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OSHA

adds value to business,
work and life.

OSHA Outreach Training Program

Maritime Trainer Course
#5400

What is This Program?

- OSHA's way to get safety and health training to workers
- OSHA's primary worker training program
 - Construction
 - General Industry
 - Disaster Site
- Training provided by OSHA Education Centers (OTIECs) & OSHA
- Training to professionals who train others

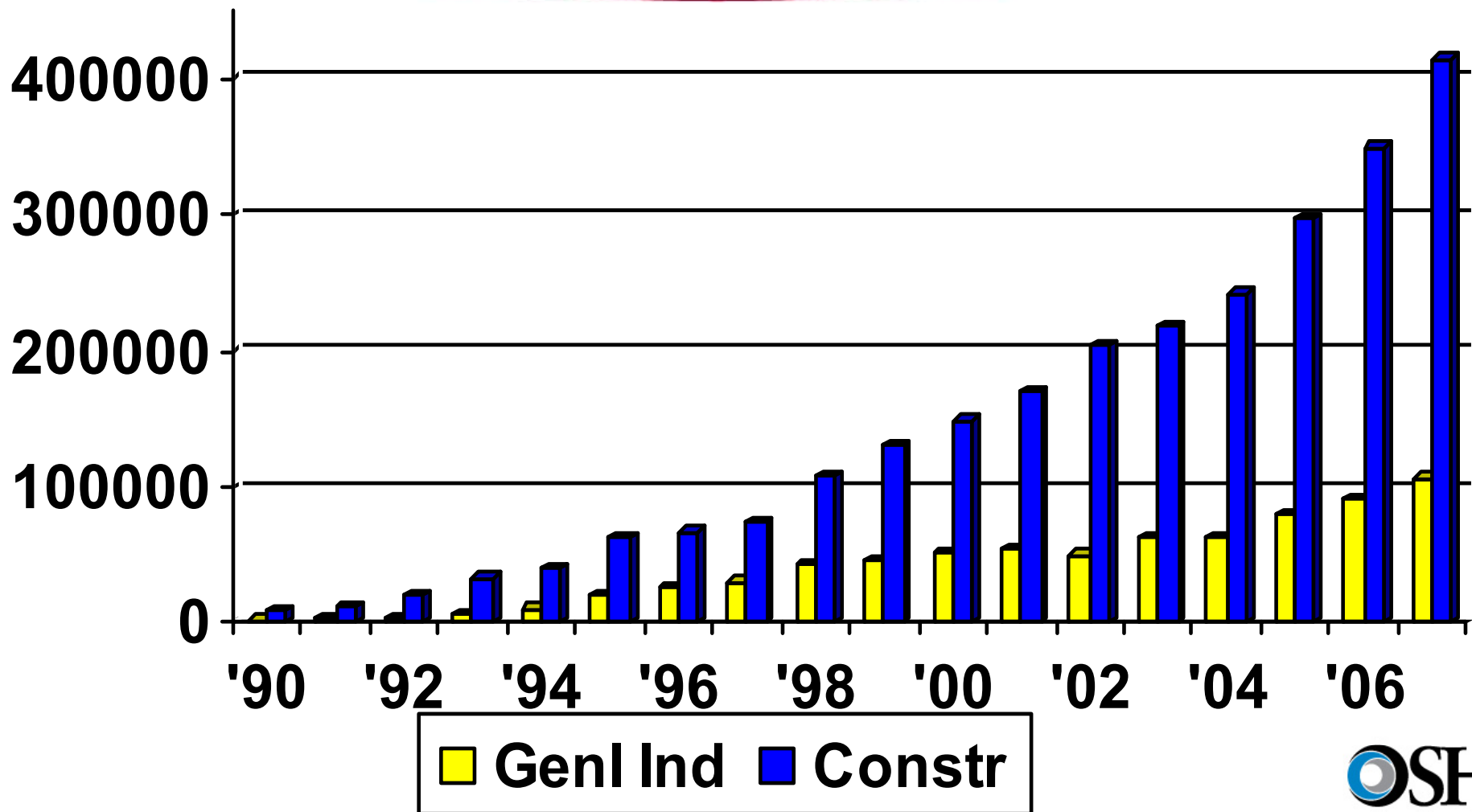
Trainer Aspects

- Become OSHA authorized Maritime Industry outreach trainer
- Trainer Outreach Guidelines - October 2007
- Conduct 10 & 30 hour courses
- Document classes to receive student cards
- Update required (#5402) - every 4 years

Program Benefits

- Safety & health training building block
- Core topic support and awareness
- Training on work site safety / hazards – not standards
- Training flexibility for different audiences, topics & language
- Instills safety and health value to workers, including many young and new workers

Students Trained



Program Growth

- Students trained - doubled (last 5 years)
- 30-hour: 58% increase (last 2 years)
- 1.3 million students (last 3 years)

Maritime Industry OSHA Outreach Training Program

Maritime Industry Outreach Training Program

- Began September 2007
- Covers:
 - 1915, Shipyard Employment
 - 1917, Marine Terminals
 - 1918, Longshoring
