

Outreach Training Record Retention

OSHA Outreach Training Program Requirements for Authorized Outreach Trainers

January 2019

W PACIFIC NORTHWEST OSHA EDUCATION CENTER
DEPARTMENT OF ENVIRONMENTAL & OCCUPATIONAL HEALTH SCIENCES
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Outreach Training Program Requirements

- It is important to familiarize yourself with the complete Outreach Training Program Requirements
- The Jan. 2019 Outreach Requirements can be found on the Pacific Northwest OSHA Education Center website:
<https://osha.washington.edu/osha-outreach-trainers>

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Why?

- To ensure classes met Outreach Training Requirements
- Protect against complaints
- May need to submit extra documents to verify training when requesting student completion cards

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Record Audits

- Federal OSHA requires OSHA Education Centers to conduct record audits
- Audited trainers must submit copies of all the required class records for courses held during the dates indicated in the audit notification letter
- Failure to keep or provide these records may result in corrective action, up to and including the revocation of Outreach trainer status.
- Keep your contact information current in your account on osha.washington.edu



What is Required?

- Primary outreach trainers must retain class records for 5 years
 - It is the trainer's responsibility to retain records, not their company's or admin's
- Items that must be retained for each course:
 - Daily student sign-in sheets
 - Student contact information
 - Detailed topic outline
 - Outreach Training Program Report (OTPR)
 - Student course completion cards
 - Guest trainer and assistant Outreach trainer information



Sign-In Sheets

- Separate sign-in sheets must be completed for each day of class
- Printed or typed first and last names must appear next to the students' full signatures
- Must include:
 - Course name
 - Date and time of the course session
 - Training location's name, city, and state
 - Primary instructor's printed first and last name and signature attesting to the accuracy of the information

- Common errors:**
- Using students' initials
 - More than one day of class on each sign-in sheet
 - Missing course information
 - Not everyone signs in each day



Sign-In Template

1.	Printed Name	Signature
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

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Student Contact Information

- Location to which the instructor sent the student card
- Must be student's home or business address

Common errors:

- No addresses retained

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Topic Outlines

- A schedule for the course
- Must include:
 - Course title
 - Course location
 - Specific date & time period (e.g. 1pm-2pm) of every topic, break, and meal period
 - The trainer who taught each topic

Common errors:

- Only lists the amount of time (1 hour) spent on each topic
- Topic outline does not include the date the session was held or it's location
- Schedule does not meet the training delivery requirements
- Does not match the time reported on Outreach Training Program Report

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Topic Outline Template

TOPIC	Start Time	End Time	Topic Name/Issue	Estimate

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Example Topic Outline Submission

OSHA 10Hr Construction Course

DAY 1

Introductions	7:00am	7:15am
Intro to OSHA	7:15am	8:15am
Break	8:15am	8:30am
Fall Protection	8:30am	10:45am
Break	10:45am	11:45am
Lunch	11:45am	12:15pm
Electrical	12:15pm	1:00pm
Caught in or Between	1:00pm	2:00pm
Hand & Power Tools	2:00pm	3:00pm

DAY 2

Review Day 1	7:00am	7:15am
Personal Protective and Lifesaving Equipment	7:15am	7:45am
Health Hazards in Construction Material	7:45am	8:15am
Handling, Storage, Use, and Disposal	8:15am	8:15am
Break	8:15am	8:30am
Excavations	8:30am	10:30am
Review OSHA 10	10:30am	11:00am

What's missing from this topic outline?

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Example Topic Outline Submission

From February 2015 through June 2015, I taught 5 OSHA Construction Outreach Training classes; both the 30 hour and the 10 hour. According to your audit request, you want to know the exact timing of breaks. For all 7.5 hour per day classes taught, we took two 10 minute breaks in the morning, a 30 minute lunch break, and two 10 minute breaks in the afternoon. We normally started covering a topic for about one hour then took a ten minute break. The way it normally played out is our first break was about 9 AM, then 10 AM and lunch was from 11:30 till noon. Our afternoon break came about 1:30 PM and 2:30 PM and we broke for the day at about 4:00. Some students remained after class for up to 30 minutes for me to answer specific questions.

