



UNIVERSITY OF
T E X A S
ARLINGTON

UT Arlington Authorized Safety and Health Trainer Program Procedures

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- I. **UT Arlington Authorized Safety and Health Trainer Program Requirements.** Requirements for trainers authorized through the UT Arlington Authorized Trainer Program are contained in the following two documents:
- A. **UT Arlington Authorized Safety and Health Trainer Program Requirements.** This covers the requirements for UT Arlington Authorized Trainers in all UT Arlington Authorized Trainer Programs.
 - B. **UT Arlington Authorized Safety and Health Trainer Program Procedures.** These procedures contain requirements for the specific designations under the UT Arlington Authorized Safety and Health Trainer Program, including the 8- and 24-Hour Construction and General Industry Training Courses, Accident Investigation, Bloodborne Pathogens, Confined Space, Cranes and Rigging, Electrical, EM 385-1-1, , Ergonomics, Excavation and Trenching, Fall Protection, Hazard Communication/Global Harmonization System (GHS), Healthcare, Hot Work, Hydrogen Sulfide (H²S), Job Hazard Analysis (JHA), Lockout/Tagout, Machine Operation, Material Handling, Occupational Health, Office Safety, Oil & Gas, Noise, Pandemic/Microbial, Personal Protective Equipment (PPE), Recordkeeping, Respiratory Protection, Scaffolding, Silica, and Tool Safety.

II. **UT Arlington Authorized Safety and Health Trainer Program Summary.**

- A. **Program Purpose.** The UT Arlington Authorized Safety and Health Trainer Program is designed for personnel interested in teaching a range of safety topics. Individuals who meet the requirements of this program may be approved to teach two (2) to four (4) to eight (8) hours of a designated training topic and issue participant completion cards to those that qualify. This training does not satisfy the training requirements found in any OSHA Standards and does not create competent persons.
- B. **Voluntary Program.** The UT Arlington Authorized Safety and Health Trainer Program is a voluntary program through which authorized trainers instruct occupational safety and health, hazard recognition, and prevention in an effort to promote workplace safety and health.
- C. **UT Arlington Authorized Safety and Health Trainer Program Procedures.** These procedures provide instructions for UT Arlington Authorized Trainers. The procedures are designed to ensure consistency of classes and that the participants receive the best possible training.

III. **UT Arlington Authorized Safety and Health Trainer Designation.**

- A. **Becoming an UT Arlington Authorized Safety and Health Trainer.** To become a UT Arlington Authorized Safety and Health Trainer, a person must meet the following training and experience prerequisites:
 - **Experience:** Participants must have three (3) years of safety and health work experience in any industry (verified on the [prerequisite verification form](#)), or be a current authorized OSHA Outreach Trainer.
 - **Training:** Attend the ATP 191 *Safety and Health Authorized Trainer Course*; and the required [prerequisite training](#) specified for each industry topic. Each topic has

established prerequisites. OSHA courses indicated as a prerequisite offered through any of the OSHA Training Institute (OTI) or OTI Education Centers are accepted. Additional UTA specialty courses are also accepted as indicated for each of the topics. Other training to be used as a prerequisite will be reviewed on a case-by-case basis for acceptance. Experience cannot be substituted for the training.

- Proof of completion is required for training not taken through UTA. Training must have been taken within the past seven (7) years.

B. Update Requirement. Trainers are required to attend and complete the ATP 191 *Safety and Health Authorized Trainer* course every four (4) years. If a trainer's authorization has expired, the trainer has a 90-day grace period after their expiration date to attend the ATP 191. The 90-day grace period is designed to allow for unexpected circumstances like course cancellations, illness, and other unavoidable obligations such as jury duty. After the grace period, a trainer's authorization may only be reinstated by retaking the ATP 191. During the grace period the trainer will be unable to conduct training and receive student completion cards.

C. Courses. The ATP 191 is offered exclusively at the University of Texas at Arlington. Course offerings, schedule, and locations are posted on the Division for Enterprise Development website: www.uta.edu/ded.

IV. UT Arlington Authorized Safety and Health Trainer Program Procedures.

This section contains information on the procedures for conducting UT Arlington Authorized Safety and Health Trainer Program training classes. Trainers are responsible for understanding these procedures when planning and conducting their classes. Most student completion cards in the UT Arlington Authorized Safety and Health Trainer Program do not expire.

A. Designated Training Topics.

1. 8-Hour Construction Industry | Minimum 8-hours (Prerequisite: OSHA #510)

This training is intended to provide entry level construction workers information on typical safety and health hazards which a work may encounter at a construction site. Instruction will be on awareness, identification, recognition, and prevention of job-related hazards on a construction site.

