



Directorate of Training and Education

## Outreach Training Program

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## Construction Industry Procedures

Revised April 2011

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Health Administration (OSHA)  
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- I. Trainer Requirements.** Requirements for Construction trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program are contained in the following two documents:
- A. Outreach Training Program Requirements.** This covers the requirements for OSHA authorized trainers in all Outreach Training Programs.
  - B. Outreach Training Program - Construction Industry Procedures.**
- II. Construction Industry Summary**
- A. Program Purpose.** The Occupational Safety and Health Administration (OSHA) Outreach Training Program for the Construction Industry teaches construction 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, and unions require Construction outreach training to work on construction sites and to fulfill their safety training goals, OSHA still 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’s training requirements.
  - C. Construction Procedures.** These procedures provide instructions for authorized construction industry outreach trainers. The procedures are designed to ensure consistency of classes and that students receive the best possible training. The Outreach Training Program Requirements cover the requirements for all OSHA authorized trainers in every Outreach Training Program.
- III. Trainer Status**
- A. Becoming an Authorized Construction Trainer.** To become an authorized trainer, a person must meet the following two prerequisites which consist of a training and experience component:
    - 1.** Five years of construction safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation, in the applicable training area may be substituted for a *total* of two years of experience); and
    - 2.** Completion of OSHA course #510 *Occupational Safety and Health Standards for the Construction Industry*. Please note that the 30-hour Construction outreach class is not considered equivalent to course #510. The 30-hour Construction outreach class is a hazards-based class, which is delivered by OSHA authorized trainers. The OSHA #510 course covers OSHA standards and is only offered through the OSHA Training Institute (OTI) or its OTI Education Centers.
- Experience cannot be substituted for the training prerequisite component. OSHA does not issue waivers for these prerequisites. After satisfying the prerequisites, a person must complete course #500 *Trainer Course in Occupational Safety and Health Standards for the Construction Industry*. This course includes knowledge and performance-based tests. Trainers must pass both of these tests to become an authorized trainer.

- B. Update Requirement.** To stay current on relevant OSHA matters, authorized Construction outreach trainers are required to attend OSHA course #502 *Update for Construction Industry Outreach Trainers* every four years. The OSHA #500 course may also be used to maintain a trainer's authorized status. If a trainer's authorization has expired, the trainer has a 90-day grace period after their expiration date to take OSHA #502. The 90-day grace period is designed to allow for unexpected circumstances like course cancellations, illness, and other unavoidable obligations such as jury duty. After the grace period, a trainer's authorization may only be reinstated by retaking OSHA #500 course, with proof (minimum of a trainer card) of prior authorized construction trainer status within the past 14 years. If a trainer's authorization has expired, they will be unable to conduct outreach training and receive student completion cards.
- C. Course Offerings.** The trainer courses are offered exclusively at the 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/dte/edcenters/current\\_list.html](http://www.osha.gov/dte/edcenters/current_list.html).

#### **IV. Construction Industry Procedures.**

This section contains information on the procedures for conducting construction outreach training classes. Trainers are responsible for understanding these procedures when planning and conducting their construction outreach classes. OSHA student completion cards in the Construction Outreach Training Program do not expire. Please note that expiration dates may be imposed by other entities but it is not an OSHA requirement.

**A. 10-Hour Construction Industry – Designated Training Topics.**

This training program is intended to provide entry level construction 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 construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Learning objectives on some of these topics are on the CD which is distributed in all OSHA Construction trainer classes, and available for download at the Outreach Training Program website ([www.osha.gov/dte/index.html](http://www.osha.gov/dte/index.html)). Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

**1. Mandatory - 7 hours**

**a) Introduction to OSHA – 2 hours.**

- (1) OSHA has required training content for this module - see [www.osha.gov/dte/outreach/construction\\_generalindustry/teaching\\_aids.html](http://www.osha.gov/dte/outreach/construction_generalindustry/teaching_aids.html).
- (2) Covers workers' rights, employer responsibilities and how to file a complaint. It includes helpful worker safety and health resources. It also provides a sample weekly fatality and catastrophe report, a material data safety 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) **OSHA Focus Four Hazards – 4 hours.** Because most construction fatalities are caused by fall hazards, falls must be covered for a minimum of one hour and 15 minutes. The other Focus Four Hazards must be covered for a minimum of one-half hour each.

