



Outreach Training Program



General Industry Procedures

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Appendix – Cal/OSHA Outreach Training Program Report – General Industry

I. Cal/OSHA Program Summary

A. Program Purpose. In 2009, OSHA and Cal/OSHA jointly developed a program whereby authorized OSHA General Industry 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 Partnership 10- and 30-Hour General Industry Outreach Training Program Classes

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

1. Be a current authorized OSHA General Industry Outreach Training Program trainer OR become an authorized OSHA General Industry Outreach Training Program trainer within six (6) months after completing the Cal/OSHA Partnership class (OSHA #5119). 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 #5119 *Cal/OSHA Standards for General 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 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 #5119 *Cal/OSHA Standards for General 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 general industry Outreach Training Program classes must be conducted using only the OSHA authorized Cal/OSHA Partnership course outlines for students to receive 10- and 30-hour general industry Outreach student course completion cards with a Cal/OSHA Partnership endorsement.

D. Obtaining Student Course Completion Cards.

General Industry Outreach student course completion card requests for Cal/OSHA 10- and 30-hour general industry Outreach courses must be submitted to the Authorizing Training Organization (OTI Education Center) from which the Outreach trainer received their Cal/OSHA Partnership authorization (OSHA #5119 *Cal/OSHA Standards for General Industry*/OSHA #5039 *Cal/OSHA Update for General 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 General Industry 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.

E. Cal/OSHA General Industry Procedures for the Outreach Training Program

III. General Industry Summary

A. Program Purpose. The Occupational Safety and Health Administration (OSHA) Outreach Training Program for General Industry teaches general 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 General Industry Procedures Addendum. These procedures provide instructions for authorized General 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 General Industry 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 general industry (either the OSHA #501 or OSHA #503 course) and the OSHA #5119 *Cal/OSHA Standards for General Industry* course. The OSHA #5119 may be taken up to six (6) months prior to attending, or up to four (4) years after attending, the OSHA #501 or OSHA #503 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 501/503 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 General Industry Outreach trainers are required to attend *OSHA #5039 Cal/OSHA Update for General Industry* every four (4) years and be a current Authorized OSHA General Industry 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 #5119 Cal/OSHA Standards for General 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 #5039 Cal/OSHA Update for General 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 General Industry Outreach trainer’s authorization may only be reinstated by retaking OSHA #5119 *Cal/OSHA Standards for General Industry* course, with proof of current General Industry Outreach Training Program trainer authorization. If a trainer’s authorization has expired, they will be unable to conduct Outreach training and receive student completion cards.

C. Course Offerings. The Cal/OSHA Partnership outreach trainer courses (OSHA #5119 and OSHA #5039) are offered exclusively at OSHA Training Institute 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.

V. General Industry Procedures.

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

A. 10-Hour Cal/OSHA General Industry – Designated Training Topics.

This training program is intended to provide entry level general 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 covers a variety of general industry safety and health hazards which a worker may encounter. 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 - 9 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.

(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, PowerPoint slides, student handouts, and participatory activities.

b) Walking and Working Surfaces, including fall protection – 1 hour.

c) Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection – 1 hour.

d) Electrical – 1 hour.

e) Personal Protective Equipment – 1 hour.

f) Hazard Communication – 1 hour.

g) Health Hazards – 1 hour.

h) Injury and Illness Prevention Program (IIPP) and Heat Illness Prevention – 1 hour.

2. Elective - 1 hour. Must present at least one hour of training on the following topics. At least two topics must be presented. The minimum length of any topic is one-half hour.

a) Hazardous Materials

b) Materials Handling

c) Tools and Equipment

d) Bloodborne Pathogens

e) Ergonomics

- f) **Safety and Health Program**
- h) **Fall Protection**

B. 30-Hour General Industry Outreach Training Program – Designated Training Topics. The 30-hour General 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 - 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.

(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–. Must cover the eight elements of the Cal/OSHA Injury and Illness Prevention Program. – **2 hours.**

c) Walking and Working Surfaces, including fall protection – 1 hour.

d) Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection – 2 hours.

e) Electrical – 2 hours.

f) Introduction to Industrial Hygiene – 1 hour.

f) Personal Protective Equipment (PPE) – 1 hour.

g) Materials Handling – 2 hours.

h) Hazard Communication – 1 hour.

i) Health Hazards – 3 hours. Must cover noise and heat illness prevention. May cover lead, silica, asbestos, benzene, formaldehyde, or other chemicals.

2. Elective - 12 hours. Must present at least 10 hours of training on the following topics. At least five of the following topics must be presented. The minimum length of any topic is one-half hour.

- a) **Hazardous Materials (Flammable and Combustible Liquids, Spray Finishing, Compressed Gases, Dipping and Coating Operations)**
- b) **Permit-Required Confined Spaces**
- c) **Lockout / Tagout**
- d) **Machine Guarding**
- e) **Welding, Cutting, and Brazing**
- f) **Bloodborne Pathogens**
- g) **Ergonomics**
- h) **Fall Protection**
- i) **Safety and Health Programs**
- j) **Powered Industrial Vehicles**
- k) **Heat Illness Prevention**
- l) **Cranes & Hoisting Equipment**

3. Optional - 1 hour. Teach other general 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 – General Industry (*See Appendix*)

- a) Instructions for completing the Outreach Training Program Report.
- b) General Industry is included on the form.
- c) When planning and reporting the class, ensure coverage of the required topics.

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. General Industry 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
- B. Cal/OSHA Publications** -- www.dir.ca.gov/dosh/puborder.asp
- C. Cal/OSHA etools** - www.dir.ca.gov/dosh/etools/etools.htm
- D. Region IX OSHA Training Institute Education Centers** –
 - a. www.csudh.edu/osha
 - b. <http://osha.ucsd.edu>
 - c. www.osha4you.com
 - d. www.osha.asu.edu

- E. Cal/OSHA Heat Illness Prevention - www.dir.ca.gov/dosh/HeatIllnessInfo.html**
- F. Heat Illness Prevention – www.99calor.org**
- G. Worksafe BC - www.worksafebc.com**
- H. General Industry Safety and Health Topics
www.osha.gov/SLTC/generalindustry/index.html**
- I. Industry-Specific Resources -
www.osha.gov/dcsp/compliance_assistance/industry.html**
- J. OSHA tools - electronic products for compliance assistance
www.osha.gov/dts/osta/oshasoft/index.html#eTools**
- K. Compliance Assistance Quick Start: Health Care Industry
www.osha.gov/dcsp/compliance_assistance/quickstarts/health_care/hc_library.html**
- L. OSHA Assistance for the Printing Industry
www.osha.gov/SLTC/printing_industry/index.html**
- M. Lockout-Tagout Interactive Training Program
www.osha.gov/dts/osta/lototraining/index.html**
- N. Evacuation Plans and Procedures tool: Interactive Floorplan Demo
www.osha.gov/SLTC/etools/evacuation/floorplan_demo.html**
- O. NIOSH Safety and Health Topics - www.cdc.gov/niosh/topics**
- P. General Safety and Health References - Other Internet Sites
www.osha.gov/SLTC/generalsreferences/otherresources.html**