- Fall Hazards
- Electrical Hazards
- Caught-In or Between Hazards
- Struck-By Hazards
- Ladders, Stairways, and Scaffolding Hazards
- Health Hazards
- Equipment and Material Handling Hazards
- Personal Protective Equipment
- Electives (2-hours):
 - Additional emphasis on hazards above, and/or
 - Environmental Hazards (Heat, Cold, Lightning)
 - Excavation and Trenching Hazards

- Confined Spaces
- Cranes and Conveyor Hazards
- Scaffolding Hazards
- Aerial Lifts
- Environmental Hazards (Heat, Cold, Lightning)
- Ergonomic Concerns
- Hazardous Energy Control (LOTO)
- Hazard Communications
- Motor Vehicles
- Workplace Violence
- Drugs & Opioid Hazards

2. **24-Hour Construction Industry | Minimum 24-hours** (Prerequisite: OSHA #510)

This training is intended to provide instruction to experienced workers or individuals with some safety or supervisory responsibility on construction safety and health hazard awareness, identification and recognition, requirements, prevention and control, and abatement on a construction site.

- Managing Safety & Health
- Safety Leadership
- Inspection Techniques
- Fall Prevention
- Electrical Safety
- Caught-In or Between Prevention
- Struck-By Prevention
- Ladders, Stairways, and Scaffolding Safety
- Excavation Safety
- Health Hazard Prevention
- Equipment and Material Handling Safety
- Motor Vehicle Safety
- Personal Protective Equipment
- Electives (6-hours):
 - Additional emphasis on topics above, and/or
 - Managing Subcontractors
 - Managing Temporary Workers
 - Safety Orientation
 - Aerial Lifts
 - Confined Spaces
 - Cranes and Conveyor Safety
 - Scaffolding Safety
 - Tool Safety
 - Ergonomics
 - Hazardous Energy Control (LOTO)
 - Environmental Safety (Heat, Cold, Lightning)

- Respiratory Protection
- Workplace Violence Prevention
- Drugs & Opioids Prevention

3. **8-Hour General Industry | Minimum 8-hours** (Prerequisite: OSHA #511)

This training is intended to provide entry level workers information on typical safety and health hazards which a work may encounter in the workplace. Instruction will be on awareness, identification, recognition, and prevention of job-related hazards in the workplace.

- Fall Hazards (Slips, Trips, and Falls)
- Electrical Hazards
- Emergencies
(Exits, Emergency Response, Emergency Plans, and Fire Prevention Plans)
- Machinery and Equipment Hazards
- Material Handling Hazards, Forklifts and Powered Industrial Trucks
- Ladders, Stairways, and Working Platform Hazards
- Hazardous Materials
- Personal Protective Equipment
- Electives (2-hours):
 - Additional emphasis on hazards above
 - Health Hazards
 - Tool Hazards
 - Cranes and Conveyor Hazards
 - Motor Vehicles
 - Hazard Communication
 - Ergonomics
 - Hazardous Energy Control (LOTO)
 - Confined Space
 - Aerial Lifts
 - Environmental Hazards (Heat, Cold, Lightning)
 - Workplace Violence
 - Drugs & Opioid Hazards

4. **24-Hour General Industry | Minimum 24-Hours** (Prerequisite: OSHA #511)

This training is intended to provide instruction to experienced workers or individuals with some safety or supervisory responsibility on safety and health hazard awareness, identification and recognition, requirements, prevention and control, and abatement in the workplace.

- Managing Safety & Health
- Safety Leadership
- Inspection Techniques
- Fall Prevention and Housekeeping

- Electrical Safety
- Machine Guarding and Equipment Safety
- Ladders, Stairways, and Work Platform Safety
- Emergencies (Exits, Emergency Response, Emergency Plans, and Fire Prevention Plans)
- Material Handling, Forklifts and Powered Industrial Trucks
- Hazardous Materials
- Health Hazard Controls
- Motor Vehicle Safety
- Personal Protective Equipment
- Electives (6-hours):
 - Additional emphasis on topics above and/or
 - Managing Subcontractors
 - Managing Temporary Workers
 - Hazard Communication
 - Ergonomics
 - Hazardous Energy Control (LOTO)
 - Environmental Hazards (Heat, Cold, Lightning)
 - Confined Space
 - Crane and Conveyor Safety
 - Tool Safety
 - Workplace Violence Prevention
 - Drugs & Opioids Prevention

5. Accident/Incident Investigation | Minimum: 2- to 4-hours

(Prerequisites: OSHA #7505, SH 601, SH 701, SH 702, or SH 780)