- (1) Falls (minimum 1 hour and 15 minutes)
- (2) Electrocution
- (3) Struck-By (e.g., falling objects, trucks, cranes)
- (4) Caught-In or Between (e.g., trench hazards, equipment)

#### **Focus Four Hazards Training Requirements**

All lessons for the Focus Four Hazards are required to use the following terminal (TO) and enabling (EO) objectives:

TO: Given current OSHA and industry information regarding construction worksite illnesses, injuries, and/or fatalities, the student will be able to recognize [fall, caught-in or between, struck-by, electrocution] hazards in construction.

Specifically for each of the focus four, the student will be able to:

EO 1: Identify major hazards

EO 2: Describe types of hazards

EO 3: Protect him/herself from these hazards

EO 4: Recognize employer requirements to protect workers from these hazards

Because these objectives are the expected student outcomes, trainers:

- 1) May not vary from these objectives when planning the training session; and
- 2) Must follow the participatory training model by applying effective training techniques;
- 3) Must make sure the objectives are measured by testing the student's achievement.

c) **Personal Protective and Lifesaving Equipment – 30 minutes.**

d) **Health Hazards in Construction – 30 minutes.** May teach noise, hazard communication, and crystalline silica or any other construction health hazard.

2. **Elective - 2 hours.** 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) **Cranes, Derricks, Hoists, Elevators, & Conveyors**

b) **Excavations**

- c) **Materials Handling, Storage, Use and Disposal**
- d) **Scaffolds**
- e) **Stairways and Ladders**
- f) **Tools - Hand and Power**

3. **Optional - 1 hour.** Teach other construction industry hazards or policies and/or expand on the mandatory or elective topics. The minimum length of any topic is one-half hour.

**B. 30-Hour Construction Industry Outreach Training Program – Designated Training Topics.** The 30-hour Construction 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 OSHA standards. Instructional time must be a minimum of 30 hours. The topic requirements are as follows:

**1. Mandatory - 15 hours**

**a) Introduction to OSHA – 2 hours.**

- (1) OSHA has required training content for this module - see [www.osha.gov/dte/outreach/construction\\_generalindustry/teaching\\_aids.html](http://www.osha.gov/dte/outreach/construction_generalindustry/teaching_aids.html).
- (2) Covers workers' rights, employer responsibilities and how to file a complaint. It includes helpful worker safety and health resources. It also provides a sample weekly fatality and catastrophe report, a material data safety 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.** May include Injury and Illness Prevention Programs, job site inspections, accident prevention programs, management commitment and employee involvement, worksite analysis, hazard prevention and control, accident investigations, how to conduct safety meetings, and supervisory communication.

**c) OSHA Focus Four Hazards – 6 hours.** Because most construction fatalities are caused by fall hazards, falls must be covered for a minimum of one hour and 15 minutes. The other focus four hazards must be covered for a minimum of one-half hour each. A trainer may spend up to 10 hours on this topic.

- (1) Falls (minimum one hour and 15 minutes)
- (2) Electrocution
- (3) Struck-By (e.g., falling objects, trucks, cranes)
- (4) Caught-In or Between (e.g., trench hazards, equipment)



## Focus Four Hazards Training Requirements

All lessons for the Focus Four Hazards are required to use the following terminal (TO) and enabling (EO) objectives:

TO: Given current OSHA and industry information regarding construction worksite illnesses, injuries, and/or fatalities, the student will be able to recognize [fall, caught-in or between, struck-by, electrocution] hazards in construction.

Specifically for each of the focus four, the student will be able to:

EO 1: Identify major hazards

EO 2: Describe types of hazards

EO 3: Protect him/herself from these hazards

EO 4: Recognize employer requirements to protect workers from these hazards

Because these objectives are the expected student outcomes, trainers:

- 1) May not vary from these objectives when planning the training session; and
- 2) Must follow the participatory training model by applying effective training techniques;
- 3) Must make sure the objectives are measured by testing the student's achievement.