- Voluntary



Outreach Training Program Guidelines

Topic Guidance

- At least 1 hour per topic is recommended
- Minimum is ½ hour
- Breaks and lunch don't count
- Can teach in segments
- Complete within six months

Training Materials

- OSHA Outreach Training Program web site
 - Teaching Aids
 - Resource Center Loan Program
- Further Assistance section of guidelines
- Use trainer class materials with care - not designed for 10 / 30 students
- Provide students with at least a fact sheet on each covered topic

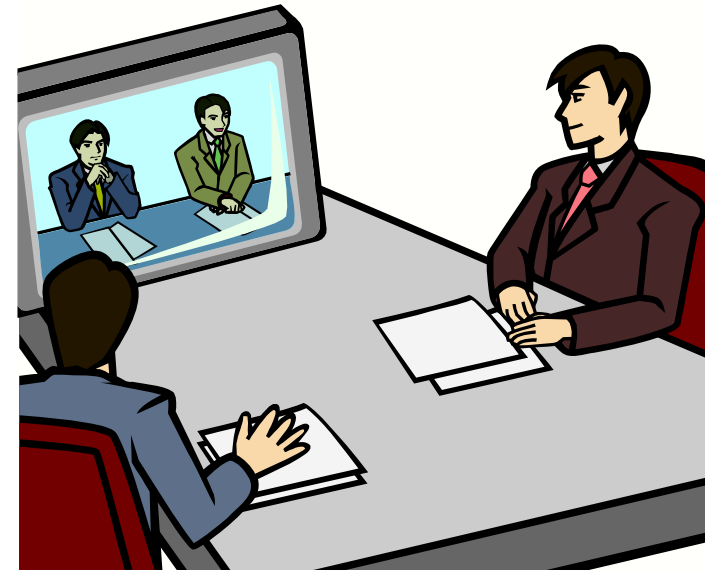
Guest and Primary Trainers

- OK to use guest trainers who have topic expertise
- Primary (Authorized) trainer must:
 - design & coordinate course
 - teach more than anyone
 - attend all sessions
 - answer questions
 - ensure topics are adequately covered
 - ensure attendance



In-Person Training

- Required, unless receive exemption
- Video-conferencing:
 - ensure full attendance
 - training monitor for off-site locations
 - quick response to trainee questions
 - what materials providing
 - contact your Education Center prior to the conference



Online Training

- Guidelines
 - Testing, trainers, materials, mandated reading, timed, interactive
- Approved 9 organizations
- Some Specific Segments:
 - Spanish Construction
 - Youth Training
 - Cal OSHA Construction
- 5% of those trained
- Contact outreach@dol.gov



