



Directorate of Training and Education

## Outreach Training Program

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## Construction Industry Procedures

Revised January 1, 2019  
Effective April 1, 2019

Occupational Safety and  
Health Administration (OSHA)  
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**I. Trainer Requirements.** Requirements for Construction trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program are contained in the following documents:

- A. OSHA Outreach Training Program Requirements.** This document covers the requirements for OSHA authorized trainers in all OSHA Outreach Training Programs.
- B. OSHA Outreach Training Program - Construction Industry Procedures.** This document contains specific industry requirements.
- C. OSHA Outreach Training Program Investigation and Review Procedures.** These procedures are used by OSHA to process complaints or allegations of failure to comply with OSHA Outreach Training Program requirements. These procedures ensure program compliance and due process for resolving these issues.

## **II. Construction Industry Summary**

- A. Program Purpose.** The OSHA Outreach Training Program for the Construction Industry teaches construction 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.
- B. Voluntary Program.** This training program is voluntary. It does not meet training requirements in any OSHA standard. While some jurisdictions, employers, and unions require Construction OSHA Outreach Training Program training to work on construction sites and to fulfill their safety training goals, OSHA considers the program voluntary. Workers must receive additional training on hazards specific to their job. See OSHA Publication #2254, Training Requirements in OSHA Standards (<http://www.osha.gov/Publications/ osha2254.pdf>) to review OSHA’s training requirements.
- C. Construction Procedures.** These procedures provide instructions for Construction industry authorized Outreach trainers. The procedures are designed to ensure consistency of classes and that students receive the best possible training. The OSHA Outreach Training Program Requirements cover the requirements for all OSHA authorized trainers in every OSHA Outreach Training Program.

## **III. Authorized OSHA Outreach Training Program Trainer Designation**

- A. OSHA Authorized Construction Trainer Eligibility.** To be eligible to become an authorized Outreach trainer, a person must, at a minimum, meet the following two prerequisites which consist of both a training and experience component:
  - 1.** Five years of construction safety experience. Please note that ‘working safely’ in the industry does not meet the industry safety experience requirement. 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, in the applicable training area may be substituted for a total of two years of experience.

2. Completion of OSHA #510, Occupational Safety and Health Standards for the Construction Industry.
  - a) To meet trainer eligibility requirements, this course must be completed not later than seven (7) calendar years before completing the Trainer course. OSHA Standards courses completed more than seven years before a Trainer course end date must be retaken.
  - b) Please note that the 30-hour Construction Outreach class is not considered equivalent to OSHA #510 Occupational Safety and Health Standards for the Construction Industry. The 30-hour Construction Outreach class is a hazards-based class, which is delivered by OSHA authorized trainers. The OSHA #510 Occupational Safety and Health Standards for the Construction Industry course covers OSHA standards and is only offered through the OSHA Training Institute (OTI) or the OSHA Training Institute (OTI) Education Centers.

**B. Becoming an OSHA Authorized Construction Trainer.** 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 #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry. This course includes knowledge and performance-based tests. Trainers must pass both of these tests to become an authorized trainer.

**C. Update Requirement.** To remain current on relevant OSHA matters and ensure quality training, OSHA Authorized Construction Trainers are required to complete the OSHA #502 Update for Construction Industry Outreach Trainers course every four years. The OSHA #500 Trainer Course in Occupational Safety and Health Standards for Construction Industry may also be used to maintain a trainer's authorized status. If a trainer's authorization has expired, they will be unable to conduct OSHA Outreach Training Program classes and receive student course completion cards.

**D. Course Offerings.** The OSHA Outreach Training Program trainer courses are offered exclusively at the OTI Education Centers. Each OTI Education Center posts course offerings, schedule, and locations on their individual Web site. This information is also available on the OSHA Web page at <http://www.osha.gov/otiec>.

**IV. Construction Industry Procedures .** This section contains information on the procedures for conducting Construction OSHA Outreach Training Program training classes. Trainers are responsible for understanding and complying with these procedures when planning and conducting their Construction OSHA Outreach Training Program classes. Student course completion cards in the Construction OSHA Outreach Training Program do not expire. Please note that expiration dates may be imposed by other entities but are not an OSHA requirement.

