

University of South Florida OSHA Authorized Outreach Trainer's Manual



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Welcome Note

Welcome to the USF OTIEC Family! Congratulations on completing the OSHA Authorized Outreach Trainer Course. We have designed this document to ease the transition from students to Trainer and aid you in submitting outreach training reports with ease!

Thank you for choosing USF OTIEC for your training needs. If you have questions after reviewing this information, here is how to contact us.

Email: usfotiec-cards@health.usf.edu

Website: www.usfotiec.org

Phone: 813-994-1195

Fax: 813-974-1173

Note: Please allow 24-48 business hours for email response.

After 48 hours, please call the office with your concerns.

Outreach Trainer Code of Conduct

Trainers must conduct themselves professionally at all times during training, at meal and / or other break periods, in financial dealings with their students or customers, and during interactions with ATO staff, instructors, and other Program stakeholders.

Examples of unprofessional behavior include, but are not limited to:

1. **Inappropriate Behavior, Activities, or Lack of Professionalism.** This includes such inappropriate behavior as:
 - a) Serving alcohol.
 - b) Suggesting how to circumvent OSHA regulations.
 - c) Discriminatory or defamatory remarks regarding OSHA, or any individual or group of individuals.
 - d) Telling jokes that could be reasonably considered offensive, insulting, humiliating, or demeaning.
2. **Improper Class Setting.** This includes holding training at a place not conducive to learning. For example, providing training in bars, private residence, or locations with outside distractions.
3. **Felony Conviction.** OSHA Outreach Training Program authorized trainers convicted of a felony may be subject to corrective action including suspension or revocation. Prior felony conviction does not automatically preclude a prospective trainer from attending a trainer course or seeking authorized trainer status.
4. **Failure to Handle the Payment and Refund of Course Tuition and Fees in a Professional Manner.** This includes failing to reimburse full course tuition and fees within five (5) business days of cancelling a class, or, if the trainer reschedules the cancelled class, failing to reimburse full course tuition and fees to each student that does not affirmatively agree, within 10 business days of the class cancellation, to attend the rescheduled class.
5. **Double Scheduling.** OSHA Outreach Training Program authorized trainers may not schedule multiple classes projected to occur concurrently or at the same time.

Outreach Trainer Information:

1. As an OSHA Authorized Outreach Trainer it is your responsibility to ensure that all contact information on the portal and provided to your ATO is accurate and current. It is also your responsibility to ensure that your authorized training card has not expired. OSHA requires that you attend an update course every four (4) years to keep your trainer status active.
 - a. If you cannot attend an update course and must take a normal industry trainer course your OSHA 510, OSHA 511, or OSHA 5410 must have been taken in the past 7 years.
2. After completion of an Outreach Trainer Course it is your responsibility to request a login for the Outreach Training Portal. In order to receive a username and password you must submit a copy of your trainer card online by going to the USF OTIEC website → Outreach Trainer Resources → and selecting portal resources under general information.
 - a. Note: Generating new usernames and passwords can take 2-5 business days. Please allow adequate time for your request to be processed. If you already have a username and password, but are having trouble logging in, call the office at 813-994-1195 for assistance.

Before you teach an Outreach Course, please be sure that you have the most updated information for the courses. Resources for each industry can be found on OSHA.gov. Refer to the Resource section, subsection E for links to the OSHA.gov pages by industry. Additional items that need to be in order for an outreach course are as follows:

1. Each OSHA Outreach class must have a minimum of three (3) students and a maximum of forty (40) students.
 - a. If you need an exception to teach less than 3 students, you must send in a request detailing the necessity of the exception at least seven (7) days before the start of the scheduled training. Email the request to usfotiec-cards@health.usf.edu . See page 15, section V.N.1-2.a-b. in the OSHA Outreach Training Program Requirement document for information regarding the request.
 - b. If you need an exception to teach more than 40 students, you must send in a request detailing the necessity of the exception at least sixty (60) days before the start of the scheduled training. Email the request to usfotiec-cards@health.usf.edu. See page 16, section V.O.2.a-b. in the OSHA Outreach Training Program Requirement document for information regarding the request.
2. You must have a detailed topic outline. This outline must have the following sections:
 - a. Course title
 - b. Location of course
 - c. Specific date and time periods of every topic

