



## Outreach Training Program



## Cal/OSHA Partnership Program Construction Industry Procedures

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## I. Cal/OSHA Program Summary

### A. Program Purpose.

In 2009, the Occupational Safety and Health Administration (OSHA) and Cal/OSHA jointly developed a program whereby OSHA-authorized Construction Trainers for the OSHA Outreach Training Program that meet additional requirements (see below) may be 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 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 Construction Training Program Classes.

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

1. Be a current OSHA-authorized Construction Outreach Training Program trainer in good standing (i.e., not currently on probation, suspended or revoked) OR become an OSHA-authorized Construction Outreach Training Program trainer within six (6) months after completing OSHA #5109 *Cal/OSHA Standards for Construction Industry*. Trainers should note that the Cal/OSHA Partnership endorsement **expires on the same date** as their OSHA-authorized Construction 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 receiving their Cal/OSHA Partnership trainer card.
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 OSHA trainer or trainer update course (OSHA #500 – *Trainer Course in OSHA Standards for Construction* or OSHA #502 – *Update for Construction Industry Outreach Trainers*). Trainers will receive a separate Cal/OSHA card indicating their Cal/OSHA Partnership 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 where they attended Cal/OSHA Partnership class to sign the “Statement of Eligibility” form and receive their Cal/OSHA General Industry Outreach trainer card..

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

Cal/OSHA 10- and 30-hour Construction Outreach Training Program classes must be conducted using only the OSHA authorized Cal/OSHA Partnership course completion outlines for students to receive 10- and 30-hour Construction Industry 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 (Appendix) shall indicate the training is: Other (specify): **Cal/OSHA**.

## **II. Trainer Requirements.**

Requirements for Construction trainers authorized through the 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 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, unions, and other organizations require 10- and 30-hour Construction Outreach training to work on construction sites and to fulfill their safety training goals, OSHA 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 Cal/OSHA-authorized Construction Industry Outreach Training Program trainers. The procedures are designed to promote consistency among(st) classes and ensure that students receive the best possible training.

## **IV. Trainer Status.**

### **A. Becoming an Authorized Cal/OSHA Construction Trainer.**

To become an authorized trainer, a person must meet the prerequisites. These prerequisites consist of both a training and an experience component.

1. Have successfully completed an authorized OSHA Outreach Training Program authorized trainer or trainer update course for the Construction Industry (e.g., the OSHA #500 *Trainer Course in OSHA Standards for Construction* or OSHA #502 *Update for Construction Industry Outreach Trainers* course) **and** the OSHA #5109 *Cal/OSHA Standards for Construction Industry* course. The OSHA #5109 may be completed up to six (6) months prior to attending, or up to four (4) years after completing, the OSHA #500 or OSHA #502 course. Section IIIA of the *Outreach Training Program Construction Industry Procedures* lists the prerequisite education and safety-related experience requirements to become an OSHA-authorized Construction Outreach Training Program Trainer. Outreach trainers may be required to show proof of the 500/502 authorization prior to registering for 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 receiving their Cal/OSHA Partnership trainer card.

### **B. Update Requirement.**

To remain current on relevant Cal/OSHA matters and ensure quality training, Cal/OSHA Authorized Construction Outreach trainers are required to complete OSHA #5029 *Cal/OSHA Update for Construction Industry* every four (4) years and be a current OSHA-Authorized Construction 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.

1. There is no grace period after the expiration date. Once a trainer's authorization has expired, they will be unable to conduct Outreach training or receive student completion cards
2. Once the Cal/OSHA General Industry Outreach trainer's authorization has expired, it can only be reinstated by retaking the current OSHA #5109 *Cal/OSHA Standards for the Construction Industry* course, with proof of current OSHA-authorized Construction Industry Trainer authorization. The OSHA 5029 Cal/OSHA Update for the Construction Industry course will no longer be acceptable.

### **C. Course Offerings.**

The Cal/OSHA Partnership Outreach trainer courses (OSHA #5109 and OSHA #5029) are offered exclusively at OSHA Training Institute (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. Cal/OSHA Construction 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 – Designed Training Topics.**

The training program is intended to provide 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 job site. The training covers a variety of construction 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 – 7 hours**

##### **a. Introduction to OSHA and Cal/OSHA – 1 hour.**

- (1) OSHA has designated 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) This topic 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 Illness (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 30 minutes. The other Focus Four Hazards must be covered for a minimum of one-half hour each.

- (1) Falls (minimum 1 hour and 30 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;
- (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).

## **Focus Four Hazards Training**

**c. Personal Protective and Lifesaving Equipment – 30 minutes.**

**d. Health Hazards in Construction – 30 minutes.**

(1) Trainers may teach noise, hazard communication, lead, asbestos, crystalline silica (including 1530.1) or any other construction health hazard.

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

**2. Elective – 2 hours.**

Trainers must present at least 60 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**

**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.

## **B. 30-Hour Construction Industry Outreach Training Program – Designated Training Topics.**

The 30-hour Cal/OSHA Construction 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 Cal/OSHA standards. Instructional time must be a minimum of 30 hours. The topic requirements are as follows:

**1. Mandatory – 16 hours**

**a. Introduction to OSHA and Cal/OSHA – 1 hour.**



- (1) OSHA has designated 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) This topic 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, 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.**

- (1) Topic 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 30 minutes. The other Focus Four Hazards must be covered for a minimum of one-half hour each.

- (1) Falls (minimum 1 hour and 30 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;
- (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.**

- (1) Topic 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. Elective – 12 hours.**

Trainers 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. Foundations of Safety Leadership – Requires 2.5 hours**
- g. Materials Handling, Storage, Use and Disposal**
- h. Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades**
- i. Powered Industrial Vehicles**
- j. Safety and Health Programs**
- k. Scaffolds**
- l. Steel Erection**
- m. Tools – Hand and Power**
- n. Welding and Cutting**

**3. Optional – 2 hours.**

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 OSHA Outreach Training Program Report (OTPR) – General Industry are included on the form or contact your OSHA Training Institute (OTI) Education Center.
- b. When planning and reporting the 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 Course Completion Cards”, for information on documenting training to receive student completion cards or contact your OSHA Training Institute (OTI) Education Center

**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 Publication – [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.htm](http://www.dir.ca.gov/dosh/etools.htm)
- D. Region IX OSHA Training Institute Education Centers –
  - a. [www.csudh.edu/osha](http://www.csudh.edu/osha)
  - b. <http://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 – [www.osha.gov/doc/presentations\\_outreach.html](http://www.osha.gov/doc/presentations_outreach.html)
- J. OSHA Construction eTools, Preventing Fatalities – [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 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.