**A. 10-Hour Construction Industry – Designated Training Topics.** This training program is intended to provide entry level construction 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 on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction 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 Outreach Training Program website (<https://www.osha.gov/dte/outreach/index.html>). Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

**1. Mandatory - 6 hours**

**a) Introduction to OSHA – 1 hour.**

(1) OSHA has required training content for this module - see <https://www.osha.gov/dte/outreach/teachingaids.html>.

(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) OSHA Focus Four Hazards – 4 hours.** Because most construction fatalities are caused by fall hazards, falls must be covered for a minimum of one hour and 30 minutes. The remaining three Focus Four Hazard topics must be covered for a minimum of one-half hour each.

(1) **Falls (minimum one hour and 30 minutes)**

(2) **Electrocution**

(3) **Struck-By (e.g., falling objects, trucks, cranes)**

(4) **Caught-In or Between (e.g., trench hazards, equipment)**

**Focus Four Hazards Training Requirements**

All lessons for the Focus Four Hazards are required to use the following terminal (TO) and enabling (EO) objectives:

TO: Given current OSHA and industry information regarding construction worksite illnesses, injuries, and/or fatalities, the student will be able to recognize [fall, caught-in or between, struck-by, electrocution] hazards in construction.

Specifically for each of the focus four, the student will be able to:

EO 1: Identify major hazards

EO 2: Describe types of hazards

EO 3: Protect him/herself from these hazards

EO 4: Recognize employer requirements to protect workers from these hazards

Because these objectives are the expected student outcomes, trainers:

- 1) May not vary from these objectives when planning the training session; and
- 2) Must follow the participatory training model by applying effective training techniques;

Lesson plans for the Focus Four hazards can be found at [https://www.osha.gov/dte/outreach/construction/focus\\_four/index.html](https://www.osha.gov/dte/outreach/construction/focus_four/index.html)

- c) **Personal Protective and Lifesaving Equipment – 30 minutes.**
  - d) **Health Hazards in Construction – 30 minutes.** May teach noise, hazard communication, and crystalline silica or any other construction health hazard.
- 2. Elective - 2 hours.** 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 one-half hour.
- a) **Cranes, Derricks, Hoists, Elevators, and Conveyors**
  - b) **Excavations**
  - c) **Materials Handling, Storage, Use and Disposal**
  - d) **Scaffolds**
  - e) **Stairways and Ladders**
  - f) **Tools - Hand and Power**
- 3. Optional - 2 hours.** Teach other construction industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.

**B. 30-Hour Construction Industry OSHA Outreach Training Program – Designated Training Topics.** The 30-hour Construction OSHA Outreach 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. Instructional time must be a minimum of 30 hours. The topic requirements are as follows:

- 1. Mandatory - 14 hours**
  - a) **Introduction to OSHA – 1 hour.**
    - (1) OSHA has required training content for this module - see <https://www.osha.gov/dte/outreach/teachingaids.html>.
    - (2) Covers workers' rights, employer responsibilities and how to file a complaint. It includes helpful worker safety and health resources. It also provides a sample weekly fatality and catastrophe report, a 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) OSHA Focus Four Hazards – 6 hours.** Because most construction fatalities are caused by fall hazards, falls must be covered for a minimum of one hour and 30 minutes. The remaining three Focus Four Hazard topics must be covered for a minimum of one-half hour each.

- (1) Falls (minimum one hour and 30 minutes)
- (2) Electrocution
- (3) Struck-By (e.g., falling objects, trucks, cranes)
- (4) Caught-In or Between (e.g., trench hazards, equipment)

#### **Focus Four Hazards Training Requirements**

All lessons for the Focus Four Hazards are required to use the following terminal (TO) and enabling (EO) objectives:

TO: Given current OSHA and industry information regarding construction worksite illnesses, injuries, and/or fatalities, the student will be able to recognize [fall, caught-in or between, struck-by, electrocution] hazards in construction.

