



## Electrical Transmission & Distribution Partnership Outreach Training Programs



## Construction Outreach Course Procedures

June 2019

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### **Forward**

The purpose of this document is to outline specific requirements for the delivery of the Electrical Transmission and Distribution Partnership (ET&D Partnership) training courses titled “The Construction Outreach Training course” (AKA ET&D 10-Hour) and “The Supervisory Leadership Skills Outreach Training course” (AKA ET&D 20-Hour). The requirements outlined in this document pertain only to those items that may be unique to the delivery and administration of these ET&D courses. For those requirements not otherwise addressed by this document, authorized Outreach trainers must adhere to the requirements of the most current version of the OSHA Outreach Training Program Requirements document.

A current copy of the Outreach Training Program Requirements is available for free download from the following site: <https://www.osha.gov/dte/outreach/construction/>

## I. Electrical Transmission & Distribution Partnership Training Course Summary

**A. Construction Outreach Training Program Purpose.** The Electrical Transmission and Distribution (ET&D) Partnership conceived of and subsequently developed the OSHA Electrical Construction Industry Outreach training course with the goal of producing non-traditional industry training tailored toward employees involved with the construction and maintenance of power transmission and distribution systems. Members from each of the partner entities worked diligently to develop and implement this industry changing and industry challenging training course. Each module targets workers employed in the power transmission and distribution workforce. The course, based on the current OSHA construction standards discusses standards and industry accepted best practices along with certain non-traditional but applicable subjects as equal-potential grounding, flame resistant clothing, electrical arc protection, and pre-job briefings. The course, commonly referred to as the ET&D 10-Hour training, has a minimum allotted contact time of 11.5 hours. Students completing the ET&D Construction Outreach Training course receive a traditional OSHA 10-Hour Construction Outreach card containing with a designation indicating the student completed the ET&D Construction Outreach training course.

Persons attending this course receive awareness training in the following topics:

|  |     |       |
|--|-----|-------|
| 1. Introduction to OSHA                        | 1.0 | Hour  |
| 2. Electrical Safety                           | 2.0 | Hours |
| 3. Grounding & Bonding Practices               | 2.5 | Hours |
| 4. Personal Protective Equipment               | 1.0 | Hour  |
| 5. Job Briefings                               | 0.5 | Hours |
| 6. Confined and Enclosed Spaces                | 1.0 | Hour  |
| 7. Lifting and Rigging                         | 1.0 | Hour  |
| 8. Excavations                                 | 1.0 | Hour  |
| 9. Fall Protection for the Electrical Industry | 1.5 | Hours |

Note: The focus 4 topics, Electrocutation, Falls, Struck-By and Caught-in or between are discussed within the above listed subjects.

**B. Supervisory Leadership Skills Outreach Training Program Purpose.** The Electrical Transmission and Distribution Partnership developed the Supervisory Leadership Skills Outreach Training course (commonly referred to as the OSHA 20-Hour class) to provide education to supervisors within the electrical transmission and distribution industry on safety management skills. The course demonstrates how to affect a positive safety culture by addressing core elements of an effective safety and health management system. The target audience is the front-line supervisor i.e., general foreman, supervisor, foreman, lead person, or any person assigned the responsibility to implement and manage a company's safety and health program or system. The training is suitable for potential foremen and/or employees and employee representatives interested in improving safety and health in the workplace.

The course uses scenarios, case studies, personal participation exercises, and discussion topics to engage the attendee and assist them with understanding the supervisor's role in the areas of responsibility and accountability regarding managing safety. Persons attending this course receive a minimum of 20-hours of training in the following courses/topics:

Required Elements (6 Hours)

- |   |           |
|---|-----------|
| a. Safety & Health Management Systems                               | 1.0 Hour  |
| b. Identifying Unsafe Behavior and Providing Constructive Criticism | 2.0 Hours |
| c. Accountability for Safety and Health                             | 1.0 Hour  |
| d. Reducing Accidents & Accident Costs                              | 2.0 Hours |

Elective Elements (at least 5 of the below topics with a minimum of 2 hours per topic)

- a. Conducting Safety Meetings
- b. Job Hazard Analysis (Safety & Hygiene)
- c. Pre-Job Briefing
- d. Site Safety & Health Inspections
- e. Accident Investigation- Safety & Health Training for Employees
- f. Safety & Health Trend Analysis
- g. Conducting a Safety & Health Skills Assessment

Additional Elements (4 Hours)

- a. Trainers may include safety and health topics related to standards, culture change, company specific topics, and/or safety supervision. Trainers may also expand on required or elective elements listed above.

**C. Trainer Requirements.**

Individuals seeking authorization to deliver the ET&D partnership versions of the 10- and 20-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).
2. Complete the ET&D Partnership Train-the-Trainer class either by attending an ET&D Partnership sponsored event or by being trained by a trainer having completed an ET&D Partnership sponsored training event.

Note: Trainers that complete an ET&D Partnership sponsored Train-the-Trainer event are "First Generation Trainers". These "First Generation Trainers" are

permitted by the ET&D Partnership to train their employees and train other trainers that are full time employees of their respective organizations so long as the prospective trainer meets the required prerequisites. These trainers are referred to as “Second Generation Trainers”. These “Second Generation” trainers may not train other trainers.