- d) **Personal Protective and Lifesaving Equipment – 2 hours**
  - e) **Health Hazards in Construction – 2 hours.** May teach noise, hazard communication, and crystalline silica or any other construction health hazard.
  - f) **Stairways and Ladders – 1 hour.**
2. **Elective - 12 hours.** Must present at least 12 hours of training on the following topics. At least 6 of the following topics must be presented. The minimum length of any topic is one-half hour.
- a) **Concrete and Masonry Construction**
  - b) **Confined Space Entry**
  - c) **Cranes, Derricks, Hoists, Elevators, & Conveyors**
  - d) **Ergonomics**
  - e) **Excavations**
  - f) **Fire Protection and Prevention**
  - g) **Materials Handling, Storage, Use and Disposal**

- h) **Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades**
- i) **Powered Industrial Vehicles**
- j) **Safety and Health Programs**
- k) **Scaffolds**
- l) **Steel Erection**
- m) **Tools - Hand and Power**
- n) **Welding and Cutting**

3. **Optional - 3 hours.** Teach other construction 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 – Construction** (*See Appendix*)

- a) Instructions for completing the Outreach Training Program Report – Construction are included on the form.
- b) When planning and reporting a class, ensure coverage of the required topics. Specifically, ensure proper coverage on each focus four area. If more time is spent in this area than is required, the additional time may be reported in the specific focus four area or under such elective topics as scaffolds, cranes, and excavations, as applicable.

2. **Outreach Training Program Requirements.** See the Outreach Training Program Requirements, section VII, How to Obtain Student Completion Cards, for information on documenting training to receive student completion cards.

V. **Construction and Training Websites.** The following sites are referenced to help trainers prepare and conduct outreach training classes:

- A. **Construction Industry** - [www.osha.gov/doc/index.html](http://www.osha.gov/doc/index.html)
- B. **Construction Outreach Materials** - [www.osha.gov/doc/training.html](http://www.osha.gov/doc/training.html)
- C. **Construction - Other OSHA Presentations** - [www.osha.gov/doc/presentations\\_outreach.html](http://www.osha.gov/doc/presentations_outreach.html)
- D. **OSHA Construction eTools, Preventing Fatalities** - [www.osha.gov/SLTC/etools/construction/index.html](http://www.osha.gov/SLTC/etools/construction/index.html)
- E. **Preventing Fatal Falls in Construction** - [www.osha.gov/doc/falls/preventingfalls.html](http://www.osha.gov/doc/falls/preventingfalls.html)
- F. **Electronic Library of Construction Occupational Safety and Health** (includes Spanish materials) [www.elcosh.org](http://www.elcosh.org)
- G. **NIOSH Construction Publications** - [www.cdc.gov/niosh/topics/construction/](http://www.cdc.gov/niosh/topics/construction/)
- H. **Fatal Facts:** Fact sheets about construction fatalities - [www.osha.gov/OshDoc/toc\\_FatalFacts.html](http://www.osha.gov/OshDoc/toc_FatalFacts.html)

**I. OSHA Publications.** OSHA has many helpful publications, forms, posters, and fact sheets. See [www.osha.gov/pls/publications/pubindex.list](http://www.osha.gov/pls/publications/pubindex.list). Publications may also be available from the nearest OSHA Area or Regional Office. A few key examples:

1. *Construction - Pocket Guide*, OSHA 3252.
2. *Fall Protection in Construction*, OSHA 3146.
3. *Controlling Silica Exposures in Construction*, OSHA 3362.

**J. OSHA Quick Cards.** Students will benefit from these cards, many of which are available in both English and Spanish. These are straightforward reference materials which focus on specific safety and health topics. See [www.osha.gov/OshDoc/quickcards.html](http://www.osha.gov/OshDoc/quickcards.html). A few key examples:

1. *Top Four Construction Hazards*, Quick Card 3216.
2. *Construction PPE*, Quick Card 3289.
3. *Fall Protection Tips*, Quick Card 3257.
4. *Supported Scaffold Safety Tips*, Quick Card 3242.



# OUTREACH TRAINING PROGRAM REPORT CONSTRUCTION

Read instructions before completing this form.

