



## Outreach Training Program



## Construction Industry Procedures

Revised May 2016

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Appendix – Cal/OSHA Outreach Training Program Report – Construction

## **I. Cal/OSHA Program Summary**

**A. Program Purpose.** In 2009, OSHA and Cal/OSHA jointly developed a program whereby authorized OSHA Construction Outreach Trainers who meet additional requirements (see below) are authorized to provide 10- and 30-hour Cal/OSHA standards based hazard awareness courses in addition to the Federal OSHA Outreach Training Program courses. The Cal/OSHA Partnership authorized Outreach Training Program trainers to have their Outreach Trainer card(s) affixed with a “Cal/OSHA Partnership Trainer sticker”. Beginning February, 2016, cards will no longer be affixed with an endorsement sticker; instead trainers will receive a second card indicating the specific Cal/OSHA endorsement that the trainer is authorized to teach.

### **B. OSHA Outreach Trainer requirements to teach Cal/OSHA 10- and 30-Hour Construction Outreach Training Program Classes.**

Individuals who wish to be authorized by OSHA to teach the Cal/OSHA versions of the 10- and 30-hour Construction Outreach Training Program classes must fulfill the following requirements:

1. Be a current authorized OSHA Construction Outreach Training Program trainer OR become an authorized OSHA Construction Outreach Training Program trainer within six (6) months after completing OSHA 5109 class. Trainers should note that the Cal/OSHA Partnership endorsement expires on the same date as their authorized Outreach trainer card.
2. Have at least one year of verifiable safety and health experience with an organization governed by Cal/OSHA standards. Outreach Trainers will be required to sign a “Statement of Eligibility” form, prior to, or in their Cal/OSHA Partnership authorization course.
3. Complete OSHA #5109 *Cal/OSHA Standards for the Construction Industry*. Outreach trainers are not required to take the Cal/OSHA Partnership Trainer course from the same OTI Education Center from which they took their Federal Construction Outreach Training Program trainer course. Trainer will receive a separate card indicating their trainer authorization.
4. Trainers who receive their OSHA Outreach Training Program trainer card after completing OSHA #5109 *Cal/OSHA Standards for the Construction Industry* class must contact the OTI Education Center which sponsored the Cal/OSHA Partnership class they participated in to sign a “Statement of Eligibility” form and receive their Cal/OSHA construction Outreach trainer card.

### **C. Training Guidelines.**

Cal/OSHA 10- and 30-hour construction Outreach Training Program classes must be conducted using the OSHA authorized Cal/OSHA Partnership course outlines for students to receive 10- and 30-hour construction Outreach student course completion cards with Cal/OSHA Partnership endorsement.

#### **D. Obtaining Student Course Completion Cards.**

Construction Outreach student course completion card requests for Cal/OSHA 10- and 30-hour construction Outreach courses must be submitted to the Authorizing Training Organization (OTI Education Center) from which the Trainer received their Cal/OSHA Partnership authorization (OSHA #5109 *Cal/OSHA Standards for the Construction Industry* / OSHA #5029 *Cal/OSHA Update for Construction Industry Outreach Trainers*) course. These requests must be submitted using the Construction Outreach Training Program Report. Section 8 (Course Information) of the Outreach Training Program Report shall indicate the training is: Other (specify): Cal/OSHA.

**II. Trainer Requirements.** Requirements for Construction trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program are contained in the following two documents:

**A. Outreach Training Program Requirements (most recent version).** This covers the requirements for OSHA authorized trainers in all Outreach Training Programs.

**B. Cal/OSHA Construction Industry Procedures for the Outreach Training Program.**

#### **III. Construction Industry Summary**

**A. Program Purpose.** The Occupational Safety and Health Administration (OSHA) Outreach Training Program for Construction teaches construction 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. Even though some jurisdictions, employers, and unions require 10- and 30-hour construction Outreach training to work on construction sites and to fulfill their safety training goals, OSHA still considers the program voluntary. Workers must receive additional training on hazards specific to their job. See OSHA Publication #2254, *Training Requirements in OSHA Standards and Training Guidelines*, to review OSHA training requirements.

**C. Cal/OSHA Construction Industry Procedures.** These procedures provide instructions for authorized construction industry Outreach Training Program trainers. The procedures are designed to ensure consistency of classes and that students receive the best possible training. The Outreach Training Program Requirements cover the requirements for all OSHA authorized Outreach trainers in each Outreach Training Program.

