



Directorate of Training and Education

## Outreach Training Program

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## Construction Industry Procedures

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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.

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 <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**

National Association of Landscape Professionals – Approved January 24, 2018

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