Over 50 Students

- Contact your Education Center prior to class:
 - How students can ask questions outside of class
 - Materials providing
 - Attendance
- We recommend:
 - more than one trainer
 - holding 10-hour over more than one day
 - breaking the class into work groups

10 + 20 Hours = 30

- Provide 20 more hours to 10-hour student
- Receive a 30-hour card for the trainee.
- Limitations:
 - Same trainer
 - 6 months to complete all
 - Return the 10-hour cards

Advertising

- Properly describe your
 - outreach trainer status
 - outreach classes
- Trainer authorization limited to conducting 10- and 30-hour Maritime Industry outreach training courses

- ▶ **Certified** - Neither the trainer, the students, nor the curriculum is certified or approved. The trainer is authorized and the students receive course completion cards.
- ▶ **OSHA** - You can use the term “OSHA” in your ads, but don’t make it appear that you’re an OSHA employee or that the course is being conducted by OSHA.
- ▶ **Course #5400** - You can’t conduct the #5400 course. Don’t refer to your outreach course as a #5400 course. The #5400 course is the trainer course that is conducted by OTI and the OTIECs.
- ▶ **Department of Labor Logo** - Don’t use the logo that is on the outreach cards or the front cover of this guide.
- ▶ **Train-the-Trainer Course** - Don’t combine the use of “OSHA” and “Train-the-Trainer” in your advertising. Students who complete outreach training aren’t entitled to receive cards for students they may train.

Outreach Training Tips

Worker Emphasis

- Hazard identification, avoidance, control and prevention
- Not OSHA standards
- Tailor training to needs and understanding of audience

Training Purpose

- Not a bureaucratic exercise
- May save their life & allow them to provide for their family
- OSHA Small Business website – Safety Pays

Stress Safety and Health Importance

- Use local stories
- Personal experiences
- Injury and fatality statistics
- OSHA Fatal Facts

Site-Specific Training

- More interesting
- Will pay better attention
- Use examples, pictures, and real-life scenarios from their work place, or similar

Homogenous Class

- Ideal - similar positions
- Separate sessions for supervisors, managers, and workers
- Train workers from similar groups, or break them out in the training

Train Workers in Their Language

- Check - Does your audience have language barriers?
- Teach these workers separately, if possible
- Translators, simple photos, videos
- Hands-on
- Real-life examples
- Spanish trainers & references available at OSHA and Outreach Training Program websites

Other Tips

- Use objectives
- Presentation Assortment
 - Trainers, presentations, videos, case studies, exercises & graphics
 - Presentation variety
 - Get students involved
 - Practice
- Testing – to ensure they focus and understand
- Evaluations - ensure course accomplishing its goals

Maritime Industry Training Topics

10-Hour Topics

Tier 1: Mandatory - 1 hour each topic - 7 hours – Shipyards (7615) - 3 hours – Other Maritime (7617 & 7618)	Tier 2: Optional - 1 hour each topic - 1 hour – Shipyards (7615) - 4 hours – Other Maritime (7617 & 7618)	Tier 3: Electives - 2 hours – Shipyards (7615) - 3 hours – Other Maritime (7617 & 7618)
Introduction to OSHA , including: ■ OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics ■ CFR Part 1903 ■ Inspections, Citations, and Penalties ■ Value of Safety and Health ■ OSHA Website and available resources ■ OSHA 800 number	Hazard Communications / Hazardous Materials 1915.1200 Subpart Z 1917 Subpart B 1918 Subpart L	Hot Work – Welding, Burning & Cutting 1915 Subpart D 1917.152 Subpart G
Walking and Working Surfaces 1915 Subpart E, 1917 Subpart F, 1918 Subpart C and D	Lockout / Tagout 1915 Subpart L 1917.48, 1917.49, 1917.151	Material Handling 1915 Subpart G 1917.50 1918 Subparts B and F
Personal Protective Equipment 1915 Subpart I, 1917 Subpart E, 1918 Subpart J	Respiratory Protection 1910.134	Bloodborne Pathogens Exposure Plan Universal Precautions Spills & Decontamination
<u>* Required – for Shipyards (7615)</u> Fall Protection / Scaffolding 1915 Subpart E Electrical 1915 Subpart L, 1910 Subpart S Confined and Enclosed Spaces 1915 Subpart B Fire Protection 1915 Subpart P	<u>*Optional – Other Maritime (7617 & 7618)</u> Fall Protection 1917 Subpart F, 1918 Subpart D and H Electrical 1915 Subpart L, 1910 Subpart S Confined and Enclosed Spaces 1917.23, 1918.94 (1910.146) Fire Protection 1917 Subpart B, 1918 Subpart I	Machine Guarding 1917.151 Subpart G 1910 Subpart O Ergonomics and Proper Lifting Techniques Repetitive motion and muscle strains Additional Coverage -- any Tier 1 or 2 topics -- any other Maritime industry standards or policies