Specifically for each of the focus four, the student will be able to:

EO 1: Identify major hazards

EO 2: Describe types of hazards

EO 3: Protect him/herself from these hazards

EO 4: Recognize employer requirements to protect workers from these hazards

Because these objectives are the expected student outcomes, trainers:

- 1) May not vary from these objectives when planning the training session; and
- 2) Must follow the participatory training model by applying effective training techniques;

Lesson plans for the Focus Four hazards can be found at [https://www.osha.gov/dte/outreach/construction/focus\\_four/index.html](https://www.osha.gov/dte/outreach/construction/focus_four/index.html)

- d) **Personal Protective and Lifesaving Equipment – 2 hours**
  - e) **Health Hazards in Construction – 2 hours.** May teach noise, hazard communication, and crystalline silica or any other construction health hazard.
  - f) **Stairways and Ladders – 1 hour**
- 2. Elective - 12 hours.** Must present at least 12 hours of training on the following topics. At least six (6) of the following topics must be presented. The minimum length of any topic is one-half hour.
- a) **Concrete and Masonry Construction.**
  - b) **Confined Space Entry.**
  - c) **Cranes, Derricks, Hoists, Elevators and Conveyors.**
  - d) **Ergonomics.**
  - e) **Excavations.**
  - f) **Fire Protection and Prevention.**
  - g) **Materials Handling, Storage, Use and Disposal.**
  - h) **Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades.**
  - i) **Powered Industrial Vehicles.**
  - j) **Safety and Health Programs.**
  - k) **Scaffolds.**
  - l) **Steel Erection.**
  - m) **Tools - Hand and Power.**
  - n) **Welding and Cutting.**
  - o) **Foundations for Safety Leadership (minimum 2.5 hours).**
- 3. Optional - 4 hours.** Teach other construction industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.

**C. Industry Sector-Specific Emphasis Topics - Reserved (See Appendix B)**

**D. Reporting Training Classes.**

- 1. OSHA Outreach Training Program Report – Construction (See Appendix A)**
  - a) Instructions for completing the OSHA Outreach Training Program Report (OTPR) – Construction are included on the form.

b) When planning and reporting a class, ensure coverage of the required topics. Specifically, ensure proper coverage on each Focus Four area. 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.

**2. OSHA Outreach Training Program Requirements.** See OSHA Outreach Training Program Requirements, **Section VII—How to Obtain Student Course Completion Cards** for information on documenting training to receive student course completion cards.

**V. Construction and Training Websites.** The following sites are referenced to help trainers prepare and conduct OSHA Outreach Training Program classes:

**A. Construction Industry** - [www.osha.gov/doc/index.html](http://www.osha.gov/doc/index.html)

**B. Construction Outreach Materials** – [www.osha.gov/doc/training.html](http://www.osha.gov/doc/training.html)

**C. Construction - Other OSHA Presentations** - [www.osha.gov/doc/presentations\\_outreach.html](http://www.osha.gov/doc/presentations_outreach.html)

**D. OSHA Construction eTools, Preventing Fatalities** - [www.osha.gov/SLTC/etools/construction/index.html](http://www.osha.gov/SLTC/etools/construction/index.html)

**E. Preventing Fatal Falls in Construction** - [www.osha.gov/stopfalls/edresources.html](http://www.osha.gov/stopfalls/edresources.html)

**F. Electronic Library of Construction Occupational Safety and Health** (includes Spanish materials) [www.elcosh.org](http://www.elcosh.org)

**G. NIOSH Construction Publications** - [www.cdc.gov/niosh/topics/construction/](http://www.cdc.gov/niosh/topics/construction/)

**H. Fatal Facts: Fact sheets about construction fatalities** - <https://www.osha.gov/Publications/fatalfacts.html>

**I. OSHA Publications.** OSHA has many helpful publications, forms, posters, and fact sheets. See [www.osha.gov/pls/publications/pubindex.list](http://www.osha.gov/pls/publications/pubindex.list). Publications may also be available from the nearest OSHA Area or Regional Office. A few key examples:

1. Construction - Pocket Guide, OSHA 3252.
2. Fall Protection in Construction, OSHA 3146.
3. Controlling Silica Exposures in Construction, OSHA 3362.

**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>. A few key examples:

1. Top Four Construction Hazards, Quick Card 3216.
2. Construction PPE, Quick Card 3289.
3. Fall Protection Tips, Quick Card 3257.

**Appendix A – Outreach Training Program Report – Construction Industry**



# OUTREACH TRAINING PROGRAM REPORT CONSTRUCTION

Read instructions before completing this form.

