



Directorate of Training and Education

## Outreach Training Program

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## Maritime Industry Procedures

Revised January 1, 2019

Effective: April 1, 2019

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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>   |
|-------------|----------------|---|
| 1           | III.A.1        | Added Certified Marine Chemist (CMC) to the list of qualified safety experience.  |
| 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        | Incorporated into III.C.  |
| 3           | IV             | Removed the 5 year card expiration date for Maritime cards to keep consistency across the programs. Added “With Industry and stakeholder input, OSHA has designated 10- and 30-hour Outreach courses for three specific components of the maritime industry.” |
| 3           | A-B            | Reordered paragraph(s) for clarity and sequencing.  |
| 5           | V.B.1          | Added “Applies to all OSHA Maritime courses – <i>Shipyard Employment, Marine Terminals, and Longshoring</i> ”   |
| 6           | VI             | Added “URLs below are subject to change:”   |
|             |                |   |

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

- A. Program Purpose.** The OSHA Outreach Training Program for Maritime Industry teaches maritime 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 though some jurisdictions, employers, and unions require Maritime Industry Outreach Training Program training to work on maritime 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* available through the OSHA website ([www.osha.gov](http://www.osha.gov)).
- C. Maritime Industry Procedures.** These procedures provide instructions for maritime 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. Authorized Maritime Industry OSHA Outreach Training Program 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 maritime 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 Marine Chemist (CMC), 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 #5410 course, *Occupational Safety and Health Standards for the Maritime 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 a 30-hour Maritime Industry Outreach class is not considered equivalent to OSHA #5410 *Occupational Safety and Health Standards for the Maritime Industry*. The 30-hour Maritime Industry Outreach classes are hazards-based, which are delivered by OSHA authorized Outreach trainers. The OSHA #5410 *Occupational Safety and Health Standards for Maritime 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 Maritime 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 #5400 *Trainer Course in Occupational Safety and Health Standards for the Maritime 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 Maritime Industry Trainers are required to complete the OSHA #5402 *Update for Maritime Industry Outreach Trainers* course every four years. The OSHA #5400 *Trainer Course in Occupational Safety and Health Standards for the Maritime 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 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 through the OSHA website at [www.osha.gov](http://www.osha.gov).

**IV. Maritime Industry Student Courses.** With industry and stakeholder input, OSHA has designated 10- and 30-hour Outreach courses for three specific components of the maritime industry: *Shipyard Employment*, including ship repairing, shipbuilding, and shipbreaking; *Marine Terminals*; and *Longshoring*.

## **V. Maritime Industry Procedures**

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

### **A. 10-Hour Maritime Industry – Designated Training Topics.**

1. This training program is intended to provide entry level maritime 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 is to be tailored to the type of work involved -

shipyard, marine terminals or longshoring. 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 are available on the OSHA Outreach Training Program pages through the OSHA website ([www.osha.gov](http://www.osha.gov)). Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

2. **Mandatory - 3 hours** (Applies to all OSHA Maritime courses - *Shipyard Employment, Marine Terminals, and Longshoring*)
  - 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 – 1 hour.**
  - c) **Personal Protective Equipment – 1 hour.**
3. **Mandatory - 4 hours** (Applies only to OSHA course *Shipyard Employment*)
  - a) **Fall Protection / Scaffolding – 1 hour.**
  - b) **Electrical – 1 hour.**
  - c) **Confined and Enclosed Spaces – 1 hour.**
  - d) **Fire Protection – 1 hour.**
4. **Elective** (OSHA course *Shipyard Employment*– **1 hour**; OSHA courses *Marine Terminals* and *Longshoring*– **4 hours**). For courses *Marine Terminals* and *Longshoring*, choose at least two of these topics. The minimum length of any topic is one-half hour.
  - a) **Hazard Communications/ Hazardous Materials**
  - b) **Lockout/Tagout**
  - c) **Respiratory Protection**
  - d) **Elective – only for OSHA courses *Marine Terminals* and *Longshoring* –**
    - (1) **Fall Protection**
    - (2) **Electrical**
    - (3) **Confined and Enclosed Spaces**
    - (4) **Fire Protection**

5. **Optional** (OSHA course *Shipyard Employment* – **2 hours**; OSHA courses *Marine Terminals* and *Longshoring* – **3 hours**). The minimum length of any topic is one-half hour.
  - a) **Hot Work - Welding, Burning and Cutting**
  - b) **Material Handling**
  - c) **Bloodborne Pathogens** (Exposure Control Plan, Universal Precautions, Spills and Decontamination)
  - d) **Machine Guarding**
  - e) **Ergonomics and Proper Lifting Techniques** (repetitive motion and muscle strains)
  - f) **Additional Coverage** on mandatory or elective topics or on any other maritime industry hazards or policies.

