

U.S. Department of Labor

Occupational Safety and Health Administration
Directorate of Training and Education
2020 S. Arlington Heights Road
Arlington Heights, IL 60005-4102

August 6, 2010

MEMORANDUM FOR: REGIONAL ADMINISTRATORS
NATIONAL OFFICE DIRECTORS

A handwritten signature in cursive script that reads "Henry E. Payne".

FROM: HENRY E. PAYNE, Director
Training and Education

SUBJECT: OSHA Outreach Training Program Delivery Requirements

We are revising the OSHA Outreach Training Program to require authorized Outreach Trainers to limit their training to a maximum of 7½ hours per day. Therefore, all 10-hour courses must be conducted over a minimum of two days and 30-hour courses over a minimum of four days. This is another element in our effort to improve the quality and integrity of the Outreach Training Program. We believe this key change will result in improved worker training.

Training that does not meet these requirements will not be recognized and trainers will not receive student completion cards. Outreach Trainers will be allowed to seek approval of courses that cover more than 7½ hours per day based extenuating circumstances. We will not consider cost savings, trainer availability, time limits or missing work as extenuating circumstances. We will consider functions such as one-day events that are co-hosted by OSHA and which target a hard-to-reach worker group as an example of a training plan which may be approved. All requests for such approvals must be made in writing and sent the Directorate of Training and Education at least eight weeks prior to the start of the class.

The new policy is outlined in the attached flyer. Please ensure that all OSHA personnel conducting Outreach Training Program courses or assisting in this training are aware of this new requirement. All Outreach Trainers will be informed that this policy is effective immediately, however we will extend a grace period to trainers for full implementation until December 31, 2010. This requirement will be incorporated into the next revision of the Outreach Training Program Guidelines scheduled for October 2010.

If you have any questions regarding the Outreach Training Program or the implementation of this requirement, please contact Don Guerra at the Directorate of Training and Education at (847) 759-7735.

Attachment

**** IMPORTANT CHANGE ******OSHA Outreach Training Program
New Limit of 7½ Hours of Training per Day***** 10-hour course required over minimum of 2 days***** 30-hour course required over minimum of 4 days**

Who is Affected: All OSHA Authorized Outreach Trainers

What

- New requirements mandate
 - Maximum of 7½ hours of training in one day
 - 10-hour courses be delivered over a minimum of 2 days
 - 30-hour courses be delivered over a minimum of 4 days
- Trainers not meeting these requirements will not receive student completion cards

Why Did OSHA Change its Policy?

The emphasis of training should be on the quality of training and the trainees' ability to retain key safety information in order to recognize and avoid workplace hazards. Limiting training to more reasonable time increments will ensure higher quality safety training. Training days encompassing 11-13 hours are not conducive for worker learning and retention.

Where to Find the Policy

Follow the link provided in the announcement box at
www.osha.gov/dte/outreach/construction_generalindustry/index.html

Can a Trainer Receive an Exception to these Requirements?

- Exceptions will only be granted in extremely extenuating circumstances.
- OSHA will not consider cost savings, trainer availability, time limits or missing work as extenuating circumstances
- Send exception requests at least 8 weeks prior to the start of the class to Director, OSHA Office of Training and Educational Programs, 2020 S. Arlington Heights Rd., Arlington Heights, IL 60005

Effective Date

Effective immediately. This requirement will be noted in the revision of the Outreach Training Program Guidelines scheduled for October 2010.