- d. Must include all breaks and meal periods
 - e. The primary and assistant OSHA Outreach Training Program authorized trainers and any guest trainers must be listed on the topic outline next to the topic they instructed.
3. You must have student contact information.
- a. Once you receive the Outreach Trainer cards you must have the contact information of the students to distribute the cards.
4. Sign in Sheets
- a. There must be a separate sign in sheet for each day of the course. The following information must be on each sign in sheet.
 - i. Printed or typed first and last names of the students and a signature adjacent to their name
 - ii. Course name, date, and times of course sessions.
 - iii. Training location name, city, and state
 - iv. Instructor's printed first and last name, and signature on each sign in sheet.

Note: OSHA Outreach Training Program authorized trainers must retain OSHA Outreach Training Program class records for five (5) years. For additional information on Records Retention refer to the OSHA Outreach Training Program Requirements page 16 section P.

Submitting a Course Report

After the training has been completed, you must create a course report to request your student cards. OSHA guidelines require that you submit your report within 30 days of the last day of the course.

USF OTIEC suggests that you submit your report as soon as possible in case of any delays or issues with processing.

In order to submit a report access our portal through the [American Safety Council](#) and login using the username and password that you requested.

Specific Requirements for Each Industry

10 Hour Construction

Time Requirement*	Topic*
6 Hours Mandatory	Mandatory
1 Hour	Intro to OSHA
4 Hours	Focus Four Hazards
1.5 Hours	Falls
Min 30 Min	Electrocution
Min 30 Min	Struck By
Min 30 Min	Caught in or Between
30 Min	PPE (Personal Protective Equipment)
30 Min	Health Hazards in Construction
2 Hours in total required with a minimum of 30 minutes for each topic chosen	Electives : Must Choose 2 of the Following
	Cranes
	Excavation
	Scaffolds
	Materials Handling
	Stairways and Ladders
	Hand/Power tools

30 Hour Construction

Time Requirement*	Topic*
14 Hours Mandatory	<u>Mandatory</u>
1 Hour	Intro to OSHA
6 Hours	Focus Four Hazards
<i>1.5 Hours</i>	<i>Falls</i>
<i>Min 30 Min</i>	<i>Electrocution</i>
<i>Min 30 Min</i>	<i>Struck By</i>
<i>Min 30 Min</i>	<i>Caught in or Between</i>
2 Hours	PPE (Personal Protective Equipment)
2 Hours	Health Hazards in Construction
1 Hour	Stairways
2 Hours	Managing Safety and Health
12 Hours in total required with a minimum of 30 minutes for each topic chosen	Electives : Must Choose 6 of the Following
	<i>Concrete & Masonry Construction</i>
	<i>Confined Space</i>
	<i>Cranes/Derricks</i>
	<i>Ergonomics</i>
	<i>Fire Protection</i>
	<i>Material Handling</i>
	<i>Motor Vehicles/ Mechanized Equipment/ Marine Operations/ Rollover Protective Structures/ Overhead Protection/ Signs/ Signals/ Barricades</i>
	<i>Powered Industrial Vehicles</i>
	<i>Safety & Health Programs</i>
	<i>Scaffolds</i>
	<i>Steel Erection</i>
	<i>Tools/ Hand & Power</i>
	<i>Welding/ Cutting</i>
	<i>Foundations of Leadership</i>

10 Hour General Industry

Time Requirement*	Topic*
6 Hours Mandatory	
1 Hour	Mandatory
1 Hour	Intro to OSHA
1 Hour	Walking and Working Surfaces, including Fall Protection
1 Hour	Hazard Communication
1 Hour	PPE (Personal Protective Equipment)
1 Hour	Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection
1 Hour	Electrical
<p style="text-align: center;"><i>2 Hours in total required with a minimum of 30 minutes for each topic chosen</i></p>	
<p style="text-align: center;"><i>Electives : Must Choose 2 of the Following</i></p>	
	<i>Hazardous Materials</i>
	<i>Machine Guarding</i>
	<i>Introduction to Industrial Hygiene</i>
	<i>Bloodborne Pathogens</i>
	<i>Materials Handling</i>
	<i>Ergonomics</i>
	<i>Fall Protection</i>
	<i>Safety and Health Programs</i>