## IV. Trainer Status

**A. Becoming an Authorized Cal/OSHA Construction Trainer.** To become an authorized trainer, person must meet the following prerequisites which consist of a training and experience component:

1. Have successfully completed the requirements to become an authorized OSHA Outreach Training Program trainer for construction (either the OSHA #500 or OSHA #502 course) and the OSHA #5109 *Cal/OSHA Standards for the Construction Industry* course. The OSHA #5109 may be taken up to six (6) months prior to attending, or up to four (4) years after, attending the OSHA #500 or OSHA #502 course. See *Outreach Training Program Construction Industry Procedures* section IIIA for prerequisite education and safety related experience requirements to become an authorized OSHA Outreach Training Program trainer for construction. Outreach trainers may be required to show proof of the 500/502 authorization prior to attending the class.
2. Have at least one year of verifiable safety and health experience with an organization governed by Cal/OSHA standards. Outreach trainers will be required to sign a “Statement of Eligibility” prior to, or in their Cal/OSHA Partnership authorization course.

**B. Update Requirement.** Cal/OSHA Authorized Construction Outreach trainers are required to attend *OSHA #5029 Cal/OSHA Update for Construction Industry Outreach Trainers* every four (4) years and be a current Authorized OSHA Construction Outreach Trainer. **Trainers should note that the Cal/OSHA Partnership endorsement expires on the same date as their authorized Outreach Training Program trainer card.**

The OSHA #5109 *Cal/OSHA Standards for the Construction Industry* course may also be used to maintain a trainer’s Cal/OSHA Outreach Trainer Authorization. If a trainer’s authorization has expired, the trainer has a 90-day grace period after their expiration date to take OSHA #5029 *Cal/OSHA Update for Construction Industry Outreach Trainers*. The 90-day grace period is designed to allow for unexpected circumstances like course cancellations, illness, and other unavoidable obligations such as jury duty. Trainers are not allowed to conduct outreach courses during their grace period. After the grace period, a Cal/OSHA Construction Outreach trainer’s authorization may only be reinstated by retaking OSHA #5109 *Cal/OSHA Standards for the Construction Industry* course, with proof of current Construction Outreach Training Program trainer authorization. If a trainer’s authorization has expired, they will be unable to conduct Outreach training and receive student course completion cards.

**C. Course Offerings.** The Cal/OSHA Partnership Outreach trainer courses (OSHA #5109 and OSHA #5029) are offered exclusively at OTI Education Centers. Each OTI

Education Center posts its course offerings, schedule, and locations on their individual website. For a complete list of all OTI Education Centers, see [www.osha.gov/otiec](http://www.osha.gov/otiec).

## **V. Construction Industry Procedures.**

This section contains information on the procedures for conducting Cal/OSHA Construction Outreach training classes. Trainers are responsible for understanding these procedures when planning and conducting their Cal/OSHA construction Outreach classes.

### **A. 10-Hour Cal/OSHA 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 Cal/OSHA Title 8 standards. Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

#### **1. Mandatory - 10 hours**

##### **a) Introduction to OSHA and Cal/OSHA – 2 hours.**

(1) OSHA has required training content for this module - see [www.osha.gov/dte/outreach/construction\\_generalindustry/teaching\\_aids.html](http://www.osha.gov/dte/outreach/construction_generalindustry/teaching_aids.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, PowerPoint slides, 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 15 minutes. The other Focus Four Hazards must be covered for a minimum of one-half hour each.

(1) Falls (minimum 1 hour and 15 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;

3) Must make sure the objectives are measured by testing the student's achievement. 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 – 60 minutes.** May teach noise, hazard communication, lead, asbestos, and crystalline silica or any other construction health hazard.

**e) Injury and Illness Prevention Program (IIPP) and Heat Illness Prevention— 60 minutes.**

**2. Electives – 90 Minutes.** Must present at least 90 minutes of training on the following topics. At least two topics must be presented; the minimum length of any topic is one-half hour.

- a. Confined Space**
- b. Cranes, Derricks, Hoists, Elevators, and Conveyors**
- c. Excavations**
- d. Materials Handling, Storage, Use and Disposal**
- e. Scaffolds**
- f. Stairways and Ladders**
- g. Tools - Hand and Power**

**B. 30-Hour Construction Industry Outreach Training Program – Designated Training Topics.** The 30-hour Construction 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 - 17 hours

### a) Introduction to OSHA and Cal/OSHA – 2 hours.

(1) OSHA has required training content for this module - see [www.osha.gov/dte/outreach/construction\\_generalindustry/teachingaids.html](http://www.osha.gov/dte/outreach/construction_generalindustry/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, PowerPoint slides, student handouts, and participatory activities.

