



ELECTRICAL TRANSMISSION & DISTRIBUTION PARTNERSHIP

OUTREACH TRAINING PROGRAMS

CONSTRUCTION

10hr ET&D

OUTREACH COURSE

PROCEDURES

JANUARY 2025

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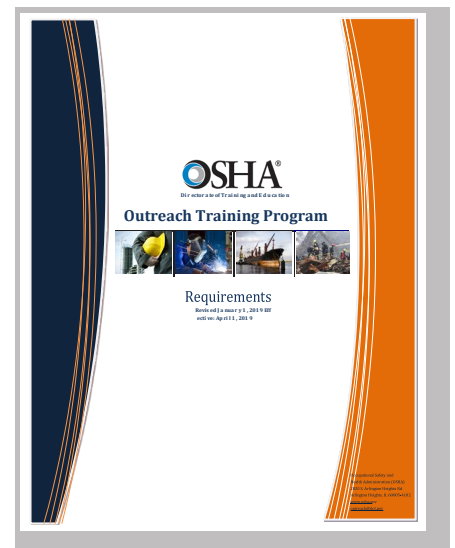
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Forward

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 Electrical Construction Outreach Training course"(AKA ET&D 10-Hour and/or 10-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 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 to download for free from the following link:

<https://www.osha.gov/training/outreach>





Electrical Transmission & Distribution Partnership Training Course Summary

A.Electrical Construction Industry 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 mind set of producing non-traditional industry training tailored toward employees involved with the construction and maintenance of electric 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 electric 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 of training. Students completing the ET&D Construction Outreach Training course receive a traditional OSHA 10-Hour for Construction card containing verbiage 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, Electrocution, Falls, Struck-By and Caught-in or between are discussed within the above listed subjects.

B. Trainer Requirements

Individuals seeking authorization to deliver the ET&D partnership version of the 10-Hour Construction Outreach Training Program classes must fulfill the following requirements:

1. Trainers should be knowledgeable and experienced in the course topics prior to administering a class.
2. It is recommended by the OSHA ET&D Partnership that instructors have a minimum of 5 years of Electrical Transmission and Distribution Industry experience prior to instructing a class.
3. Additionally, it is recommended that instructors of the Electrical Safety and Grounding & Bonding Practices modules have previous experience and knowledge in Electrical Theory and Equipotential Bonding and Grounding Practices.
4. Be a current OSHA-authorized Construction Outreach Training Program trainer in good standing (i.e., not currently on probation, suspended or revoked).
 - a. Submit documentation of current OSHA 500 or 502
 - b. Submit documentation to show completion OSHA ET&D 10-Hour Course prior to attending ET&D 10 Hour Train-the-Trainer.
5. Complete the ET&D Partnership Train-the-Trainer class by attending an ET&D Partnership sponsored event.

C. Training Guidelines

1. ET&D Partnership 10-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 construction Outreach student course completion cards with an ET&D Partnership recognition.

CI. Trainer Expiration

1. Initially, trainers are authorized to train the ET&D Partnership 10-hour Construction course for four years. In order to maintain authorization past the initial four-year period, a trainer must be a current OSHA authorized trainer (500 or 502) and have personally conducted a minimum of one ET&D Partnership 10-hour Construction course during the previous four years.
2. Trainers who are not reauthorized to train the course or lose their training privileges shall be removed from the master list of authorized trainers.
3. To be reauthorized and added back to the master list of authorized trainers, the trainer must adhere to the requirements listed in the Training Minimum Requirements in section B of this document.

E. Trainer Code of Conduct

1. **Trainers must always conduct themselves professionally** 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 class is three (3) students. The maximum class size for the 10-hour is forty (40) 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 is submitted to their current ATO. These requests are submitted using the ATO's outreach training program report and process. 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 minimum allowable time for any topic is thirty (30) minutes. The maximum allowable daily student contact time for the ET&D 10-hour course are 7.5 hours. A minimum ten-minute (10) break is mandated after two (2) consecutive hours of training and a minimum thirty-minute (30) break is required after six (6) consecutive hours of training.

G. Replacing Lost, Damaged, or Misprinted Cards

Replacement card(s) for the ETD-10 Hour Outreach Training courses may be acquired by submitting a request to their current ATO. These requests are submitted using the ATO's outreach training program report and process. Trainers are required to maintain training records five years plus the present year. Replacement cards will not be issued for training conducted beyond that time frame.

