

# OSHA Outreach Training Program Sample Outline

Course: #7618 – 10 hr. Longshoring

Name of Instructor(s):

Dates:

Location:

<b>DAY ONE</b>		
<b>Exact Timing</b>	<b>Topic/Subject</b>	<b>Number of Hours</b>
8:00am to 10:00am	Introduction to OSHA	2 hours
10:00am to 10:15am	<i>Break</i>	
10:15am to 11:15am	Walking & Working Surfaces	1 hour
11:15am to 12:15 pm	Personal Protective Equipment	1 hour
12:15 pm to 12:45pm	<i>Lunch</i>	
12:45pm to 1:45pm	Elective Topic	1 hour
1:45pm to 2:45pm	Elective Topic	1 hour
2:45pm to 3:00pm	<i>Break</i>	
3:00pm to 4:00pm	Elective Topic	1 hour
	<b>Total Contact Hours</b>	<b>7 hours</b>

<b>DAY TWO</b>		
<b>Exact Timing</b>	<b>Topic/Subject</b>	<b>Number of Hours</b>
8:00am – 9:00am	Elective Topic	1 hour
9:00am – 10:00am	Elective Topic	1 hour
10:00 am to 10:15 am	<i>Break</i>	
10:15am to 12:15pm	Optional Topic	2 hours
	<b>Total Contact Hours</b>	<b>4 hours</b>

### **Please Remember:**

- Trainers must have at least a 10 minute break every 2 hours and must reflect these breaks in their training outline
- There must be a Lunch break if the training time is at least 6 hours in one day
- Trainers may not teach more than 7.5 contact hours per day
- Cannot teach any one topic for more than 4 hours in a 10 hour class
- This is only an example of the type of Topic Outline you can keep for your records

### **Possible Elective Topics (Elective topics must be taught for at least 4 hours – at least 2 topics must be taught):**

- Hazard Communications/Hazardous Materials
- Lockout/Tagout
- Respiratory Protection
- Fall Protection
- Electrical
- Confined and Enclosed Spaces
- Fire Protection

### **Possible Optional Topics (Optional topics must be taught for at least 2 hours):**

- Hot Work – Welding, Burning & Cutting
- Material Handling
- Bloodborne Pathogens (Exposure Plan, Universal Precautions, Spills & Decontamination)
- Machine Guarding
- Ergonomics and Proper Lifting Techniques (repetitive motion & muscle strains)
- Additional Coverage on mandatory or elective topics or on any other Maritime Industry standards or policies