30 Hour General Industry

Time Requirement*	Topic*
12 Hours Mandatory	Mandatory
1 Hour	Intro to OSHA
1 Hour	Walking and Working Surfaces, including Fall Protection
1 Hour	Hazard Communication
1 Hour	PPE (Personal Protective Equipment)
2 Hours	Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection
2 Hours	Materials Handling
2 Hours	Managing Safety and Health
2 Hours	Electrical
10 Hours in total required with a minimum of 30 minutes for each topic chosen	Electives : Must Choose 5 of the Following
	<i>Hazardous Materials</i>
	<i>Machine Guarding</i>
	<i>Introduction to Industrial Hygiene</i>
	<i>Bloodborne Pathogens</i>
	<i>Materials Handling</i>
	<i>Ergonomics</i>
	<i>Fall Protection</i>
	<i>Safety and Health Programs</i>

10 Hour Marine Shipyard

Time Requirement*	Topic*
6 Hours Mandatory	<u>Mandatory</u>
1 Hour	Intro to OSHA
1 Hour	Walking and Working Surfaces
1 Hour	PPE (Personal Protective Equipment)
1 Hour	Confined or Enclosed Spaces
1 Hour	Electrical
1 Hour	Fire Protection
<i>1 Hours in total required with a minimum of 30 minutes for each topic chosen</i>	<i>Electives : Must Choose from the Following</i>
	<i>Hazard Communications/ Hazardous Materials</i>
	<i>Lockout/Tagout</i>
	<i>Respiratory Protection</i>
<i>2 Hours in total with a minimum of 30 minutes for each topic chosen</i>	OPTIONAL
	<i>Hot Work- Welding, Burning, and Cutting</i>
	<i>Materials Handling</i>
	<i>Bloodborne Pathogens (Exposure Control Plan, Universal Precautions, Spills and Decontamination)</i>
	<i>Machine Guarding</i>
	<i>Ergonomics and Proper Lifting Techniques (repetitive motion and muscle strains)</i>
	<i>Additional Coverage on mandatory or elective topics or on any other maritime industry hazards or policies.</i>

10 Hour Maritime Terminals and Longshoring

Time Requirement*	Topic*
3 Hours Mandatory	<u>Mandatory</u>
1 Hour	Intro to OSHA
1 Hour	Walking and Working Surfaces
1 Hour	PPE (Personal Protective Equipment)
<i>1Hours in total required with a minimum of 30 minutes for each topic chosen</i>	<i>Electives : Must Choose from the Following</i>
	<i>Hazard Communications/ Hazardous Materials</i>
	<i>Lockout/Tagout</i>
	<i>Respiratory Protection</i>
	<i>Fall Protection</i>
	<i>Confined and Enclosed Space</i>
	<i>Electrical</i>
<i>4 Hours in total with a minimum of 30 minutes for each topic chosen</i>	<i>OPTIONAL</i>
	<i>Hot Work- Welding, Burning, and Cutting</i>
	<i>Materials Handling</i>
	<i>Bloodborne Pathogens (Exposure Control Plan, Universal Precautions, Spills and Decontamination)</i>
	<i>Machine Guarding</i>
	<i>Ergonomics and Proper Lifting Techniques (repetitive motion and muscle strains)</i>
	<i>Additional Coverage on mandatory or elective topics or on any other maritime industry hazards or policies.</i>