**B. 30-Hour Maritime Industry Outreach Training Program – Designated Training Topics.** The 30-hour Maritime Industry 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 - 7 hours** (Applies to all OSHA Maritime courses - *Shipyard Employment*, *Marine Terminals*, and *Longshoring*)
  - a) **Introduction to OSHA – 1 Hour.** See above 10-hour section for additional information.
  - 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 – 2 hours.**
  - d) **Personal Protective Equipment (PPE) – 2 hours.**
2. **Mandatory - 8 hours** (Applies only to OSHA Course *Shipyard Employment*)
  - a) **Fall Protection / Scaffolding – 2 hours**
  - b) **Electrical – 2 hours**
  - c) **Confined and Enclosed Spaces – 2 hours**
  - d) **Fire Protection – 2 hours**
3. **Elective** (OSHA course *Shipyard Employment*– **2 hours**; OSHA courses *Marine Terminals* and *Longshoring*– **8 hours**). For OSHA courses *Marine Terminals* and *Longshoring* choose at least two of these topics. The minimum length of any topic is one-half hour.
  - a) **Hazard Communications/ Hazardous Materials**



- b) **Lockout/Tagout**
  - c) **Respiratory Protection**
  - d) **Elective** – only for OSHA courses *Marine Terminals* and *Longshoring* –
    - (1) **Fall Protection**
    - (2) **Electrical**
    - (3) **Confined and Enclosed Spaces**
    - (4) **Fire Protection**
4. **Optional** (OSHA course *Shipyard Employment*– **13 hours**; OSHA courses *Marine Terminals* and *Longshoring* – **15 hours**). The minimum length of any topic is one-half hour.
- a) **Hot Work - Welding, Burning and Cutting**
  - b) **Material Handling**
  - c) **Bloodborne Pathogens** (Exposure Control Plan, Universal Precautions, Spills and Decontamination)
  - d) **Machine Guarding**
  - e) **Ergonomics and Proper Lifting Techniques** (repetitive motion and muscle strains)
  - f) **Additional Coverage** on mandatory or elective topics or on any other maritime industry hazards or policies
- C. Industry Sector-Specific Emphasis Topics - Reserved** (See Appendix B)
- D. Reporting Training Classes.**
- 1. **OSHA Outreach Training Program Report – Maritime Industry** (See Appendix A)
    - a) Instructions for completing the OSHA *Outreach Training Program Report* (OTPR) – Maritime 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.
- VI. Maritime Industry and Training Websites.** The following sites are referenced to help trainers prepare and conduct outreach training classes (URLs below are subject to change):
- A. Maritime Industry** - [www.osha.gov/dts/maritime/index.html](http://www.osha.gov/dts/maritime/index.html)
  - B. Maritime Guidance Documents** - <http://www.osha.gov/dts/maritime/standards.html>
  - C. Shipyard Employment eTool** - [www.osha.gov/SLTC/etools/shipyard/index.html](http://www.osha.gov/SLTC/etools/shipyard/index.html)

- D. Examining Fatal Shipyard Accidents video**  
[www.osha.gov/video/shipyard\\_accidents/index.html](http://www.osha.gov/video/shipyard_accidents/index.html)
- E. 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 are at [www.osha.gov/pls/publications/publication.athruz?pType=Industry&pID=132](http://www.osha.gov/pls/publications/publication.athruz?pType=Industry&pID=132), including:
1. *Maritime - Shipbreaking Fact Sheet*
  2. *Marine Terminal Fall Protection for Personnel Platforms Fact Sheet*
  3. *Shipyard Industry Standards*, OSHA 2268
  4. *Longshoring Industry*, OSHA 2232
  5. *Shipbreaking: Safe Work Practices*, OSHA 3375

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



# OUTREACH TRAINING PROGRAM REPORT

## MARITIME

Read instructions before completing this form.