- Introduction
 - Definitions
 - Reporting and recordkeeping
 - Investigation concepts
- Investigation Concepts
 - What to investigate
 - Incident causation
 - Characteristics of an effective investigative program
- Investigative Procedures
 - Preserving and documenting the scene
 - Collecting facts through interviews
 - Creating a timeline
 - Creating cause and effect diagram to determine causes
 - Developing effective recommendations
 - Writing the report/delivering the findings

6. Bloodborne Pathogens | Minimum: 2-hours

(Prerequisites: OSHA #7200 or SH 645)

- Intro to Bloodborne Pathogens
- OSHA's Bloodborne Pathogens Standard
- Key Provisions of the Standard
- Types of Bloodborne Pathogens
- Risks and Good Work Practices
- Exposure Control
- Written Exposure Control Plan
- Training
- Summary/Review

7. Confined Space | Minimum: 4-hours

(Prerequisites: OSHA #2264, CPT 104, or OSHA #7300)

- Definitions
- Hazards
- Key Provisions of the Standard
- Risks and Good Work Practices
- Written Control Plan
- Atmospheric Monitoring and Making Safe Entry
- Entry Permits
- Training
- Summary/Review

8. Cranes and Rigging | Minimum: 8-hours

(Prerequisites: OSHA #2255 or CPT 105)

Cranes

- Hazard Identification and Common Causes of Crane Accidents
- Types and Components of Cranes
- OSHA Standards and Directives
- Roles and Responsibilities of Lifting Personnel
- Maintenance, Inspection, and Certification Requirements
- Load Capacities, Limits, and Lifting Principles
- Assembly/Disassembly Activities
- Hand Signals
- Preventative Measures
- Summary/Review

Rigging

- Hazard Identification and Common Causes of rigging accidents
- OSHA Standards and Directives

- Types of Rigging Equipment
- Loads, Limits, and Lifting Principles
- Safety Operating Practices (1910.184)
- Understanding Hand Signals
- Summary/Review

9. **Disaster Response | Minimum: 4- to 8-hours**
(Prerequisites: OSHA #5600, SH 15DR, DR 560, or DR 660)

- Introduction – Characteristics of a disaster site and worker responsibilities
- Safety Hazards with activity
- Health hazards with activity
- Personal Protective Equipment (PPE) and respiratory protection with activity
- Decontamination
- Incident Command System (ICS)
- Traumatic incident stress awareness
- Final Exercise

10. **Electrical | Minimum: 4-hours** (Prerequisites: OSHA #3095 or SH 321)

- Hazard Identification and Common Causes of Shock and Electrocution
- Overhead Power Lines
- GFCI Protection
- Safety Requirements
- Roles and Responsibilities of the Qualified Person
- Summary/Review

11. **EM 385-1-1 | Minimum: 4-hours** (Prerequisite: SH 385)

- Introduction to EM 385-1-1 and contract procedures
- Accident Prevention Plan (APP) development with activity
- Site Safety and Health Officer qualifications and responsibilities
- Competent person requirements, qualifications, and responsibilities
- Activity Hazard Analysis (AHA) development with activity
- Job site auditing with activity
- Applicable safety and health requirements with activity

12. **Ergonomics | Minimum: 2-hours** (Prerequisites: OSHA #2255 or SH 670)

- Introduction – definitions and scope
- Work Physiology
- Types of Work Activity
- Workstation Design
- Work Load Assessment

- Causes and Prevention of Repetitive Trauma
- Manual Materials Handling

13. Excavation and Trenching | Minimum: 4- hours

(Prerequisites: OSHA #3015, CPT 102, or OSHA #7410)

- Overview – Scope, Application, and Definitions
- Soil Mechanics
- General Requirements of the Standard
- Soil Classification
- Protective Systems
- Engineered Systems
- Summary/Review

14. Fall Protection | Minimum: 4-hours

(Prerequisites: OSHA #3115, CPT 101, or OSHA #7405)

- Introduction to fall prevention and fall protection and the standards
- Fall prevention and fall protection
- Fall distance
- Types of fall protection equipment
- Fall arrest systems
- Positioning systems
- Suspension systems
- Other fall prevention methods
- Risks and good work practices
- Inspecting equipment
- Training
- Summary/Review

15. Fire & Safety | Minimum: 2-hours

(Prerequisites: FS 1500, FS 201, FS 202, or LS 101)

- Introduction to Applied Fire Safety and Protection
 - Emergency Action Plan
 - Fire Prevention Plan
- Building construction
- Building occupancy
- Means of egress
- Features of fire protection
- Inspections