30-Hour Topics

MANDATORY TOPICS – at least 6 hours (14 for Shipyard - 7635)

- **Introduction to OSHA** - at least Two Hours
 - OSH Act, General Duty Clause, Recordkeeping basics
 - Employer and Employee Rights and Responsibilities, Whistleblower Rights
 - CFR Part 1903; Inspections, Citations, and Penalties; Value of Safety and Health
 - OSHA Website; OSHA 800 number and available resources
- **Walking & Working Surfaces**-at least Two Hours; 1915 Subpart E, 1917 Subpart F, 1918 Subpart C & D
- **Personal Protective Equipment** - at least Two Hours; 1915 Subpart I, 1917 Subpart E, 1918 Subpart J

Required – for Shipyards - 7635 (Optional for Other Maritime – 7637 & 7638)

- **Fall Protection / Scaffolding** - at least Two Hours, 1915 Subpart E
- **Electrical** - at least Two Hours; 1915 Subpart L, 1910 Subpart S
- **Confined and Enclosed Spaces** - at least Two Hours; 1915 Subpart B
- **Fire Protection** - at least Two Hours; 1915 Subpart P

OPTIONAL TOPICS – at least 8 hours (2 for Shipyard - 7635)

- Above four topics for Other Maritime (7637 and 7638) – Fall Protection (1917 Subpart F, 1918 Subpart D and H); Electrical (1915 Subpart L, 1910 Subpart S); Confined and Enclosed Spaces (1917.23, 1918.94); Fire Protection (1917 Subpart B, 1918 Subpart I)
- Hazard Communications / Hazardous Materials - 1915.1200 Subpart Z, 1917 Subpart B, 1918 Subpart L
- Lockout / Tagout - 1915 Subpart L, 1917.48, 1917.49, 1917.151
- Respiratory Protection - 1910.134

ELECTIVES

- Hot Work - Welding, Burning & Cutting, 1915 Subpart D, 1917.152 Subpart G
- Material Handling, 1918 Subpart B, 1918 Subpart F
- Bloodborne Pathogens - Exposure Plan, Universal Precautions, Spills & Decontamination
- Machine Guarding - 1917.151 Subpart G, 1910 Subpart OSHA
- Ergonomics and Proper Lifting Techniques - repetitive motion, muscle strains
- Additional Coverage on Mandatory or Optional topics or any other Maritime industry standards or policies

10 and 30-Hour Course Numbers

10-hour / 30-hour

- 7615 / 7635
 - Shipyard Employment, including ship repairing, shipbuilding, shipbreaking
- 7617 / 7637
 - Marine Terminals
- 7618 / 7638
 - Longshoring

Program Administration – Getting Student Cards

Documenting Training

1. OSHA Outreach Training Program Report

- Provide address that goes directly to you
- ID Number - doesn't apply to new trainers
- Trainers with IDs may use shortcut (Attachment C)

2. A copy of your OSHA trainer card if:

- This is your first Maritime Industry outreach training class, or
- You have a new expiration date

