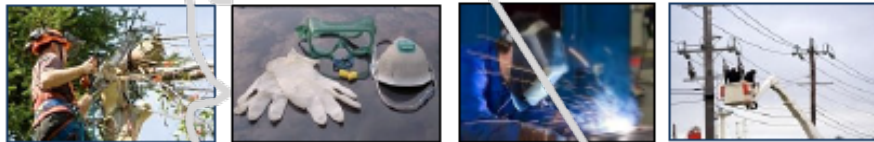




Directorate of Training and Education

Outreach Training Program



Cal/OSHA Partnership Program General Industry Procedures

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I. 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 General Industry Training Program Classes.

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

1. Be a current OSHA-authorized General Industry Outreach Training Program trainer in good standing (i.e., not currently on probation, suspended or revoked) OR become an OSHA-authorized General Industry Outreach Training Program trainer within six (6) months after completing OSHA #5119 *Cal/OSHA Standards for General Industry*. Trainers should note that the Cal/OSHA Partnership endorsement **expires on the same date** as their OSHA-authorized General Industry 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 #5119 *Cal/OSHA Standards for General 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 #501 – *Trainer Course in OSHA Standards for General Industry* or OSHA #503 – *Update for General 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 #5119 *Cal/OSHA Standards for General 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 General Industry 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 General Industry Outreach student course completion cards with Cal/OSHA Partnership endorsement.

D. Obtaining Student Course Completion Cards.

General Industry Outreach student course completion card requests for Cal/OSHA 10- and 30-hour General Industry Outreach courses must be submitted to the Authorizing Training Organization (OTI Education Center) from which the trainer received their Cal/OSHA Partnership authorization (OSHA #5119 *Cal/OSHA Standards for General Industry*/OSHA #5039 *Cal/OSHA Update for General Industry Outreach Trainers*) course. These requests must be submitted using the Outreach Training Program Report form. 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 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 General Industry Procedures for the Outreach Training Program.

III. General Industry Summary

A. Program Purpose.

The OSHA Outreach Training Program for General Industry teaches general 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 General Industry Outreach training to work on general industry 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 General Industry Procedures.

These procedures provide instructions for Cal/OSHA-authorized General 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 General Industry 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 General Industry (e.g., the OSHA #501 *Trainer Course in OSHA Standards for General Industry* or OSHA #503 *Update for General Industry Outreach Trainers* course) **and** the OSHA #5119 *Cal/OSHA Standards for General Industry* course. The OSHA #5119 may be completed up to six (6) months prior to attending, or up to four (4) years after completing, the OSHA #501 or OSHA #503 course. Section IIIA of the *Outreach Training Program General Industry Procedures* lists the prerequisite education and safety-related experience requirements to become an OSHA-authorized General Industry Outreach Training Program Trainer. Outreach trainers may be required to show proof of the 501/503 authorization prior to registering for the Cal/OSHA 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 General Industry Outreach trainers are required to complete OSHA #5039 *Cal/OSHA Update for General Industry* every four (4) years and be a current OSHA-Authorized General Industry 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 #5119 *Cal/OSHA Standards for General 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 #5119 *Cal/OSHA Standards for General Industry* course, with proof of current OSHA-authorized General Industry Trainer authorization. The OSHA 5039 Cal/OSHA Update for General Industry course will no longer be acceptable.

C. Course Offerings.

The Cal/OSHA Partnership outreach trainer courses (OSHA #5119 and OSHA #5039) 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.

V. Cal/OSHA General Industry Procedures.

This section contains information on the procedures for conducting Cal/OSHA General Industry Outreach training classes. Trainers are responsible for understanding these procedures when planning and conducting their Cal/OSHA General Industry Outreach classes.

