

# Georgia Tech

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## Authorized Outreach Trainer Update

November 28, 2017



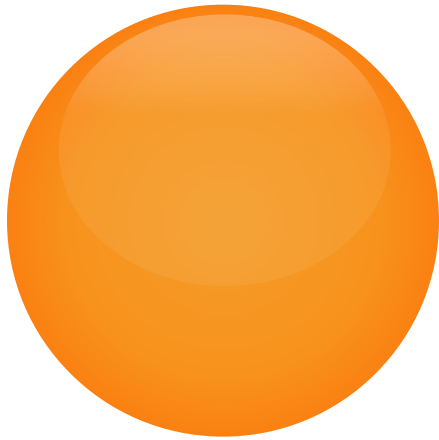
# Breakdown of Topic Hours by Class Type

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Link to Trainer Portal:

<https://outreachtrainer.gatech.edu/>

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# General Information – All Industries

## Minimum Requirements 10 hour

- Total training time must be 10 hours **but total time can be more than 10 hours.**
- The minimum length of time spend on any topic is 30 minutes, unless required to train longer.
- Trainers are allowed to go over the minimum amount of time for a topic as long as no one topic is trained for more than 4 hours.

## Minimum Requirement 30 hour

- Total training time must be 30 hour **but total time can be more than 30 hours.**
- The minimum length of time spend on any topic is 30 minutes, unless required to train longer.
- Trainers are allowed to go over the minimum amount of time for a topic as long as no one topic is trained for more than 6 hours. One except to this requirement is in **the Construction Procedures: Focus Four**, you are required to train for 6 hours but allowed to train a maximum of 10 hour. **There are NO other exceptions.**

## 2 Hours: Intro to OSHA

- Must use the OSHA presentation and student handouts materials
- Must include the test

## Elective Topics – Construction & General Industry:

- For the 10 hour classes, must train on at least 2 of the Elective Topics AND must train for a total of 2 hours on the Elective Topics listed.
- For the 30 hour Construction classes you must train on 12 topics for at least 12 hours
- For the 30 hour General Industry classes you must train on at least 10 topics for at least 10 hours.

NOTE: You are allowed to train more hours than the minimum, up to the maximum number of hours allowed.

## Optional Topics

- Trainers are not required to do conduct any optional training. If you meet the minimum overall hour requirements by training more than the minimum amount of time for the Required Topics and/or Elective Topics and have meet the overall hours required for the class, the Optional Topic would not be necessary.
- The Optional Topic can be training on other industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.

## NOTE: Test & Administration time does NOT count as Instruction or Contact Time.

All information taken from the following documents:

OSHA Outreach Training Program Requirements Document – February 2013

Construction Procedure Document – April 2011

General Industry Procedure Document – April 2011

# 10-Hour Construction

**Required: 7 Hours**

**Electives: 2 Hours**

**2 Hours: Intro to OSHA**

**Must cover at least 2 topics:**

- Cranes, Derricks, Hoists, Elevators, and Conveyors
- Excavations
- Materials Handling, Storage, Use, and Disposal
- Scaffolds
- Stairways and Ladders
- Tools: Hand and Power

**4 Hours: Focus Four:**

- Fall Protection: **1 Hour 15 Minute Minimum**
- Electrocution: 30 Minute **Minimum**
- Struck By: 30 Minute **Minimum**
- Caught In/Between: 30 Minute **Minimum**

NOTE: Focus Four must TOTAL 4 Hours EXACTLY. Each Sub-Topic (Fall Protection, Electrocution, Struck By and Caught In/Between) must meet the required minimum times required by OSHA but the total time for the topic Focus Four Hazards must total EXACTLY 4 HOUR, no more, no less.

**30 Minutes: Personal Protective and Lifesaving Equipment**

**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.

**30 Minutes: Health Hazards in Construction**

# 30-Hour Construction

## Required: 15 Hours

### 2 Hours: Intro to OSHA

### 2 Hours: Managing Safety and Health

May include Injury and Illness Prevention Programs, job site inspections, accident prevention programs, management commitment and employee involvement, worksite analysis, hazard prevention and control, accident investigations, how to conduct safety meetings, and supervisory communication.