Submit completed forms to:

|  |                     |  |   |
|--|---------------------|--|---|
| <b>1. Trainer Name</b>   | <b>2. ID Number</b> | <b>3. Most Recent Trainer Course</b>   | <b>4. Expiration Date</b><br>/ /                |
| <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-hr Shipyards   |                     | <input type="checkbox"/> Spanish   |   |
| <input type="checkbox"/> 10-hr Marine Terminals  |                     | <input type="checkbox"/> Youth (age 18 or less) _____                            |   |
| <input type="checkbox"/> 10-hr Longshoring   |                     | <input type="checkbox"/> Language other than English or Spanish (specify): _____ |   |
| <input type="checkbox"/> 30-hr Shipyards   |                     | <input type="checkbox"/> OSHA Alliance or Partnership (specify): _____           |   |
| <input type="checkbox"/> 30-hr Marine Terminals  |                     | _____  |   |
| <input type="checkbox"/> 30-hr Longshoring   |                     | _____  |   |
| <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>Course Duration</b>   |                     |  |   |
| <b>Start Time:</b>   | <b>End Time:</b>    | <b>Start Time:</b>   | <b>End Time:</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"/> Education   |                     | <input type="checkbox"/> Community   | <input type="checkbox"/> Employer Association   |
|  |                     | <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 4-50.3 to this address.



## OUTREACH TRAINING PROGRAM REPORT

| 15. Topic Outline  | 16. Student Names   |
|--|---|
| <b>REQUIRED</b>  |   |
| *Indicate the amount of time spent on each topic in the class.   |   |
| <p>Hours * _____ Introduction to OSHA (10-hr Shipyards/Marine Terminals/Longshoring)</p> <p>_____ Walking &amp; Working Surfaces (10-hr Shipyards/Marine Terminals/Longshoring)</p> <p>_____ Personal Protective Equipment (10-hr Shipyards/Marine Terminals/Longshoring)</p> <p>_____ Fall Protection / Scaffolding (10-hr Shipyards)</p> <p>_____ Electrical (10-hr shipyards)</p> <p>_____ Confined and Enclosed Spaces (10-hr Shipyards)</p> <p>_____ Fire Protection (10-hr Shipyards)</p> <p>_____ Managing Safety and Health (10-hr Shipyards/Marine Terminals/Longshoring)</p> | <p style="text-align: center;"><b>Names must be legible.</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p> <p>11. _____</p> <p>12. _____</p> <p>13. _____</p> <p>14. _____</p> <p>15. _____</p> <p>16. _____</p> <p>17. _____</p> <p>18. _____</p> <p>19. _____</p> <p>20. _____</p> <p>21. _____</p> <p>22. _____</p> <p>23. _____</p> <p>24. _____</p> <p>25. _____</p> <p>26. _____</p> <p>27. _____</p> <p>28. _____</p> <p>29. _____</p> <p>30. _____</p> <p>31. _____</p> <p>32. _____</p> <p>33. _____</p> <p>34. _____</p> <p>35. _____</p> <p>36. _____</p> <p>37. _____</p> <p>38. _____</p> <p>39. _____</p> <p>40. _____</p> |
| <b>ELECTIVE</b>  |   |
| <p>Hours * _____ Hazard Communications / Hazardous Materials</p> <p>_____ Lockout / Tagout</p> <p>_____ Respiratory Protection</p> <p>_____ Fall Protection (10-hr Marine Terminals/Longshoring)</p> <p>_____ Electrical (10-hr Marine Terminals/ Longshoring)</p> <p>_____ Confined and Enclosed Spaces (10-hr Marine Terminals/ Longshoring)</p> <p>_____ Fire Protection (10-hr Marine Terminals/ Longshoring)</p>  |   |
| <b>OPTIONAL</b>  |   |
| <p>Hours * _____ Hot Work - Welding, Burning &amp; Cutting</p> <p>_____ Material Handling</p> <p>_____ Bloodborne Pathogens</p> <p>_____ Machine Guarding</p> <p>_____ Ergonomics and Proper Lifting Techniques</p>  |   |
| <b>OTHER</b>   |   |
| <p>Hours * _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>   |   |
| <b>TOTAL HOURS</b>   |   |



## OUTREACH TRAINING PROGRAM REPORT

### 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 *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 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 Topics – Reserved**