16. Hazard Communication/Global Harmonization System (GHS) | Minimum: 2-hours
(Prerequisites: OSHA #510, OSHA #511, or HM 101)

- What is GHS?
- GHS Guiding Principles
- Hazard Communications Standard
- Health Hazards
- Physical Hazards
- HAZCOM Tools
- Safety Data Sheets
- Summary/Review

17. Healthcare | Minimum: 4-hours (Prerequisites: SH 200 or SH 201)

- Intro to Safety and Health Issues for Healthcare
- Safety and Health Hazards
- Infectious Diseases
- Safe Patient Handling
- Workplace Violence
- Other Hazards
- Standards of Enforcement
- Summary/Review

18. Hot Work | Minimum: 2-hours (Prerequisites: OSHA #920 or SH 370)

- Definition of *Hot Work and references*
- *Hot Work* losses
- *Hot Work* Program
- *Hot Work* responsibilities
- Safety requirements
- Fire Prevention
- *Hot Work* permits
- Training

19. Hydrogen Sulfide (H₂S) | Minimum: 4-hours (Prerequisite: OG 202)

Note: H₂S trainers are required to conduct a minimum of two (2) H₂S training classes each year.

- What is H₂S?
- Common industrial sites with H₂S exposures
- Physical and chemical properties of H₂S
- Concentrations/Toxic Levels
- H₂S effects on individuals
- Detection and monitoring

- Contingency and emergency action plans
- Personal Protective Equipment (PPE)
- Rescue, first aid techniques, and post exposure evaluation
- Summary/Review/Exam

20. Job Hazard Analysis (JHA) | Minimum: 2-hours

(Prerequisites: OSHA #2045 or SH 105)

- What is a hazard and how to recognize a hazard?
- What is a job hazard analysis?
- Why a job hazard analysis important
- What jobs are appropriate for a job hazard analysis
- Where to begin conducting a Job Hazard Analysis with activity

21. Ladders | Minimum: 2-hours

(Prerequisites: OSHA #510, OSHA #511, OSHA #3115, or OSHA #7405)

- Choosing the right ladder – ladders are tools
 - Material
 - Application and types of ladders
 - Duty rating
 - Properly setting and securing a ladder with demonstration
 - Three point-of-contact climb with demonstration
 - Summary/Review/Demonstration

22. Lockout/Tagout | Minimum: 2-hours (Prerequisites: OSHA #7115 or OSHA #2405)

- Recognize the purpose of lockout/tagout procedures
- Identify the responsibilities of authorized, affected, and other employees during lockout/tagout procedures
- Identify sources of energy hazards and consequences of improper control
- Employer responsibilities and requirements for lockout/tagout
- Different types of lockout/tagout devices and their application
- Procedural steps for lockout/tagout
- Recognize when lockout/tagout is occurring, and role of affected worker in keeping procedure safe
- Review and summary

23. Machine Operation | Minimum: 2-4 hours

(Prerequisites: OSHA #2405 or OSHA #7100)

- Introduction to Machinery & Machine Safeguarding
 - Identify common machines found in facility/activity
 - Common hazards
 - Typical injuries and amputations
 - Basic machinery terms

- Hazard recognition and identification; mechanical actions or motions that present hazards
- Methods of Safeguarding
- Safeguard requirements
 - Identify safeguards
 - How safeguards function
 - Describe protection
- Lockout/Tagout
- Safe Work Practices
 - Risk assessment
 - How and when safeguards can be removed
 - Actions when guards are missing, damaged, or inadequate
- Personal Protection Equipment
- Training
- Learning activities

24. Material Handling | Minimum: 4-hours

(Prerequisites: OSHA #7005, OSHA #510, OSHA #511, or OSHA #2255)

- Hazard Identification and Common Causes of Incidents
- Use of Mechanical Equipment
- Manual Handling
- Hazards and Hazard Controls
- Summary/Review

25. Occupational Health | Minimum: 2- to 4-hours

(Prerequisites: OSHA #521 or OSHA #7205)

- Overview of occupational health hazards in the workplace
 - Chemical hazards
 - Physical hazards
 - Biological hazards
 - Ergonomic hazards
- Recognition of health hazards to which workers are exposed
- Measures to promote safety and health and prevent illnesses
- Tools to assess and prevent workplace illnesses

26. Noise | Minimum: 2-hours (Prerequisite: OSHA #7400)

- Introduction to noise and noise standards
- Effects of noise with demonstration
- Identifying noise hazards
- Hearing conservation program

- Monitoring noise levels with demonstration
- Controlling noise with activity
- Personal Protection Equipment (PPE) for noise hazard
 - Proper fit with demonstration
 - Proper use with demonstration
- Summary/Review