A. 10-Hour Cal/OSHA General Industry – Designed Training Topics.

The training program is intended to provide general industry 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 general industry 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 – 8 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.
- (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. Walking and Working Surfaces, including fall protection – 1 hour.**
- c. Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection – 1 hour.**
- d. Electrical – 1 hour.**
- e. Personal Protective Equipment – 1 hour.**
- f. Hazard Communication – 1 hour.**
- g. Health Hazards – 1 hour.**
- h. Injury and Illness Prevention Program (IIPP) and Heat Illness Prevention – 1 hour.**

2. Elective – 2 hours.

Trainers 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.

- a. Hazardous Materials**
- b. Materials Handling**
- c. Tools and Equipment**
- d. Bloodborne Pathogens**
- e. Ergonomics**
- f. Safety and Health Program**
- g. Fall Protection**

B. 30-Hour Cal/OSHA General Industry Outreach Training Program – Designated Training Topics.

The 30-hour Cal/OSHA General 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.
- (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. Walking and Working Surfaces, including fall protection – 1 hour.

d. Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection – 2 hours.

e. Electrical – 2 hours.

f. Introduction to Industrial Hygiene – 1 hour.

g. Personal Protective Equipment (PPE) – 1 hour.

h. Materials Handling – 2 hours.

i. Hazard Communication – 1 hour.

j. Health Hazards – 3 hours.

- (1) Topic must cover noise and heat illness prevention. May cover lead, silica, asbestos, benzene, formaldehyde, or other chemicals.

2. Elective – 13 hours.

Trainers must present at least 13 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.

- a. **Hazardous Materials (Flammable and Combustible Liquids, Spray Finishing, Compressed Gasses, Dipping and Coating Operations)**
- b. **Permit-Required Confined Spaces**
- c. **Lockout / Tagout**
- d. **Machine Guarding**
- e. **Welding, Cutting, and Brazing**
- f. **Bloodborne Pathogens**
- g. **Ergonomics**
- h. **Fall Protection**
- i. **Safety and Health Programs**
- j. **Powered Industrial Vehicles**
- k. **Heat Illness Prevention**
- l. **Cranes & Hoisting Equipment**

3. Optional – 1 hour.

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.

C. Reporting Training Classes.

1. Outreach Training Program Report – General Industry.

- 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 appropriate coverage of the required topics.

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. General Industry 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
- B. Cal/OSHA Publication – www.dir.ca.gov/dosh/puborder.asp
- C. Cal/OSHA etools – www.dir.ca.gov/dosh/etools.htm
- D. Region IX OSHA Training Institute Education Centers –
 - a. www.csudh.edu/osha
 - b. <http://osha.ucsd.edu>
 - c. www.osha4you.com
 - d. www.osha.asu.edu
- E. Cal/OSHA Heat Illness Prevention – www.dir.ca.gov/dosh/HeatIllnessInfo.html
- F. Heat Illness Prevention – www.99calor.org
- G. Worksafe BC – www.worksafebc.com
- H. General Industry Safety and Health Topics –
www.osha.gov/SLTC/generalindustry/index.html
- I. Industry-Specific Resources –
www.osha.gov/dcsp/compliance_assistance/industry.html
- J. OSHA tools (electronic products for compliance assistance –
www.osha.gov/dts/osta/oshasoft/index.html#eTools
- K. Compliance Assistance Quick Start: Health Care Industry –
www.osha.gov/dcsp/compliance_assistance/quickstarts/health_care/hc_library.html
- L. OSHA Assistance for the Printing Industry –
www.osha.gov/SLTC/printing_industry/index.html
- M. Lockout / Tagout Interactive Training Program –
www.osha.gov/dts/osta/lototraining/index.html
- N. Evacuation Plans and Procedures Tool Interactive: Floorplan Demo –
www.osha.gov/SLTC/etools/evacuation/floorplan_demo.html
- O. NIOSH Safety and Health Topics – www.cdc.gov/niosh/topics
- P. General Safety and Health References Other Internet Sites –
www.osha.gov/SLTC/generalshreferences/otherresources.html