30 Hour Marine Shipyard

Time Requirement*	Topic*
7 Hours <u>Mandatory</u>	
1 Hour	Intro to OSHA
2 Hours	Walking and Working Surfaces
2 Hours	PPE (Personal Protective Equipment)
2 Hours	Confined or Enclosed Spaces
2 Hours	Enclosed Spaces
2 Hours	Fall Protection/ Scaffolding
2 Hours	Electrical
2 Hours	Fire Protection
<i>2Hours in total required with a minimum of 30 minutes for each topic chosen</i> <i>Electives : Must Choose from the Following</i>	
	<i>Hazard Communications/ Hazardous Materials</i>
	<i>Lockout/Tagout</i>
	<i>Respiratory Protection</i>
<i>13 Hours in total with a minimum of 30 minutes for each topic chosen</i> <i>OPTIONAL</i>	
	<i>Hot Work- Welding, Burning, and Cutting</i>
	<i>Materials Handling</i>
	<i>Bloodborne Pathogens (Exposure Control Plan, Universal Precautions, Spills and Decontamination)</i>
	<i>Machine Guarding</i>
	<i>Ergonomics and Proper Lifting Techniques (repetitive motion and muscle strains)</i>
	<i>Additional Coverage on mandatory or elective topics or on any other maritime industry hazards or policies.</i>

30 Hour Maritime Terminals and Longshoring

Time Requirement*	Topic*
7 Hours Mandatory	<u>Mandatory</u>
1 Hour	Intro to OSHA
2 Hours	Enclosed Spaces
2 Hours	Managing Safety and Health
2 Hours	Walking and Working Surfaces
2 Hours	PPE (Personal Protective Equipment)
8 Hours in total required with a minimum of 30 minutes for each topic chosen	<i>Electives : Must Choose from the Following</i>
	<i>Hazard Communications/ Hazardous Materials</i>
	<i>Lockout/Tagout</i>
	<i>Respiratory Protection</i>
	<i>Fall Protection</i>
	<i>Confined and Enclosed Space</i>
	<i>Electrical</i>
15Hours in total with a minimum of 30 minutes for each topic chosen	<i>OPTIONAL</i>
	<i>Hot Work- Welding, Burning, and Cutting</i>
	<i>Materials Handling</i>
	<i>Bloodborne Pathogens (Exposure Control Plan, Universal Precautions, Spills and Decontamination)</i>
	<i>Machine Guarding</i>
	<i>Ergonomics and Proper Lifting Techniques (repetitive motion and muscle strains)</i>
	<i>Additional Coverage on mandatory or elective topics or on any other maritime industry hazards or policies.</i>

7.5 Hour Disaster Site Worker

<u>Mandatory</u>	<u>Time Requirements</u>
Introduction – Characteristics of a disaster site and worker responsibilities	1 Hour
Safety Hazards and CBRNE (chemical, biological, radiological, nuclear, and explosives) Agents	1 Hour
Health hazards and Traumatic Incident Stress Awareness	1 Hour
Personal Protective Equipment and Respirator Activity	2 Hours
Decontamination	1 Hour
Incident Command System	1 Hour
Final Exercise	30 Min

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15 Hour Disaster Siteworker

Mandatory	Time Requirements
Introduction – Characteristics of a disaster site and worker	1 Hour 15 min
Incident Command System / Unified Command Systems	45 Min
Safety Hazards	2.5 Hours
Health hazards	2 Hour
CBRNE (chemical, biological, radiological, nuclear, and explosives) Agents	1 Hour
Traumatic Incident Stress Awareness	30 min
Respiratory Protection	3 Hours 30 Min
Other Personal Protective Equipment	1 Hour 15 min
Decontamination	1 Hour 30 min
Final Exercise	45 min

Sample Sign in Sheet

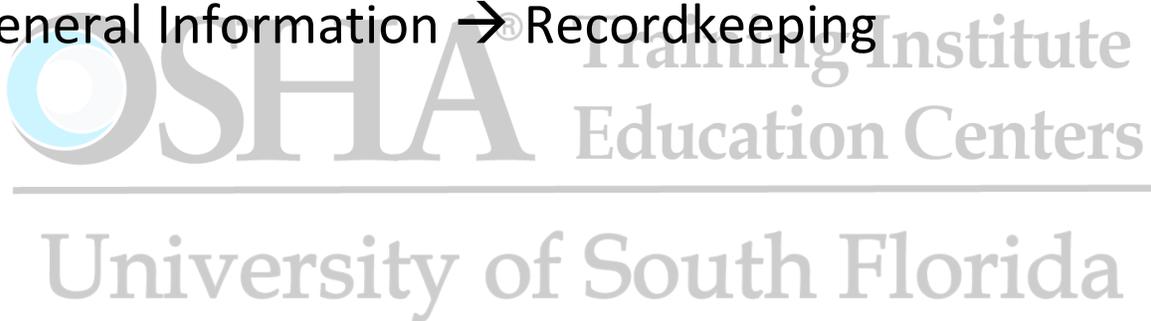
Examples can be found at:

www.usfotiec.org → Outreach Trainer Resources →
General Information → Recordkeeping