Submit completed forms to:

1. Trainer Name		2. ID No.		3. Recent Trainer Course		4. Expiration Date / /	
5. Authorizing Training Organization							
6. Trainer Address <input type="checkbox"/> Check if this is a new address							
Company _____							
Address _____							
_____							
City		State		ZIP			
Phone No. ( )		Email					
7. Course Conducted		8. Course Information (check all that apply)				9. No. of Students	
<input type="checkbox"/> 10-hour		<input type="checkbox"/> Spanish		<input type="checkbox"/> Language other than English or Spanish (specify):			
<input type="checkbox"/> 30-hour		<input type="checkbox"/> Youth (age 18 or less)		<input type="checkbox"/> OSHA Alliance or Partnership (specify):			
				_____			
10. Training Site Address							
Street address				City		State	Country
11. Type of Training Site							
<input type="checkbox"/> Workplace <input type="checkbox"/> School <input type="checkbox"/> Office <input type="checkbox"/> Hotel <input type="checkbox"/> Union <input type="checkbox"/> Employer Association <input type="checkbox"/> Other (specify): _____							
12. Course Duration							
Start Date		End Date		Start Time		End Time	
13. Sponsoring Organization							
<input type="checkbox"/> Safety & Health		<input type="checkbox"/> Employer		<input type="checkbox"/> Labor/Union		<input type="checkbox"/> Employer Association	
<input type="checkbox"/> Education		<input type="checkbox"/> Community		<input type="checkbox"/> N/A		<input type="checkbox"/> Other (specify) _____	

### 14. Statement of Certification

I certify that I have conducted this outreach training class in accordance with the OSHA Outreach Training Program guidelines. I have maintained the training records as required by these guidelines and I will provide these records to the OSHA Directorate of Training and Education (or their designee) upon request. I understand that I will be subject to immediate dismissal from the OSHA Outreach Training Program if information provided herein is not true and correct. I further understand that providing false information herein may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. 1001 and section 17(g) of the Occupational Safety and Health Act, 29 U.S.C.666(g), which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. I hereby attest that all provided is true and correct.

Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If submitting this form by electronic means, by checking the box to the left or affixing signature, I attest that all information provided in this submission is true and accurate.

### Privacy Act Statement and Paperwork Reduction Act Statement

The Privacy Act of 1974 as amended (5 U.S.C. 552a), section 901 of Title 30 to the US Code and 20 CFR 725.504 - 513 authorize collection of this information. The purpose of this information is to determine whether the trainer is authorized and whether the training was properly completed. Completion of this form is not mandatory, however, this information is required to obtain OSHA student course completion cards. Additional disclosures of this information are not required.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain OSHA student course completion cards as stated in OSHA's Outreach Training Program guidelines. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Occupational Safety and Health Administration, Directorate of Standards and Guidance, 200 Constitution Avenue, NW, Room N3718, Washington, DC 20210 and reference the OMB Control Number. Note: Please do not return the completed OSHA Form 4-50.1 to this address.



# OUTREACH TRAINING PROGRAM REPORT CONSTRUCTION

Read instructions before completing this form.

15. Topic Outline	
10-Hour Topics	
*Indicate the amount of time spent on each of the topics in the class.	
<b>REQUIRED</b>	
Hours *	Introduction to OSHA
_____	OSHA Focus Four Hazards – note the total time spent on the line to the left, and indicate the time breakdown on each line below:
_____	_____ Fall Protection
_____	_____ Electrical
_____	_____ Struck By
_____	_____ Caught in/between
_____	Personal Protective and Lifesaving Equipment
_____	Health Hazards in Construction – e.g. noise, hazard communication and silica
<b>ELECTIVE</b>	
_____	Materials Handling, Storage, Use and Disposal
_____	Tools - hand and power
_____	Scaffolds
_____	Cranes, Derricks, Hoists, Elevators, and Conveyors
_____	Excavations
_____	Stairways and Ladders
<b>OPTIONAL</b>	
_____	_____
_____	_____
_____	_____
<b>TOTAL</b>	

30-Hour Topics	
*Indicate the amount of time spent on each of the topics in the class.	
<b>REQUIRED</b>	
Hours *	Introduction to OSHA
_____	OSHA Focus Four Hazards – note the total time spent on the line to the left, and indicate the time breakdown on each line below:
_____	_____ Fall Protection
_____	_____ Electrical
_____	_____ Struck By
_____	_____ Caught in/between
_____	Personal Protective and Lifesaving Equipment
_____	Health Hazards in Construction – e.g. noise, hazard communication and silica
_____	Stairways and Ladders
_____	Managing Safety and Health
<b>ELECTIVE</b>	
_____	Fire Protection and Prevention
_____	Materials Handling, Storage, Use and Disposal
_____	Tools - Hand and Power
_____	Welding and Cutting
_____	Scaffolds
_____	Cranes, Derricks, Hoists, Elevators, and Conveyors
_____	Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades
_____	Excavations
_____	Concrete and Masonry Construction
_____	Steel Erection
_____	Safety and Health Program
_____	Confined Space Entry
_____	Powered Industrial Vehicles
_____	Ergonomics
<b>OPTIONAL</b>	
_____	_____
_____	_____
_____	_____
<b>TOTAL</b>	

