



Occupational Safety and Health Administration
Directorate of Training and Education
2020 S. Arlington Heights Road
Arlington Heights, IL 60005-4102

August 10, 2010

MEMORANDUM FOR: DIRECTORS
OSHA Training Institute (OTI) Education Centers

A handwritten signature in cursive script that reads "Henry E. Payne".

FROM: HENRY E. PAYNE, Director
Training and Education

SUBJECT: OSHA Outreach Training Program Delivery Requirements

As discussed at the OSHA Training Institute (OTI) Education Center spring meeting, OSHA is revising the OSHA Outreach Training Program to limit training to a maximum of 7 ½ hours per day. This will require authorized outreach trainers to conduct 10-hour courses over a minimum of two days and 30-hour courses over a minimum of four days. This is another step in OSHA's effort to review and revise the Outreach Training Program to improve the quality and integrity of the program. OSHA believes limiting training to reasonable time increments will ensure higher quality safety training for all participants.

Training that does not comply with the revised minimum requirements will not be recognized and trainers are not to be given student completion cards. Please note that trainers may submit a request for a one-time exception to this policy based on extenuating circumstances. However, OTI Education Centers are asked to discourage such requests, as OSHA will not consider cost savings, trainer availability, time limits, or missing work as extenuating circumstances.

In order to receive prior approval from OSHA, Outreach Trainers must submit a written request for exception to the Director of the OSHA Office of Training and Educational Programs (OETP) no later than eight weeks prior to the start of the class.

Attached for your use is a flyer which outlines the new policy. This flyer should be used in communications to your outreach trainers and must be covered in all trainer series courses, including update courses. The trainer series courses include OSHA #500 / #501 / #502 / #503 and #5400.

Also attached are revised Outreach Training Program reports, which are in final clearance. They are to be implemented as soon as possible. These forms include start date and end date, which will allow your staff to track the number of training days. These new forms will also be provided to you in electronic format. Please disseminate these reports to your trainers for use as soon as possible.

All trainers should be informed that this policy is effective immediately. This requirement will be incorporated into the next revision of the Outreach Training Program Guidelines scheduled for October 2010. However, a grace period will be allowed until January 1, 2011.

After this time, if a trainer submits an Outreach Training Program report that does not comply with this policy, please follow these procedures:

1. Send the trainer a written notification via signature receipt regarding the violation of the new policy
2. Honor the initial request for student completion cards and any others for training completed before the signature receipt date
3. Do not honor any future requests submitted for training completed after the date of the signature receipt

In order to facilitate communication, OSHA plans to post the materials on the Outreach Training Program website, issue a press release, and include an announcement in *QuickTakes*. In order for the OTIECs to facilitate communication with all authorized outreach trainers, all OTIECs are to utilize current email and mailing lists to promote this new policy and include the attached flyer with all Outreach Card requests.

Thank you for your prompt attention to this matter. For questions regarding the Outreach Training Program, please contact Don Guerra at guerra.don@dol.gov or at (847) 759-7735.

Attachment

**** IMPORTANT CHANGE ****
OSHA Outreach Training Program
New Limit of 7½ Hours of Training per Day

*** 10-hour course required over minimum of 2 days**

*** 30-hour course required over minimum of 4 days**

Who is Affected: All OSHA Authorized Outreach Trainers

What

- New requirements mandate
 - Maximum of 7½ hours of training in one day
 - 10-hour courses be delivered over a minimum of 2 days
 - 30-hour courses be delivered over a minimum of 4 days
- Trainers not meeting these requirements will not receive student completion cards

Why Did OSHA Change its Policy?

The emphasis of training should be on the quality of training and the trainees' ability to retain key safety information in order to recognize and avoid workplace hazards. Limiting training to more reasonable time increments will ensure higher quality safety training. Training days encompassing 11-13 hours are not conducive for worker learning and retention.

Where to Find the Policy

Follow the link provided in the announcement box at
www.osha.gov/dte/outreach/construction_generalindustry/index.html

Can a Trainer Receive an Exception to these Requirements?

- Exceptions will only be granted in extremely extenuating circumstances.
- OSHA will not consider cost savings, trainer availability, time limits or missing work as extenuating circumstances
- Send exception requests at least 8 weeks prior to the start of the class to Director, OSHA Office of Training and Educational Programs, 2020 S. Arlington Heights Rd., Arlington Heights, IL 60005

Effective Date

Effective immediately. This requirement will be noted in the revision of the Outreach Training Program Guidelines scheduled for October 2010.