



Directorate of Training and Education

Outreach Training Program Changes

January 2018

For OSHA Authorized Outreach Trainers

OSHA periodically updates the requirements that authorized Outreach trainers must follow in conducting and reporting OSHA Outreach Training Program classes.

This document highlights key changes in the January, 2018, OSHA *Outreach Training Program Requirements*.



Implementation Schedule

The updated *OSHA Outreach Training Program Requirements* are effective April 1, 2018.

Questions



For questions regarding these changes, please contact your Authorizing Training Organization.

KEY CHANGES



Trainer Responsibilities

- Clarifies that Trainers must submit OTPRs for training they deliver through the ATO that authorized the trainer for that specific industry.
- Clarifies that Trainers are responsible for timely compliance with requests from OSHA’s Directorate of Training and Education (DTE) or DTE’s designee (e.g., ATOs, OSHA regional offices, Office of the Inspector General, etc.). Such requests include queries regarding trainer or program information, training documentation, or other supporting records.
- Clarifies that Trainers must promptly notify their respective ATO(s) of changes to their contact information, including, but not limited to: the trainer’s mailing address, email address, phone number(s), employer or place of employment, etc.
- Requires OSHA Outreach Training Program authorized trainers to use a photo-identification verified legal name on all OSHA Outreach Training Program documents, reports and other records.
- Reiterates that the primary purpose of the OSHA Outreach Training Program is to deliver high-quality safety and health training to workers and therefore, clarifies that Trainers are expected to promote Program goals and training, and represent the agency in a creditable manner.

Trainer Card

Trainers whose authorized Outreach trainer status has been suspended or revoked may be required to surrender their authorized trainer card to OSHA, DTE, or their ATO.

Exception Requests

- Clarifies that exceptions are limited, all requests must be justified in detail, and ATOs will receive and review all exception requests.
- Written *Video Conferencing* exception requests must be received by the ATO at least 60 calendar days in advance of the scheduled training start date.



Revisions to Specific Industry Procedures

- *All Industries:*
 - Upon expiration of a Trainer’s 90-day grace period, former trainers must meet the Trainer eligibility requirements described in Section III.A. of the *OSHA Outreach Training Program Requirements* and the relevant Industry *Procedures*.
 - Industry *OSHA Standards* courses (#510, #511 and #5410) must be completed not later than seven (7) years prior to completing the relevant *Industry Trainer* course (#500, #501 and #5400).
 - Revised the *Statement of Compliance* to include required listing of concurrent authorizations through multiple ATOs.
- *Maritime, Construction, and General Industry:*
 - The mandatory *Intro to OSHA* module has been reduced from 2 hours to 1 hour.
 - For *Focus Four* topics, if more time is spent in this area than is required, the additional time may be reported in the specific *Focus Four* area or under such elective topics as scaffolds, cranes, and excavations, as applicable.
- *Construction Industry Procedures:*
 - *Focus Four Hazards- Falls* topic increased from 1.25 to 1.5 hours.
- *Disaster Site Worker Procedures:*
 - Removed requirement to report “range of Operations Performance Scores” on the OTPR.