3. Only trainers that are full-time employees of a partnership member company are eligible to conduct the ET&D 10 and/or 20-hour courses. Trainers who leave their ET&D Partnership member organization must contact the ET&D Partnership and advise them of their departure.

#### **D. Training Guidelines.**

ET&D Partnership 10-hour and 20-hour construction Outreach Training Program classes shall be conducted using these Construction Outreach Course Procedures and the OSHA Outreach Training Program Requirements for students to receive 10-hour and 20-hour construction Outreach student course completion cards with an ET&D Partnership recognition.

#### **E. Trainer Code of Conduct.**

1. Trainers must conduct themselves professionally at all times during training, at meal and/or other break periods, in financial dealings with their students or customers, and during interactions with ATO staff, instructors, and other Program stakeholders.
2. Examples of unprofessional behavior include, but are not limited to Inappropriate Behavior, Activities, or Lack of Professionalism. This includes such inappropriate behavior as:
  - a) Serving alcohol.
  - b) Suggesting how to circumvent OSHA regulations.
  - c) Discriminatory or defamatory remarks regarding OSHA, or any individual or group of individuals.
  - d) Telling jokes that could be reasonably considered offensive, insulting, humiliating, or demeaning.
3. Improper Class Setting. This includes holding training at a place not conducive to learning. For example, providing training in bars, private residence, or locations with outside distractions.
4. Felony Conviction. OSHA Outreach Training Program authorized trainers convicted of a felony may be subject to corrective action including suspension or revocation. Prior felony conviction does not automatically preclude a prospective trainer from attending a trainer course or seeking authorized trainer status.

5. Failure to Handle the Payment and Refund of Course Tuition and Fees in a Professional Manner. This includes failing to reimburse full course tuition and fees within five (5) business days of cancelling a class, or, if the trainer reschedules the cancelled class, failing to reimburse full course tuition and fees to each student that does not affirmatively agree, within 10 business days of the class cancellation, to attend the rescheduled class.
6. Double Scheduling. OSHA Outreach Training Program authorized trainers may not schedule multiple classes projected to occur concurrently or at the same time.
7. Training Delivery. Training that does not comply with the requirements listed below will not be recognized and trainers will not be issued student course completion cards.
8. Students are defined as those attending a class. Trainers are not considered students. Therefore, the Outreach trainer must not include their name on the student roster.
9. Attendance. To receive a course completion card, the student must attend the entire class and complete all class requirements, including all requisite topics and the minimum number of contact hours.
10. Class Size. The minimum student class size for the ET&D 10-hour and 20-Hour classes is three (3) students. The maximum class size for the 10-hour is forty (40) students, and the maximum class size for the 20-hour is thirty (30) students.

**F. Obtaining ET&D 10-Hour Student Course Completion Cards.**

1. Outreach Training course (10-Hour) student course completion card requests for the ET&D Construction Outreach course are submitted to the trainer’s current Authorizing Training Organization (OTI Education Center) using the electronic Outreach portal. Requests must follow all normal ATO reporting requirements (e.g., must be submitted within 30 days of class end, must meet minimum contact times, etc.).

2. The minimum contact time for each subject is:

|                                  |           |
|----------------------------------|-----------|
| a. Introduction to OSHA          | 1.0 Hour  |
| b. Electrical Safety             | 2.0 Hours |
| c. Grounding & Bonding Practices | 2.5 Hours |
| d. Personal Protective Equipment | 1.0 Hour  |
| e. Job Briefings                 | 0.5 Hours |
| f. Confined and Enclosed Spaces  | 1.0 Hour  |
| g. Lifting and Rigging           | 1.0 Hour  |

- h. Excavations 1.0 Hour
- i. Fall Protection for the Electrical Industry 1.5 Hours

Note: The maximum allowable contact time for any of the ET&D 10-hour topics is four (4) hours. The maximum allowable daily student contact time for the ET&D 10-hour and 20-hour course is 7.5 hours.

### **G. Obtaining ET&D 20-Hour Student Course Completion Cards.**

Within 30 days of class end, student course completion card requests for the Supervisory Leadership Skills Outreach Training Course (20-Hour) must be submitted to the OSHA Directorate of Training and Education using the OSHA OUTREACH TRAINING PROGRAM REPORT (Attached). Send the completed OSHA Outreach Training Program Report to:

OSHA Directorate of Training and Education  
Office of Training Programs and Administration  
Attn: Outreach Training Program  
2020 S. Arlington Heights Road  
Arlington Heights, IL 60005  
(847) 725-7810  
e-mail: [outreach@dol.gov](mailto:outreach@dol.gov)

### **H. Replacing Lost, Damaged, or Misprinted Cards**

Trainers are required to maintain training records for five years plus the present year. Student course completion cards may be replaced once per student, per class, within five years of the course completion date. If the training took place prior to this, cards cannot be reissued.

1. To obtain ET&D 10-hour student course completion cards, trainers must submit replacement card requests through the Outreach portal of their current Authorizing Training Organization.
2. To obtain ET&D 20-hour student course completion cards, trainers must submit a request to OSHA containing the following information: student name, trainer name, and training dates and location. Send replacement card requests to:

OSHA Directorate of Training and Education  
Office of Training Programs and Administration  
Attn: Outreach Training Program  
2020 S. Arlington Heights Road  
Arlington Heights, IL 60005  
(847) 725-7810  
e-mail: [Outreach@dol.gov](mailto:Outreach@dol.gov)