Submit completed forms to:

<b>1. Trainer Name</b>		<b>2. Trainer ID Number</b>		<b>3. Most Recent Trainer Course</b>		<b>4. Expiration Date</b> / /	
<b>5. Authorizing Training Organization</b>							
<b>6. Trainer Address</b>							
Company _____							
Address _____							
_____							
City		State		ZIP			
Phone No. ( )		Email					
<b>7. Course Conducted</b>		<b>8. Course Emphasis (check all that apply)</b>				<b>9. Number of Students</b>	
<input type="checkbox"/> 10-Hour		<input type="checkbox"/> Spanish		<input type="checkbox"/> Language other than English or Spanish (specify):			
<input type="checkbox"/> 30-Hour		<input type="checkbox"/> Youth (age 18 or less)		<input type="checkbox"/> OSHA Alliance or Partnership (specify):			
		<input type="checkbox"/> Other (specify):					
<b>10. Training Site Address</b>							
Street Address				City		State	Country
<b>11. Type of Training Site</b>							
<input type="checkbox"/> Workplace <input type="checkbox"/> School <input type="checkbox"/> Office <input type="checkbox"/> Hotel <input type="checkbox"/> Union <input type="checkbox"/> Employer Association <input type="checkbox"/> Other (specify): _____							
<b>12. Course Duration</b>							
<b>Start Time:</b>		<b>End Time:</b>		<b>Start Time:</b>		<b>End Time:</b>	
_____		_____		_____		_____	
<b>Course Date:</b>		<b>Course Date:</b>		<b>Course Date:</b>		<b>Course Date:</b>	
_____		_____		_____		_____	
<b>13. Sponsoring Organization</b>							
<input type="checkbox"/> Safety & Health		<input type="checkbox"/> Employer		<input type="checkbox"/> Labor/Union		<input type="checkbox"/> Employer Association	
<input type="checkbox"/> Education		<input type="checkbox"/> Community		<input type="checkbox"/> N/A		<input type="checkbox"/> Other (specify): _____	

## 14. Statement of Certification

I certify that I have conducted this Outreach Training Program class in accordance with the OSHA Outreach Training Program Requirements and Procedures. I have maintained the training records as stated in the Requirements and I will provide these records to the OSHA Directorate of Training and Education (or its designee) upon request. I understand that I will be subject to immediate dismissal from the OSHA Outreach Training Program if information provided herein is not true and correct. I further understand that providing false information herein may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. 1001 and section 17(g) of the Occupational Safety and Health Act, which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. I hereby attest that all provided is true and correct.

**Trainer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If submitting this form by electronic means, by checking the box to the left or affixing signature, I attest that all information provided in this submission is true and accurate.

### Privacy Act Statement and Paperwork Reduction 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 this form is not mandatory, however, this information is required to obtain 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. 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. Note: Please do not return the completed OSHA Form 4-50.1 to this address.



# OUTREACH TRAINING PROGRAM REPORT CONSTRUCTION

Read 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
- \_\_\_\_\_ OSHA Focus Four Hazards – note the total time spent on the line to the left, and indicate the time breakdown on each line below:
  - \_\_\_\_\_ Falls
  - \_\_\_\_\_ Electrocutation
  - \_\_\_\_\_ Struck By
  - \_\_\_\_\_ Caught-In or Between
- \_\_\_\_\_ Personal Protective Equipment
- \_\_\_\_\_ Health Hazards in Construction

#### ELECTIVE

- \_\_\_\_\_ Cranes, Derricks, Hoists, Elevators, and Conveyors
- \_\_\_\_\_ Excavations
- \_\_\_\_\_ Materials Handling, Storage, Use and Disposal
- \_\_\_\_\_ Scaffolds
- \_\_\_\_\_ Stairways and Ladders
- \_\_\_\_\_ Tools – Hand and Power

#### OPTIONAL

- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_

TOTAL HOURS

### 30-Hour Topics

\*Indicate the amount of time spent on each topic in the class.

#### REQUIRED

Hours \*

- \_\_\_\_\_ Introduction to OSHA
- \_\_\_\_\_ Managing Safety and Health
- \_\_\_\_\_ OSHA Focus Four Hazards – note the total time spent on the line to the left, and indicate the time breakdown on each line below:
  - \_\_\_\_\_ Falls
  - \_\_\_\_\_ Electrocutation
  - \_\_\_\_\_ Struck By
  - \_\_\_\_\_ Caught-In or Between
- \_\_\_\_\_ Personal Protective Equipment
- \_\_\_\_\_ Health Hazards in Construction
- \_\_\_\_\_ Stairways and Ladders

