

# OSHA Outreach Training Program Sample Outline

Course: #7638 – 30 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
<i>10:00am to 10:15am</i>	<i>Break</i>	
10:15am to 12:15pm	Managing Safety and Health	2 hours
<i>12:15pm to 12:45pm</i>	<i>Lunch</i>	
12:45pm to 2:45pm	Walking & Working Surfaces, including Fall Protection	2 hours
<i>2:45pm to 3:00pm</i>	<i>Break</i>	
3:00pm to 4:30pm	Optional Topic	1.5 hours
	<b>Total Contact Hours</b>	<b>7.5 hours</b>

<b>DAY TWO</b>		
<b>Exact Timing</b>	<b>Topic/Subject</b>	<b>Number of Hours</b>
8:00am – 10:00am	Personal Protective Equipment	2 hours
<i>10:00 am to 10:15 am</i>	<i>Break</i>	
10:15am to 12:15pm	Elective Topic	2 hours
<i>12:15pm to 12:45pm</i>	<i>Lunch</i>	
12:45pm to 2:45pm	Elective Topic	2 hours
<i>2:45pm to 3:00pm</i>	<i>Break</i>	
3:00pm to 4:30pm	Optional Topic	1.5 hours
	<b>Total Contact Hours</b>	<b>7.5 hours</b>

**DAY THREE**

<b>Exact Timing</b>	<b>Topic/Subject</b>	<b>Number of Hours</b>
8:00am – 10:00am	Elective Topic	2 hours
<i>10:00 am to 10:15 am</i>	<i>Break</i>	
10:15am to 11:15am	Elective Topic	1 hour
11:15am to 12:15pm	Elective Topic	1 hour
<i>12:15pm to 12:45pm</i>	<i>Lunch</i>	
12:45pm to 2:45pm	Optional Topic	2 hours
<i>2:45pm to 3:00pm</i>	<i>Break</i>	
3:00pm to 4:30pm	Optional Topic	1.5 hours
	<b>Total Contact Hours</b>	<b>7.5 hours</b>

**DAY FOUR**

<b>Exact Timing</b>	<b>Topic/Subject</b>	<b>Number of Hours</b>
8:00am – 9:00am	Optional Topic	1 hour
9:00am to 10:00am	Optional Topic	1 hour
<i>10:00 am to 10:15 am</i>	<i>Break</i>	
10:15am to 11:15am	Optional Topic	1 hour
11:15am to 12:15pm	Optional Topic	1 hour
<i>12:15pm to 12:45pm</i>	<i>Lunch</i>	
12:45pm to 2:45pm	Optional Topic	1.5 hours
<i>2:45pm to 3:00pm</i>	<i>Break</i>	
3:00pm to 4:30pm	Optional Topic	2 hours
	<b>Total Contact Hours</b>	<b>7.5 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
- Must present at least 10 hours of the designated elective topics. At least 5 of the topics must be presented. The minimum length of any topic is one-half hour.
- Cannot teach any one topic for more than 10 hours in a 30 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 8 hours):**

- 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 14 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