Sample Student Contact

Examples can be found at:

www.usfotiec.org → Outreach Trainer Resources →
General Information → Recordkeeping

The logo for OSHA Training Institute Education Centers at the University of South Florida. It features the OSHA logo on the left, followed by the text "OSHA Training Institute" and "Education Centers" stacked vertically. A horizontal line is below this text, and "University of South Florida" is written in a larger font below the line.

Student Replacement Cards

If a student's course completion card is lost, stolen, or destroyed, we are allowed to replace the card one time if the end date for the class was less than five (5) years prior to the request. The request should be submitted via: www.usfotiec.org → Outreach Trainer Resources → General Information → Document Replacement Requests. **Replacement cards cost \$60 each.** Once you have submitted your request we will notify you for payment arrangements. When requesting a replacement card, include the following information:

1. Copy of the training report of the training the student was in
2. Copy of sign in sheets for that course
3. Explanation of what happened to the original card
4. Name of the student needing a replacement card.

Note: Replacement cards can only be requested by the trainer of the course. The new card will be shipped to the trainer, with which you will make a copy of the card and distribute to appropriate person.

OSHA[®] Training Institute Education Centers University of South Florida

Once you have officially completed the OSHA Trainer Course it is your responsibility to familiarize yourself with the Outreach Program Requirements and the relevant industry Program Requirements. By signing the Statement of Compliance you agreed to conduct all outreach training classes in accordance with the most updated OSHA Outreach Training Program Requirements.

Here are links for updated requirements and resources.

- a. USF OTIEC Trainer Portal:
https://home.uceusa.com/Affiliates/Login.aspx?host=affiliate-oti-usf&_ga=2.145314036.1799391969.1530115118-440657647.1528375660
- b. USF OTIEC Outreach Trainer Resources: <https://usfotiec.org/trainer-resources/>
 - a. Outreach Training Program Requirements
 - b. Outreach Training Program Procedures by Industry
 - i. Construction
 - ii. General Industry
 - iii. Maritime
 - iv. Disaster Site Worker
- c. OSHA Outreach Training Program Resources:
 - i. Construction: <https://www.osha.gov/dte/outreach/construction/>

- ii. General Industry:
<https://www.osha.gov/dte/outreach/generalindustry/index.html>
- iii. Maritime: <https://www.osha.gov/dte/outreach/maritime/index.html>
- iv. Disaster Site Worker:
<https://www.osha.gov/dte/outreach/disaster/index.html>
- c. Outreach Training Program Overview:
<https://www.osha.gov/dte/outreach/programoverview.html>
- d. Outreach Training FAQs: <https://www.osha.gov/dte/outreach/faqs.html#14>
- e. Outreach Training Program Investigation and Review Procedures:
https://www.osha.gov/dte/outreach/investigation_procedures.html
- f. OSHA E-Tools: <https://www.osha.gov/dts/osta/oshasoft/>



Outreach Training FAQs

1. I am about to conduct my first 10- or 30- hour Outreach Training Class, what do I need to do?

- a. If you have not done so already, request a username and password to access the portal. The portal is where you will submit your training information after the course.
- b. Ensure that you have all of the materials prepared that you are going to teach. Access OSHA.gov for the latest training materials.
- c. Create all of the documentation that you will need for recordkeeping purposes (i.e. sign in sheets, students' contact sheet, etc...).

2. I am not a new trainer but it has been a while and I just finished a 10- or 30-hour class, how do I submit a request for cards?