### 6 hours: Focus Four:

- Fall Protection: **1 Hour 15 Minute Minimum**
- Electrocution: 30 Minute **Minimum**
- Struck By: 30 Minute **Minimum**
- Caught In/Between: 30 Minute **Minimum**

Please note that the **MINIMUM** time requirements for each section of **Focus Four** equals 2 hours and 45 minutes, additional time must be added for the total amount of time spent of **Focus Four** to equal **SIX (6) HOURS**. Trainer may spend up to **ten (10) hours** on **Focus Four**.

### 2 Hours: Personal Protective and Lifesaving Equipment

### 2 Hours: Health Hazards in Construction

### 1 Hour: Stairways and Ladders

# 30-Hour Construction

## Electives: 12 Hours

### Must cover at least 6 topics:

- Concrete and Masonry Construction
- Confined Space Entry
- Cranes, Derricks, Hoists, Elevators, and Conveyors
- Ergonomics
- Excavations
- Fire Protection and Prevention
- Materials Handling, Storage, Use, and Disposal
- Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades
- Powered Industrial Vehicles
- Safety and Health Programs
- Scaffolds
- Steel Erection
- Tools - Hand and Power
- Welding and Cutting
- Foundation for Safety Leadership (must conduct this for 2.5 hours)

**Optional: 3 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.



# 10-Hour General Industry

<b>Required: 7 Hours</b>	<b>Elective: 2 Hours</b>
<b>2 Hours: Intro to OSHA</b>	<p>Must present at least two hours of training on the following topics. At least two topics must be presented. The minimum length of any topic is one-half hour.</p> <ul style="list-style-type: none"><li>• <b>Hazardous Materials</b></li><li>• <b>Materials Handling</b></li><li>• <b>Machine Guarding</b></li><li>• <b>Introduction to Industrial Hygiene</b></li><li>• <b>Bloodborne Pathogens</b></li><li>• <b>Ergonomics</b></li><li>• <b>Safety and Health Program</b></li><li>• <b>Fall Protection</b></li></ul>
<b>1 Hour: Walking and Working Surfaces, including fall protection</b>	
<b>1 Hour: Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection</b>	<b>Optional: 1 Hour.</b> 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.
<b>1 Hour: Electrical</b>	
<b>1 Hour: Personal Protective Equipment</b>	
<b>1 Hour: Hazard Communication</b>	



# 30-Hour General Industry

**Required: 13 Hours**

**2 Hours: Intro to OSHA**

**2 hours: Managing Safety and Health.** May include Injury and Illness Prevention Programs, job site inspections, accident prevention programs, management commitment and employee involvement, worksite analysis, hazard prevention and control, accident investigations, how to conduct safety meetings, and supervisory communication.

**1 Hour: Walking and Working Surfaces, including fall protection**

**2 Hours: Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection**

**2 Hours: Electrical**

**1 Hour: Personal Protective Equipment**

**2 Hours: Materials Handling**

**1 Hour: Hazard Communication**

# 30-Hour General Industry (continued)

## Elective: 10 Hours

Must present at least 10 hours of training on the following topics. At least 5 of the following topics must be presented. The minimum length of any topic is one-half hour.

- **Hazardous Materials (Flammable and Combustible Liquids, Spray**
- **Finishing, Compressed Gases, Dipping and Coating Operations)**
- **Permit-Required Confined Spaces**
- **Lockout / Tagout**
- **Machine Guarding**
- **Welding, Cutting, and Brazing**
- **Introduction to Industrial Hygiene**
- **Bloodborne Pathogens**
- **Ergonomics**
- **Fall Protection**
- **Safety and Health Programs**
- **Powered Industrial Vehicles**

**Optional: 7 Hours.** 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.