What's missing from this topic outline?

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Correct Topic Outline Submission

OSHA 30-Hour Course Construction Industry Outreach Training Safety Training Company 4225 Roosevelt Way NE, Seattle, WA 98105				
Time	Elapsed Time	Topic	Training Materials	Primary Trainer (PT) Assistant Trainer (AT) Guest Trainer (GT)
Day 1 of 4, Jan. 3, 2017				
07:30-9:30	2:02:0	Introduction to OSHA	<ul style="list-style-type: none"> PT Slides OSHA 30-Hour Manual Packet OSHA Video Slides 	John Doe, PT
09:30-09:45	-	Break		
09:45-11:45	2:02:4:0	Electrical (Focus Four Hazard)	<ul style="list-style-type: none"> PT Slides Video Case Studies Handout Training Materials Sign 	John Doe, PT
11:45-12:15	-	Lunch		
12:15-2:15	2:00:0	Fall Protection (Focus Four Hazard)	<ul style="list-style-type: none"> PT Slides Fall Record Analysis Sign 	Jack Doe, AT
2:15-2:30	-	Break		
2:30-4:00	1:30:7:30	Struck-By (Focus Four Hazard)	<ul style="list-style-type: none"> PT Slides Video Case Studies Sign 	Jane Doe, AT

Outreach Training Program Report (OTPR)

- A copy of the official OTPR
 - If you submit hard copies of the OTPR, retain a copy for your files
 - If you submit the OTPR online through your account on the website, use the "View OTPR" button and print or save.

Course	Scheduled	Students	Status	Actions
Construction 30hr	Jul 21, 2019 to Jul 31, 2019	3	Cards printed	View report, View OTPR , Download, Reassign
General Industry 10hr	Jul 15, 2019 to Jul 16, 2019	3	Cards printed	View report, Download, Reassign

- OTPRs must include
 - List of student names
 - List of topics taught
 - Cumulative class time spent on each topic

Common Errors

- Missing the list of student names
- Time reported on report does not match topic outline
- Contains incorrect information (date, location, etc)

Outreach Training Program Report (OTPR)

Student Course Completion Cards

- Must retain a complete copy of each completion card
 - Copies of the front and back of the card
- Copies can be retained in an electronic, digital, or paper format

Common Errors

- Do not keep copies of the cards
- Do not have copies of every card, or only copied one side of the cards

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Guest Trainers

- Not authorized Outreach trainers
- Maintain a list including:
 - Name of each guest trainer
 - Specific topics and times covered by each
 - Their qualifications

Common Errors

- Topics and time covered by trainer are not included
- Trainer qualifications are not included

Note: Authorized Outreach trainers must teach at least 50% of the course (pg. 11)

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Assistant Outreach Training Program Trainers

- Additional authorized Outreach trainers
- Maintain a list including:
 - Names of each assistant trainer
 - The topics taught by each assistant trainer
 - The number of contact hours allocated to each assistant trainer
 - Copy of their valid outreach trainer card

Common Errors

- Does not include topics and contact hours covered by trainer
- Does not include a copy of their trainer card

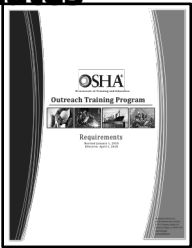
Note: The primary Outreach trainer must teach at least 20% of the course (pg. 11)

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Outreach Training Program Requirements & Recordkeeping Cheat Sheets/Templates

- Handed out during trainer courses (500, 501, 502, 503, 5400, 5600)
- On the USB students receive in class
- Found on the website:
osha.washington.edu/osha-outreach-trainers



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