27. Office Safety | Minimum: 2-hours

(Prerequisites: OSHA #6005, OSHA #6015, or SH 110)

- Overview of Office Safety and Health
- Recognizing common hazards in the office
- Physical layout
- Housekeeping
- Hazard controls
- Exits and Egress with activity
- Ergonomics with activity
- Inspection and checklists with activity

28. Oil & Gas | Minimum: 2- to 4-hours (Prerequisite: OSHA #5810)

- Introduction
- Hazard recognition – select any or all applicable hazard areas
 - Vehicle collisions
 - Struck-By/ Caught-In/ Caught-Between
 - Explosions and fires
 - Falls
 - Confined spaces
 - Ergonomic hazards
 - High pressure lines and equipment
 - Electrical and other hazardous energy
 - Machine and equipment hazards
- Prevention measures

29. Pandemic Microbial Infections | Minimum: 2-hours

(Prerequisites: OSHA #7210 or SH 212)

- Introduction to microbial infections and pandemics
- Preventive measures:
 - Infection control
 - Monitoring
 - Personal Protective Equipment (PPE)
 - Respiratory protection

- First aid basics
- Communication

30. Personal Protective Equipment (PPE) | Minimum: 4-hours
(Prerequisites: OSHA #510 or OSHA #511)

- Introduction and Objectives
- PPE Program
- Eye Hazards
- Head Protection
- Hearing Protection
- Foot Protection
- Hand Protection
- Body Protection
- Summary/Review

31. Recordkeeping | Minimum: 2-hours
(Prerequisites: OSHA #510, OSHA #511, or OSHA #7845, SH 770, or SH 780)

- Introduction to recordkeeping requirements
- Measuring safety program effectiveness
- Use in identifying problems and high-risk activities
- Communicating the issues:
 - Keeping employees informed
 - Keeping management informed

32. Respiratory Protection | Minimum: 8 hours

- Introduction to Respiratory Protection and Objectives
- Respiratory Hazards and Diseases Caused by those Hazards
- General Requirements of the Standard
- Respiratory Protection Selection
- Summary/Review

33. Risk Management | Minimum: 2- to 4-hours
(Prerequisites: RM 101, RM 201, RM 202, or RM 203)

- Introduction to Risk (ANSI Z10, ANSI Z590.3, ANSI Z690, ISO 12100)
- Risk perception
- Risk fundamentals with demonstration/activity
- Risk analysis techniques with activity
- Application with activity
- Summary/Review

34. Safety Metrics | Minimum: 2-hours (Prerequisites: MS 901, SH 900, or SH 770)

- Introduction to performance measurement – safety metrics
- Common components of effective safety programs
- Types of metrics:
 - Lagging indicators
 - Leading indicators
- Selecting the right metrics with activity
- Applying metrics with activity
- Selling safety using metrics with activity

35. Scaffolding | Minimum: 4-hours (Prerequisites: OSHA #3805 or CPT 103)

- Hazard Identification and Common Causes of Scaffold Collapse
- Types and Components of Scaffolds
- OSHA Standards and Directives
- Roles and Responsibilities of “Competent Person”
- Assembly/Disassembly Activities
- Ladders, Stairs, and Other Structures
- Fall Protection Equipment
- Summary/Review

36. Silica | Minimum: 2-hours

(Prerequisites: OSHA #7215 or SH , SH 601, SH 701, or SH 702)

- What is Silica?
- Health Hazards of Silica
- Human Exposure Limits
- OSHA Requirements
- Monitoring
- Control Measures
- Respiratory Protection
- Summary/Review

37. Tool Safety | Minimum: 2-hours

(Prerequisites: OSHA #2045, OSHA #7100, OSHA #510, OSHA #511, and SH 230)

- General guidelines for hand and power tool safety
- Proper tool maintenance and handling
- Selecting the right tool
- Ergonomics of proper tool use
- Personal Protective Equipment (PPE)
- Summary/Review

B. Reporting Training Classes.

1. All classes must be reported within 30 days of completion of the training session.
2. When planning and reporting the class, ensure coverage of the required topics.
3. Participants should print their name legibly and provide a signature.
4. Trainers are responsible for collecting their participants' mailing addresses for the purpose of contacting participants and forwarding their participant cards.
5. Classes must be entered through the UT Arlington Authorized Trainer Outreach Portal.
6. Cards will be mailed to the trainer once the report is approved and payment is confirmed.
7. See the UT Arlington Authorized Trainer Requirements for further information on obtaining participant completion cards.