- a. After you have completed a training it is your job to request cards within 30 days from the end of the training. This request is processed on the portal.
- b. Access the portal from the link within this document or the link on our website: www.usfotiec.org/trainer-resources.
- c. If you have forgotten your login information for the portal you must send a request to usfotiecards@health.usf.edu along with a copy of your current trainer card.
- d. Once you login to the portal you will follow the directions for entering a report into the portal and make payment.
 - i. The report will not be processed unless you make payment and print a copy of your OTPR. You are REQUIRED to have a copy of the official OSHA Outreach Training Program Report form for your course records.
 - ii. Each student course completion cards costs \$8.00.

3. How long will it take to receive the student cards?

- a. OSHA requires the OTI Education Center to provide student cards within 30 days from the receipt of the request and payment is made. It usually takes 5-7 days to process a request and you should receive the cards within 9-18 days.

4. How long do I have to submit my request for student cards?

- a. OSHA requires trainer to submit the course report within 30 days from the end of the class. DO NOT wait until then to submit the report. We recommend submitting the report as soon as possible to allow time to resolve and possible issues within the 30-day deadline.

5. I conducted a 10- or 30- hour class with another trainer, who should request the cards?

- a. Only one trainer can request cards for a class. If you and another authorized trainer (or trainers) collaborate to conduct a 10- or 30- hour class, you should decide in advance which trainer will submit the request for cards and get credit for the class. That trainer will be responsible for maintaining the paperwork for that class and his or her name will show on the student cards as the trainer of record.

6. I need to request a class size exception, what do I need to do?

- a. OSHA requires Outreach Training class be limited to 3-40 students and class size exceptions requests must be submitted to the Trainer's Authorizing Training Organization (USF OTIEC) via email. If the class is less than 3 you must send your request seven (7) days prior to the scheduled date. If the class is over 40 students, you must submit a request at least 60 days prior to the course being held.
- b. You must submit this request via email to usfotcards@health.usf.edu and explain why the training cannot be conducted in accordance with OSHA requirements.
- c. You will also need to submit a detailed topic outline that indicates each topic, the length of each topic to be taught, the date, and the time each topic will be taught.
- d. **Student Materials.** Provide a general list of materials that will be provided for each student.
- e. **Method of Facilitating Student Questions.** Explain how students will be able to ask questions when the class is not in session.
- f. **Documentation for Student Attendance.** Confirm that attendance will be taken at the beginning and end of each class day.

7. My outreach training report has been rejected, what do I do?

- a. If your report has been rejected, you will receive a brief notice as to why the rejection happened. It is your responsibility to determine the error in your report. Once you have found the error you must correct it, resubmit the report, and send an explanation as to what was changed on the report and why.

8. My Outreach Training Program Report was rejected for a second time, what do I do?

- a. If your report was rejected for a second time you must submit a copy of your detailed topic outline, your sign in sheets, and your student contact information to usfotcards@health.usf.edu.
- b. It is your responsibility to determine the error in your report. Once you have found the error you must correct it, resubmit the report, and send an explanation as to what was changed on the report and why.

9. ***I submitted an outreach training report with a student's name misspelled, what do I do?***

- a. If the error in spelling is found prior to the report being reviewed / approved, please call the office (813-994-1195) immediately. If the report is still pending, the report can be rejected to allow for corrections.
- b. If the error in spelling is found after the report has been process and the spelling error was on the originally submitted report, a \$60 replacement fee will be charged for each card to be replaced. Please provide the following documentation:
 - i. Copy of the originally submitted Outreach Training Program Report
 - ii. Correct spelling of the student name
 - iii. Copy of the receipt showing payment of the replacement fee
 - iv. Email the requested documentation to usfotiacards@health.usf.edu
 - v. mail the originally issued cards back to USF OTIEC
- c. If the error in spelling is found after the cards have been issued, and the name was spelled correctly on the originally submitted OTPR; but the error in spelling was made by the office during processing, please call 813-994-1195. Return the original card and a copy of the originally submitted Outreach Training Program Report to us. If the mistake is due to an error in the office during processing, the card will be replaced for free.

10. ***My trainer card was lost, stolen, or damaged, how do I get a replacement card?***

- a. Call or email USF OTIEC at usfotiacards@health.usf.edu immediately to report the lost / stolen / misplaced card
- b. USF OTEIC will work to resolve the issue
 - i. Note: A fee may be assessed.