**b) Managing Safety and Health– 2 hours.** Must cover the eight (8) elements of the Cal/OSHA Injury and Illness Prevention Program and Code of Safe Work Practices.

**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 15 minutes. The other focus four hazards must be covered for a minimum of one-half hour each. A trainer may spend up to 10 hours on this topic.

(1) Falls (minimum one hour and 15 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;
- 3) Must make sure the objectives are measured by testing the student's achievement. 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 – 3 hours.** Must include noise, hazard communication, lead, silica (including 1530.1), asbestos, and heat illness prevention.

**f) Stairways and Ladders – 1 hour.**

**g) Confined Space – 1 hour.**

**2. Electives - 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. **Cranes, Derricks, Hoists, Elevators, and Conveyors**
- c. **Ergonomics**
- d. **Excavations**
- e. **Fire Protection and Prevention**
- f. **Materials Handling, Storage, Use and Disposal**
- g. **Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades**
- h. **Powered Industrial Vehicles**
- i. **Safety and Health Programs**
- j. **Scaffolds**
- k. **Steel Erection**
- l. **Tools - Hand and Power**
- m. **Welding and Cutting**

**3. Optional - 1 hour.** 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. Reporting Training Classes.**

## **1. Outreach Training Program Report – Construction**

- a) Instructions for completing the Outreach Training Program Report – Construction can be found at <http://osha4you.com/outreach-program/outreach-card-request>.
- 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. Outreach Training Program Requirements.** See the Outreach Training Program Requirements, section VII, How to Obtain Student Completion Cards, for information on documenting training to receive student completion cards.

**VI. Construction and Training Websites.** The following sites are referenced to help trainers prepare and conduct outreach training classes:

- A. Cal/OSHA Website -- [www.dir.ca.gov/dosh](http://www.dir.ca.gov/dosh)
- B. Cal/OSHA Publications -- [www.dir.ca.gov/dosh/puborder.asp](http://www.dir.ca.gov/dosh/puborder.asp)
- C. Cal/OSHA etools - [www.dir.ca.gov/dosh/etools/etools.htm](http://www.dir.ca.gov/dosh/etools/etools.htm)
- D. Region IX OSHA Training Institute Education Centers –
  - a. [www.csudh.edu/osha](http://www.csudh.edu/osha)
  - b. [www.osha.ucsd.edu](http://www.osha.ucsd.edu)
  - c. [www.osha4you.com](http://www.osha4you.com)
  - d. [www.osha.asu.edu](http://www.osha.asu.edu)
- E. Cal/OSHA Heat Illness Prevention - [www.dir.ca.gov/dosh/HeatIllnessInfo.html](http://www.dir.ca.gov/dosh/HeatIllnessInfo.html)
- F. Heat Illness Prevention – [www.99calor.org](http://www.99calor.org)
- G. Worksafe BC - [www.worksafebc.com](http://www.worksafebc.com)
- H. Construction Outreach Materials - [www.osha.gov/doc/training.html](http://www.osha.gov/doc/training.html)
- I. Construction - Other OSHA Presentations -
  - a. [www.osha.gov/doc/presentations\\_outreach.html](http://www.osha.gov/doc/presentations_outreach.html)
- J. OSHA Construction eTools, Preventing Fatalities -
  - a. [www.osha.gov/SLTC/etools/construction/index.html](http://www.osha.gov/SLTC/etools/construction/index.html)
- K. Preventing Fatal Falls in Construction - [www.osha.gov/doc/falls/preventingfalls.html](http://www.osha.gov/doc/falls/preventingfalls.html)
- L. Electronic Library of Construction Occupational Safety and Health (includes
  - a. Spanish materials) [www.elcosh.org](http://www.elcosh.org)
- M. NIOSH Construction Publications - [www.cdc.gov/niosh/topics/construction/](http://www.cdc.gov/niosh/topics/construction/)
- N. **Fatal Facts:** Fact sheets about construction fatalities-  
[www.osha.gov/OshDoc/toc\\_FatalFacts.html](http://www.osha.gov/OshDoc/toc_FatalFacts.html)
- O. **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.**

**P. 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 [www.osha.gov/OshDoc/quickcards.html](http://www.osha.gov/OshDoc/quickcards.html). 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.**
- 4. *Supported Scaffold Safety Tips*, Quick Card 3242.**