16. Student Names	
Note: ensure that names are legible	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
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26.	_____
27.	_____
28.	_____
29.	_____
30.	_____
31.	_____
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37.	_____
38.	_____
39.	_____
40.	_____



## OUTREACH TRAINING PROGRAM REPORT

### *Instructions for Outreach Trainer*

The Outreach Training Program is the Occupational Safety and Health Administration's (OSHA) voluntary orientation training program aimed at workers. It provides workers with information about OSHA and provides an overview of job hazards. Trainers authorized through the OSHA Outreach Training Program must conduct outreach training classes in accordance with the current Outreach Training Program Guidelines issued by the Directorate of Training and Education (DTE). The Outreach Training Program Guidelines can be found online at the OSHA.gov website under Training, OSHA Outreach Training Program.

- |  |   |
|--|---|
| <p><b>Item 1</b>     <b><u>Trainer Name</u></b><br/>List your full name. When completing student course completion cards, print or type your name on each card to ensure it is legible.</p> <p><b>Item 2</b>     <b><u>ID No.</u></b><br/>This applies only to trainers who have already received student cards. New trainers do not have an ID number. ID numbers are issued to trainers after their initial course is documented. If this is your first class, or if you have updated your trainer status, include a copy of your trainer card.</p> <p><b>Item 3</b>     <b><u>Recent Trainer Course</u></b><br/>Indicate the most recent applicable course number you have completed.</p> <p><b>Item 4</b>     <b><u>Expiration Date</u></b><br/>Enter your trainer expiration date as listed on the bottom right of your Authorized Outreach Trainer card.</p> <p><b>Item 5</b>     <b><u>Authorizing Training Organization</u></b><br/>List the name of the OSHA Training Institute (OTI) Education Center responsible for your last trainer or update course, or indicate if your training was completed at the OSHA Training Institute.</p> <p><b>Item 6</b>     <b><u>Trainer Address</u></b><br/>Provide an address where to send the cards. The address you provide should ensure that the cards are sent directly to you. If you have an ID number and there are no address changes, you are not required to fill in this section.</p> <p><b>Item 7</b>     <b><u>Course Conducted</u></b><br/>Place an "x" in the appropriate box. A separate report must be completed for each course completed.</p> <p><b>Item 8</b>     <b><u>Course Information (check all that apply)</u></b><br/>Place an "x" next to all the information that applies to the majority of this course.</p> | <p><b>Item 9</b>     <b><u>No. of Students</u></b><br/>Indicate the number of students who completed the course. Note: If you held a class that contained more or less students than allowed by OSHA policy, include a copy of the prior approval received from your authorizing training organization.</p> <p><b>Item 10</b>    <b><u>Training Site Address</u></b><br/>Provide the address, city, state, and country where the course was conducted.</p> <p><b>Item 11</b>    <b><u>Type of Training Site</u></b><br/>Place an "x" next to the type of site where the training was held. If none of the choices apply, specify the type of training site.</p> <p><b>Item 12</b>    <b><u>Course Duration</u></b><br/>Enter the start date, end date, start time, and end time of the course.</p> <p><b>Item 13</b>    <b><u>Sponsoring Organization</u></b><br/>Place an "x" in the box to indicate the sponsor of the training, if applicable. If you had a sponsor, but that type of organization is not a choice, check "Other" and specify the type of sponsoring group or organization.</p> <p><b>Item 14</b>    <b><u>Statement of Certification</u></b><br/>The authorized trainer must sign the statement of certification to verify that the class was conducted in accordance with OSHA's guidelines and attest to the accuracy of the documentation submitted. If requesting cards electronically, the trainer must place an "x" in the box or affix a signature.</p> <p><b>Item 15</b>    <b><u>Topic Outline</u></b><br/>Complete the applicable 10- or 30-hour topic outline. You must complete this part of the form.</p> <p><b>Item 16</b>    <b><u>Student Names</u></b><br/>List the first and last name of each student who completed the entire course. Ensure the names are legible. Your course records must include sign-in sheets for each day and a copy of each completed card.</p> |
|--|---|