



Directorate of Training and Education

## Outreach Training Program



## General Industry Procedures

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## 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.

<b>Page</b>	<b>Section</b>	<b>Change</b>
2	III.C.1-4	Deleted – there is no longer a grace period for trainers if their trainer card has expired.
2	III.C.5	Renumbered to III.C.1

**I. Trainer Requirements.** Requirements for General Industry 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 - General 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. General Industry Summary.**

- A. Program Purpose.** The OSHA Outreach Training Program for General Industry teaches 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.
- 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 General Industry OSHA Outreach Training Program training to work on job sites and to fulfill their safety training goals, OSHA 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](http://www.osha.gov/Publications/osha2254.pdf)).
- C. General Industry Procedures.** These procedures provide instructions for General 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 General Industry 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 general industry 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; and

2. Completion of OSHA #511 *Occupational Safety and Health Standards for General 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 General Industry Outreach class is not considered equivalent to OSHA #511 *Occupational Safety and Health Standards for General Industry*. 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 the OSHA Training Institute (OTI) or the OSHA Training Institute (OTI) Education Centers.

**B. Becoming an OSHA Authorized General Industry 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 #501 *Trainer Course in Occupational Safety and Health Standards for General 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 General Industry Trainers are required to complete the OSHA #503 *Update for General Industry Outreach Trainers* course every four years. The OSHA #501 *Trainer Course in Occupational Safety and Health Standards for General Industry* may also be used to maintain a trainer's authorized status.

1. 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 <https://www.osha.gov/dte/edcenters/index.html>.

#### **IV. General Industry Procedures.**

This section contains information on the procedures for conducting General Industry OSHA Outreach Training Program training classes. Trainers are responsible for understanding and complying with these procedures when planning and conducting their

General Industry OSHA Outreach Training Program classes. Student course completion cards in the General Industry 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 General Industry – Designated Training Topics.**

This training program is intended to provide entry level 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 on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter at a 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 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) 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. 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) Hazardous Materials.**

**b) Materials Handling.**

- c) **Machine Guarding.**
- d) **Introduction to Industrial Hygiene.**
- e) **Bloodborne Pathogens.**
- f) **Ergonomics.**
- g) **Safety and Health Program.**
- h) **Fall Protection.**

3. **Optional - 2 hours.** Teach other general 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 General Industry OSHA Outreach Training Program – Designated Training Topics.** The 30-hour General Industry 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 - 12 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) **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 (PPE) – 1 hour.**



- g) **Materials Handling – 2 hours.**
  - h) **Hazard Communication – 1 hour.**
2. **Elective - 10 hours.** Must present at least 10 hours of training on the following topics. At least five (5) of the following topics must be presented. The minimum length of any topic is one-half hour.
- a) **Hazardous Materials (Flammable and Combustible Liquids, Spray Finishing, Compressed Gases, Dipping and Coating Operations).**
  - 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 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 – General Industry** (*See Appendix A*).
    - a) Instructions for completing the OSHA *Outreach Training Program Report* (OTPR) – General Industry are included on the form.
    - b) When planning and reporting the class, ensure coverage of the required topics.
  - 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. **General Industry and Training Websites.** The following sites are referenced to help trainers prepare and conduct OSHA Outreach Training Program classes:

- A. **General Industry Safety and Health Topics**  
[www.osha.gov/SLTC/generalindustry/index.html](http://www.osha.gov/SLTC/generalindustry/index.html)
- B. **Industry-Specific Resources -**  
[www.osha.gov/dcsp/compliance\\_assistance/industry.html](http://www.osha.gov/dcsp/compliance_assistance/industry.html)
- C. **OSHA eTools - electronic products for compliance assistance**  
[www.osha.gov/dts/osta/oshasoft/index.html#eTools](http://www.osha.gov/dts/osta/oshasoft/index.html#eTools)
- D. **Compliance Assistance Quick Start: Health Care Industry**  
[www.osha.gov/dcsp/compliance\\_assistance/quickstarts/health\\_care/hc\\_library.html](http://www.osha.gov/dcsp/compliance_assistance/quickstarts/health_care/hc_library.html)
- E. **OSHA Assistance for the Printing Industry**  
[www.osha.gov/SLTC/printing\\_industry/index.html](http://www.osha.gov/SLTC/printing_industry/index.html)
- F. **Lockout-Tagout Interactive Training Program**  
[www.osha.gov/dts/osta/lototraining/index.html](http://www.osha.gov/dts/osta/lototraining/index.html)
- G. **Evacuation Plans and Procedures eTool: Interactive Floor plan Demo**  
[www.osha.gov/SLTC/etools/evacuation/floorplan\\_demo.html](http://www.osha.gov/SLTC/etools/evacuation/floorplan_demo.html)
- H. **NIOSH Safety and Health Topics -** [www.cdc.gov/niosh/topics/](http://www.cdc.gov/niosh/topics/)
- I. **General Safety and Health References - Other Internet Sites**  
[www.osha.gov/SLTC/generalsreferences/otherresources.html](http://www.osha.gov/SLTC/generalsreferences/otherresources.html)

## **Appendix A – Outreach Training Program Report – General Industry**

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