WELCOME TO THE AUTHORIZED OUTREACH TRAINER UPDATE

PLEASE MUTE YOUR DEVICE’S MICROPHONE UNLESS YOU HAVE A SPECIFIC QUESTION DURING THE PRESENTATION. YOU MAY USE THE APP TO TYPE QUESTIONS VIA CHAT THAT WE WILL ANSWER DURING THE Q & A AT THE END OF THE WEBINAR. THANK YOU!
WELCOME

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Changes in GT OTIEC

Paul Schlumper, P.E., CSP
• Interim Director of the Safety, Health and Environmental Services Department
• Manager – Georgia On-Site Safety and Health Consultation Program

Paul.schlumper@innovate.gatech.edu
404-894-4148
Administrative and Program Staff

***Please note: At this time the best way to reach the GT OTIEC staff is via email.

Yavonne Jones
yavonne.jones@innovate.gatech.edu
- Outreach Trainer requests
- 10/30 hour course report assistance

Shakila Burns
shakila.burns@innovate.gatech.edu
- OSHA course completion certificates
- Trainer cards

Anginique Walker
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- Professional Education short course logistics

Website:
www.oshainfo.gatech.edu

Main Phone Number:
404-385-3090
Topics to be covered…

- Georgia Tech OSHA Training Institute and Education Center Operations
- Exception Requests
- Alternative Training Methods
- Temporary 90-day
- 10 and 30 hour course completion cards
- Accessing the Trainer Portal
- Records Retention
- Outreach Trainer Audits
- Resources
- Question and Answer
Georgia Tech OSHA Training Institute and Education Center Operations

- Current operations are being conducted remotely.

- Georgia Tech has suspended all face-to-face course offerings held on the Atlanta and Savannah campuses through March 31, 2021

- Several virtual courses are available, to register visit www.pe.gatech.edu

- Free seminars www.oshainfo.gatech.edu
Exception Requests

• DTE is temporarily waiving the 60 calendar day advanced notification requirement.

• All exception requests must still comply with the Outreach Training Program Requirements manual
  (Section V. OSHA Outreach Training Program Requirements c. Exception Requests)
  – Must be submitted in writing to your Authorized Training Organization (ATO).
  – Detailed explanation for the need for the exception and why the inherent flexibility of the OSHA Outreach Training Program is insufficient to deliver training.
  – Must submit a separate request for each class you would like the exception for. DTE will not issue a “blanket” approval for trainers.

Alternate Training Methods

• **Defined as**: Online training or video conferencing

• Must submit and “Exception Request” to your ATO for approval.
  - Detailed explanation as to why the trainer believes the exception is necessary.
  - Name of the primary OSHA Outreach Training Program authorized trainer and assistant/guest trainers.
  - Copy of trainer card(s)
  - Documentation of all trainers’ experience delivering OSHA training via video conferencing, webinar, or by other means, not in-person.
  - Type of systems required to conduct this training.
  - Detailed course outline
  - List of materials
  - Outreach Training Exception Request Checklist

***Please review (Section V. OSHA Outreach Training Program Requirements - Section V.R.2.a-p and Section V.P.3 R. Alternative Training Methods)

90-Day Grace Period

• Trainers who will need to reauthorize:
  90-days starts the day the Authorized Training Organization (ATO) resumes normal operations.
  – It **DOES NOT** start with the expiration date listed on the current card.
2021 Course Schedule

- January – March 2021
  - Virtual only
  - Dates have been listed on the Professional Education website www.pe.gatech.edu
  - In the process of confirming April – June 2021 dates
Accessing the Portal

**Register** on the Georgia Tech Outreach Trainer Portal/Website:

https://outreachtrainer.gatech.edu. The “REGISTER” button is located at the top right, next to the Georgia Tech logo.

Fill out the registration page and hit submit. It may take 2 – 4 business days to approve your registration. You will NOT be able to log in until your registration is approved. **NOTE:** You will need to register before teaching your first class in order to submit your advanced notice for your upcoming classes.
10 and 30- hour Course Completion Cards

- Georgia Tech Outreach Trainer student card processing has been restored.

- **2020 Deadline**
  - All course reports will need to be completed and paid for by the end of business on **Monday, December 14th, 2020** to receive course completion cards.
  - Any course report submitted after Monday, December 14th, 2020 will be processed in January 2021.

Records Retention

• Outreach trainers must document each class using the official Outreach Training Program Report (OTPR). This form is created when the trainer submits a course report via the Georgia Tech Outreach Trainer Portal, but must be exported by you for your records after the information is submitted.

• Trainers must retain these forms for 5 years even if an electronic portal is used to request cards from the Authorizing Training Organization (ATO) in this case, Georgia Tech.

• It is the TRAINER’S responsibility to maintain these records even if they are duplicated by their employer or a customer. The TRAINER must be able to produce these documents in the event of an audit.
Best Practice

• Course reports
  – Entering student names – Please do not use all caps

• During Update courses (OSHA 502/ 503) - Check with OTIEC staff if you think you may have an existing account before creating a new one.

• For assistance with course reports and/or outreach trainer portal, please email Yavonne Jones at Yavonne.jones@innovate.gatech.edu
Outreach Trainer Audits

Why am I getting audited?

- Audits may be programmed or random. They may be in person, or records audits.
- These monitoring activities are designed to ensure that OSHA Outreach trainers are conducting classes and maintaining records in accordance with OSHA Outreach Training Program requirements and industry procedures. The OSHA Directorate of Training and Education (DTE) requires all authorized Outreach Trainers to maintain prescribed Outreach class records for a period of five years.
- Please note that failure to respond to an audit request may lead to probation, suspension or revocation of your authorized trainer status by the OSHA Directorate of Training and Education (DTE) in accordance with the OSHA Investigation and Review Procedures. [https://www.osha.gov/dte/outreach/investigation_procedures.html](https://www.osha.gov/dte/outreach/investigation_procedures.html)
OSHA Outreach Training Program Requirements
Revised: January 1, 2019
Effective: April 1, 2019

Current as of 1/2/19
Links to Construction & General Industry Outreach Training Program Procedures

(Maritime and Disaster Site Worker available at www.osha.gov)

Current as of 1/2/19

Current as of 1/2/19
Trainer Resources and Curriculum

Find Training Tools...

OSHA provides information on employers' training requirements and offers resources such as free publications, videos, and other assistance to help employers protect workers against injuries and illnesses.

https://www.osha.gov/dte/library/
Over 30 PowerPoints are available for you to download, modify, and use for training!
How to Stay in Touch

- Quarterly Newsletter – via email
- Facebook page – Safety, Health, and Environmental Services at EI2
- Website – https://oshainfo.gatech.edu
Questions??  Feedback??

Georgia Tech®

An Authorized OSHA Training Institute Education Center®