



Directorate of Training and Education

Outreach Training Program



Maritime 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.

Page	Section	Change
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	Renumbered to III.C.1
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).
- 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.
 - 1. 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.

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:

A.

Shipyards Employment, including ship repairing, shipbuilding, and shipbreaking

- 1) *Marine Terminals*
- 2) *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). 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 *Shipyards 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 - *Shipyards 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 *Shipyards 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 *Shipyards 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 *Shipyards 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
- B. **Maritime Guidance Documents** - <http://www.osha.gov/dts/maritime/standards.html>
- C. **Shipyard Employment eTool** - www.osha.gov/SLTC/etools/shipyard/index.html
- D. **Examining Fatal Shipyard Accidents video**
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. 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, 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

Appendix B – Industry Sector Specific Emphasis Topics - Reserved