3. Student Names - must be legible

4. Topic Outline - topics and amount of time spent on each

Report Form

OSHA OUTREACH TRAINING PROGRAM REPORT

Course Conducted:

↑ 10-Hour 7615 – Shipyards
↑ 10-Hour 7617 – Marine Terminals
↑ 10-Hour 7618 – Longshoring
↑ 30-Hour 7635 – Shipyards
↑ 30-Hour 7637 – Marine Terminals
↑ 30-Hour 7638 – Longshoring

Course Information (check all that apply):

↑ Spanish
↑ Youth (age 18 or less)
↑ Language other than Spanish
↑ Training conducted outside US
↑ OSHA Alliance or Partnership related (specify below)

State where training held (or country if outside of US): _____

Course End Date: ____ / ____ / ____ (We can't accept requests that are older than 6 months)

Number of Students: _____ (More than 50 requires prior permission)

Primary Trainer Course Information

ID Number* below)

Name

Course (5400/5402)

____ / ____ / ____
Expiration Date

* **ID number** - new trainers do not have one - this only applies to trainers who have received student cards)

Address - Use an address that will get directly to you. *(If you have an ID and your address is the same, don't complete this)*

↑ *Check if this is a new address*

Company / Dept. _____

Address _____

City /State /Zip

Phone No: (_____) - ____ - _____ ext. _____

Best time(s) to call: _____

Information on Student Cards

- 5 year expiration - Update course required to renew
- Voluntary - OSHA recommends as a safety and health orientation
- Processing takes 2 - 4 weeks
- Trainers complete student cards by printing or typing:
 - Student name
 - Course end date
 - Expiration date – 5 years after the course end date
 - Trainer name - may also sign
- May laminate
- May use the back of the cards
- May provide students a training certificate

Obtaining Student Cards

- Send to responsible OSHA Education Center [\(see Attach. B\)](#)
- Separate documentation for each course
- Submit within 6 months

Trainer Assistance / Resources

Main OSHA Web Sites

- www.osha.gov
- [Outreach Training Program](#)
 - Teaching Aids
 - Guidelines
 - How to get student cards
 - FAQs
 - Announcements

Outreach Website – www.osha.gov



U.S. Department of Labor
Occupational Safety & Health Administration

www.osha.gov



Search [GO](#) [Advanced Search](#) | [A-Z Index](#)

Directorate of Training and Education > OSHA Outreach Training Program

[Printing Instructions](#)

OSHA Outreach Training Program

The OSHA Outreach Training Program is our primary way to train workers in the basics of occupational safety and health. Through the program, individuals who complete a one-week OSHA trainer course are authorized to teach 10-hour or 30-hour courses in construction or general industry safety and health standards. Authorized trainers can receive OSHA course completion cards for their students. Over the past three years, over 1.3 million students have received training through this program.

The OSHA Outreach Training Program is voluntary. OSHA does not require participation in this program.



[How to become an authorized trainer](#)



[Program Guidelines](#)



[How to get OSHA student course completion cards](#)



[Teaching Aids](#)



[Frequently Asked Questions \(FAQs\)](#)

How to become an authorized trainer

Authorized trainers may receive OSHA course completion cards for

Announcements

New October 2007 Outreach Guidelines – Significant Changes:

- 10 and 30-hour Topics
- Outreach Training Report
- Type or print trainer name on student cards

Where to get 10 and 30-hour training

New Hampshire 10-hour Construction Law - enforced beginning July, 2008. See the State website for additional information.

New York 10-hour Construction Law - enforced beginning July, 2008

For the 2006 PowerPoint of OSHA's Most Frequently Cited Serious Violations in Construction or General Industry – contact [Don Guerra](#)

Spanish Language Training.

- [New Spanish PowerPoint Presentations.](#)
- [Spanish references](#) - Training Help
- [Spanish Outreach Trainers](#) list if you're looking for outreach training. If you're an outreach trainer who conducts the training in Spanish and you want your name added to the list, send the following information to [Don Guerra](#).