#### ELECTIVE

- \_\_\_\_\_ Concrete and Masonry Construction
- \_\_\_\_\_ Confined Space Entry
- \_\_\_\_\_ Cranes, Derricks, Hoists, Elevators, and Conveyors
- \_\_\_\_\_ Ergonomics
- \_\_\_\_\_ Excavations
- \_\_\_\_\_ Fire Protection and Prevention
- \_\_\_\_\_ Materials Handling, Storage, Use and Disposal
- \_\_\_\_\_ Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades
- \_\_\_\_\_ Powered Industrial Vehicles
- \_\_\_\_\_ Safety and Health Programs
- \_\_\_\_\_ Scaffolds
- \_\_\_\_\_ Steel Erection
- \_\_\_\_\_ Tools – Hand and Power
- \_\_\_\_\_ Welding and Cutting
- \_\_\_\_\_ Foundations for Safety Leadership

#### OPTIONAL

_____	_____
_____	_____
_____	_____
_____	<b>TOTAL HOURS</b>



# OUTREACH TRAINING PROGRAM REPORT CONSTRUCTION

Read 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 Directorate of Training and Education (DTE). The *Outreach Training Program Requirements* and *Industry-Specific Procedures* can be found online at the OSHA.gov Web site under Training, OSHA Outreach Training Program.

**Item 1**     **Trainer Name**

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.

**Item 2**     **ID Number**

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 trainer's first class, or if the trainer has an updated trainer status, include a copy of the trainer card.

**Item 3**     **Most Recent Trainer Course**

Indicate the most recent applicable course number you have completed.

**Item 4**     **Expiration Date**

Enter the trainer authorization expiration date as listed on the bottom right of the Authorized Outreach Training Program Trainer card.

**Item 5**     **Authorizing Training Organization**

The trainer's Authorizing Training Organization (ATO) is the OSHA Training Institute (OTI) or the OTI Education Center that conducted the trainer's most recent trainer or update course. List the name of the Authorizing Training Organization.

**Item 6**     **Trainer Address**

Provide an address where to send the cards. The cards must be sent directly to the trainer.

**Item 7**     **Course Conducted**

Place an "x" in the appropriate box. A separate report must be completed for each course completed.

**Item 8**     **Course Emphasis (check all that apply)**

Place an "x" next to all the information that applies to the majority of this course. If the course included a special emphasis such as

16. Student Names	
Names must be legible.	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
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19.	_____
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26.	_____
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28.	_____
29.	_____
30.	_____
31.	_____
32.	_____
33.	_____
34.	_____
35.	_____
36.	_____
37.	_____
38.	_____
39.	_____
40.	_____



## OUTREACH TRAINING PROGRAM REPORT

Cal/OSHA, ET&D, etc., place an "x" next to "Other" and denote the specific area of emphasis on the line below "Other."

- Item 9** **Number of Students**  
Indicate the number of students who completed the course. Note: If the trainer held a class that contained more or fewer students than allowed by OSHA policy, include a copy of the prior approval received from the trainer's ATO.
- Item 10** **Training Site Address**  
Provide the address, city, state, and country where the course was conducted.
- Item 11** **Type of Training Site**  
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.
- Item 12** **Course Duration**  
Enter the date, start time, and end time of each day the course was conducted. Trainers must attach supplemental sheets with the additional course dates, start times, and end times if further space is needed.
- Item 13** **Sponsoring Organization**  
Place an "x" in the box to indicate the sponsor of the training, if applicable. If the trainer had a sponsoring organization, but that category is not listed, check "Other" and specify the type of sponsoring organization.
- Item 14** **Statement of Certification**  
The authorized trainer must sign the statement of certification to verify that the class was conducted in accordance with the OSHA *Outreach Training Program Requirements and Procedures* and attest to the accuracy of the documentation submitted. If requesting cards electronically, the trainer must place an "x" in the box or affix a signature.
- Item 15** **Topic Outline**  
Complete the applicable 10- or 30-hour topic outline. The trainer must complete this part of the form.
- Item 16** **Student Names**  
List the first and last name of each student who completed the entire course. Ensure the names are legible. The course records must include sign-in sheets for each day, student contact information, topic outline, a copy of the distributed student course completion cards, and a list of guest trainers if applicable.



**Appendix B – Industry Sector Specific Emphasis Topics - Reserved**

National Association of Landscape Professionals – Approved January 24, 2018