster Site Worker* course is a shortened version to the 15-hour *Disaster Site Worker* course and is to provide disaster site workers an awareness of the safety and health hazards they may encounter as well as of the importance of respiratory and other personal protective equipment and proper decontamination procedures that may be used to mitigate the hazards. Participants will support the use of an Incident Command System (ICS) through the safe performance of their job responsibilities. They'll be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress. Of primary importance is the participant's ability to perform the following specific tasks correctly:
 - a) inspection of an air-purifying respirator;
 - b) donning and doffing an air-purifying respirator; and
 - c) respirator user seal check.
3. The intended audience for this course are disaster site workers who provide support services or site clean-up services in response to a disaster. This audience is not necessarily members of the construction trades, but may be from volunteer community and State organizations, utility workers and public works employees who may not have a construction background.
4. Trainers for the Disaster Site Worker Course will need to assess their audience and modify the course materials as appropriate to provide visual materials, examples, scenarios, case studies and lessons learned from actual events that will engage these workers and facilitate accomplishing the overall course goal.
5. With the exception of the lesson on CBRNE (chemical, biological, radiological, nuclear, and explosives) agents, the curriculum for this course applies equally to natural and man-made disasters. If this course is given to workers and volunteers who are expected to respond primarily to natural disasters, trainers should supply additional material relevant to the specific type of disaster that is anticipated. In all cases, the objectives listed in the manual for each lesson must be met.
6. Trainers must cover all of the following disaster site worker topics. OSHA has provided the typical length of each topic necessary to fulfill the objectives of 7.5-hour *Disaster Site Worker Course*. Although time spent in each topic may vary from OSHA's recommended length, the total course time must be at least 7.5

hours. The course will conclude with a final assessment in the form of an exercise that will measure the participants' mastery of all of the course objectives.

7. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. The topic requirements are as follows:
 - a) Introduction – Characteristics of a disaster site and worker responsibilities (1.0 hour)
 - b) Safety Hazards and CBRNE (chemical, biological, radiological, nuclear, and explosives) Agents (1.0 hour)
 - c) Health hazards and Traumatic Incident Stress Awareness (1.0 hour)
 - d) Personal Protective Equipment and Respirator Activity (2.0 hours)
 - e) Decontamination (1.0 hour)
 - f) Incident Command System (1.0 hour)
 - g) Final Exercise (0.5 hour)

C. Reporting Training Classes

1. **Outreach Training Program Report – Disaster Site Worker** (*See Appendix*)
 - a) Instructions for completing the Outreach Training Program Report – Disaster Site Worker are included on the form.
 - b) Include the range of scores for only the Operations Performance Score under "Training Certifications and Information." *FROM* will be the lowest Operations Performance Score obtained by any student in the class and *TO* will be the highest Operations Performance Score.
2. **Outreach Training Program Requirements.** See the Outreach Training Program Requirements, section VII., Student Course Completion Cards and Certificates, for information on documenting training to receive student completion cards.

VI. Disaster Site and Training Websites. The following sites are referenced to help trainers prepare and conduct outreach training classes:

- A. **OSHA Safety and Health Guides.** For an overview of worker hazards related to various emergencies - www.osha.gov/SLTC/emergencypreparedness/guides/index.html
- B. **OSHA's Hazardous Waste Page** - www.osha.gov/SLTC/hazardouswaste/index.html
- C. **OSHA's Emergency Preparedness and Response** - www.osha.gov/SLTC/emergencypreparedness/index.html
- D. **OSHA's Incident Command System e-tool** - www.osha.gov/SLTC/etools/ics/index.html
- E. **Centers for Disease Control – Emergency Preparedness and Response** - www.bt.cdc.gov
- F. **Department of Homeland Security** - www.dhs.gov/dhspublic/

- G. Federal Emergency Management Agency (FEMA) Training Resources -**
<http://training.fema.gov>
- H. NIH National Institute of Environmental Health Sciences National Clearinghouse for Worker Safety and Health Training** <http://tools.niehs.nih.gov/wetp/index.cfm>
- I. OSHA Publications.** OSHA has many helpful publications, forms, posters, and fact sheets. See www.osha.gov/pls/publications/pubindex.list. Publications are available in HTML and PDF formats. Publications may also be available from the nearest OSHA Area or Regional Office.
- J. OSHA Quick Cards.** Students 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. See <https://www.osha.gov/pls/publications/publication.athruz?pType=Types&pID=6>.