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Teaching & Materials

- [Training & Reference Materials Library](#)
- [Resource Center](#)
- [Multimedia – Videos and Slides](#)
- [Compliance Assistance Resources](#)
- [Small Business Page](#)
- [Teen Workers](#)
- [Making the Business Case for Safety and Health](#)
- [Quick Takes](#) - OSHA's bi-weekly e-news memo

Maritime Industry & Training Sites

- [OSHA Assistance for Maritime Industry](#)
- [Maritime Guidance Documents](#)
- [Shipyard Employment eTool](#)
- [Examining Fatal Shipyard Accidents video](#)
- [Safety & Health Topics Index](#)
- [OSHA eTools](#)
- [NIOSH Safety & Health Topics](#)

Spanish Assistance

- from Outreach web page

- [Spanish Outreach Trainers](#)
- [Spanish Website References](#)
- [Spanish 10-Hour PowerPoints](#)

OSHA Publications

- [Publications, forms, posters, & fact sheets](#)
- HTML & PDF
- Copies - [OSHA Area or Regional Office](#)
- OSHA Publications and Audiovisual Programs, [OSHA 2019](#)
- Training Requirements in OSHA Standards & Training Guidelines, [OSHA 2254](#)
- All About OSHA, [OSHA 3302](#)
- [U.S. Government Bookstores](#)

Maritime Related OSHA Publications

- Shipyard Industry, [OSHA 2268](#)
- Longshoring Industry, [OSHA 2232](#)
- Traffic Safety In Marine Terminals, [OSHA 3337-07](#)

OSHA Quick Cards – English & Spanish

- For Students
- Many in English & Spanish
- Simple references focus on specific safety & health topics



Fall Protection Tips

- Identify all potential tripping and fall hazards before work starts.
- Look for fall hazards such as unprotected floor openings/edges, shafts, skylights, stairwells, and roof openings/edges.
- Inspect fall protection equipment for defects before use.
- Select, wear, and use fall protection equipment appropriate for the task.
- Secure and stabilize all



Other OSHA Assistance

- **Active Outreach Trainer Lists**
 - Use for Training assistance - contact OSHA Education Center (Attach. B)
 - 2 or more classes / year
 - By State, Industry
- **OSHA Technical Support - Enforcement & Standards**
 - OSHA Regional or Area Office
- **Compliance Assistance Specialists**
 - in Area Offices
 - Available for seminars, workshops, and speaking events
 - Promote cooperative programs (Consultation, VPP, & Alliances)
 - Promote OSHA's training resources and the web site tools

Lost, Damaged, or Misprinted Cards

- **Trainer Card -**
 - Contact your Education Center (Attach. B)
- **Student Cards**
 - Rarely replace entire class
 - For individual cards - use extras provided to you
 - If you don't have an extra card, contact your Education Center (Attach. B) for a replacement.
 - Records are kept for 5 years plus present year
- **Misprints - Return for replacements**

Trainer Update Requirement

- Course #5402, Update, **every four years**
- Or Course #5400
- 3 month grace period after expiration to take the update

OSHA Education Centers Role

- **Issue Student cards**
- **Active trainer lists**
- **Assistance**
 - Lost cards
 - Videoconferencing
 - 50+ students
 - Conducting a class
 - Documenting a class
 - Trainer qualifications
 - Understanding guidelines
- **Conduct trainer classes**

Outreach Contacts

- **OSHA Education Centers**
 - Primary contact
 - General program administration
 - See [Attachment B](#)
- **OSHA Outreach Training Program Coordinator**
 - outreach@dol.gov
 - Online training
 - Help on matters not in guidelines or at web site
 - Annual Most Frequently Cited PowerPoints
- **Resource Center Loan Program**
 - OSHA librarian (847) 759-7736

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