



The University of Texas at Arlington  
140 W. Mitchell, Box 19197  
Arlington, TX 76019

866-906-9190  
817-272-2556 (fax)  
[osha@uta.edu](mailto:osha@uta.edu)  
[www.uta.edu/ded/osha](http://www.uta.edu/ded/osha)

## **Attachment A – Region VI OSHA ED Center OUTREACH Contact Information**

### **PURPOSE:**

Guidance on submitting your requests for 10-and 30-hour Construction and General Industry student cards.

### **WHERE TO SUBMIT (OSHA Outreach Training Coordinator):**

Send your card requests to:

**Region VI OSHA Education Center**  
**The University of Texas at Arlington**  
ATTN: Crystal Blount  
Box 19197  
140 West Mitchell  
Arlington, Texas 76019-0197  
▶ Fax (817) 272-2556  
▶ e-mail: [osha@uta.edu](mailto:osha@uta.edu)

### **HOW TO SUBMIT:**

- Requests will be accepted via mail, fax, or email.
- Note: Trainers who took their last Construction or General Industry trainer course at a different Education Center must send their requests to that Education Center.

### **QUESTIONS:**

The University of Texas at Arlington  
Outreach Training Program  
Phone (817) 272-2581 or (866) 906-9190

### **HOW THE NEW PROGRAM ADMINISTRATION WILL WORK:**

- Refer to the Outreach Training Program guidelines for details. The guidelines are also available at [www.osha.gov/fso/ote/training/outreach/training\\_program.html](http://www.osha.gov/fso/ote/training/outreach/training_program.html)
- Requests should contain:
  - Outreach Training Program report,
  - Student names, and
  - List of course topics and time spent on each topic.
  - A copy of your trainer card, if this is your first request.
- We will review requests for:
  - Trainer qualification (valid authorization status),
  - Compliance to the guidelines (topics, time, etc.),
  - Completeness of information
  - Discrepancies will be reviewed with the trainer, and complete, valid requests will be filled within three weeks of receipt.



### Outreach Training Program Report

**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 the information on this form is true and correct.

**Trainer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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

**Course Conducted:**

- 10-hour Construction
- 10-hour General Industry
- 30-hour Construction
- 30-hour General Industry

**Course Information (check all that apply):**

- Spanish     Youth (age 18 or less)     Training conducted outside US
- Language other than English or Spanish \_\_\_\_\_
- OSHA Alliance or Partnership related (specify below) \_\_\_\_\_

**State in which training was held** (or country if outside of US): \_\_\_\_\_

**Course End Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Requests cannot be older than 6 months)

**Number of Students:** \_\_\_\_\_ (Enter names on back or on separate sheet. More than 50 requires prior approval)

**Primary Trainer Course Information**

**Your Responsible Training Organization** (which OTI Education Center, or OSHA) The University of Texas at Arlington

ID Number* _____	Name _____	Course (#500/#501/#502/#503) _____	Expiration Date ____ / ____ / ____
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\* ID number – only applies to trainers who have received student cards

**Address** (Use an address that will come directly to you; if you have an ID and your address is unchanged, don't complete this)  
Check if this is a new address

Company / Dept. \_\_\_\_\_

Address \_\_\_\_\_

City /State /Zip \_\_\_\_\_

Phone Number (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ ext. \_\_\_\_ E-mail: \_\_\_\_\_

**Documentation must include:**

- (1) Outreach Training Program Report
- (2) Copy of trainer card if this is your first class or you updated your trainer status
- (3) Student names
- (4) Topic list and the time spent on each

**Important notes:**

- \* Trainers' course records must include sign-in sheets collected for each day
- \* Maintain records which indicate the card number dispensed to each student
- \* Print or type trainer's name on card to ensure legible
- \* Send separate documentation for each class

### 10-Hour Topics

\* Indicate the amount of time spent on each of the topics in the class

**Hours\***

**Construction**

- \_\_\_\_\_ **Required** Introduction to OSHA
- \_\_\_\_\_ **Required** OSHA Focus Four Hazards – including:  
Fall Protection, Electrical, Struck By, Caught in/between
- \_\_\_\_\_ **Required** Personal Protective and Lifesaving Equipment
- \_\_\_\_\_ **Required** Health Hazards in Construction – including:  
Hazard Communication and Silica

**Elective Topics:**

- \_\_\_\_\_ Materials Handling, Storage, Use and Disposal
- \_\_\_\_\_ Tools - Hand and Power
- \_\_\_\_\_ Scaffolds
- \_\_\_\_\_ Cranes, Derricks, Hoists, Elevators, and Conveyors
- \_\_\_\_\_ Excavations
- \_\_\_\_\_ Stairways and Ladders

**Optional:** Other OSHA Construction hazards or policies

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Hours\*** **General Industry**

- \_\_\_\_\_ **Required** Introduction to OSHA
- \_\_\_\_\_ **Required** Walking and Working Surfaces
- \_\_\_\_\_ **Required** Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection
- \_\_\_\_\_ **Required** Electrical
- \_\_\_\_\_ **Required** Personal Protective Equipment
- \_\_\_\_\_ **Required** Hazard Communication

**Elective Topics:**

- \_\_\_\_\_ Hazardous Materials (Flammable and Combustible Liquids)
- \_\_\_\_\_ Materials Handling
- \_\_\_\_\_ Machine Guarding
- \_\_\_\_\_ Introduction to Industrial Hygiene
- \_\_\_\_\_ Bloodborne Pathogens
- \_\_\_\_\_ Ergonomics
- \_\_\_\_\_ Safety and Health Programs
- \_\_\_\_\_ Fall Protection

**Optional:** Other OSHA General Industry hazards or policies

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\_\_\_\_\_

### 30-Hour Topics

\* Indicate the amount of time spent on each of the topics in the class

<u>Hours*</u> <b><u>Construction</u></b>	<u>Hours*</u> <b><u>General Industry</u></b>
_____ <b>Required</b> Introduction to OSHA	_____ <b>Required</b> Introduction to OSHA
_____ <b>Required</b> OSHA Focus Four Hazards – including: Fall Protection, Electrical, Struck By, Caught in/between	_____ <b>Required</b> Walking and Working Surfaces
_____ <b>Required</b> Personal Protective and Lifesaving Equipment	_____ <b>Required</b> Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection
_____ <b>Required</b> Health Hazards in Construction – including: Hazard Communication and Silica	_____ <b>Required</b> Electrical
_____ <b>Required</b> Stairways and Ladders	_____ <b>Required</b> Personal Protective Equipment
	_____ <b>Required</b> Materials Handling
	_____ <b>Required</b> Hazard Communication
<b><u>Elective Topics:</u></b>	<b><u>Elective Topics:</u></b>
_____ Fire Protection and Prevention	_____ Hazardous Materials (Flammable and Combustible Liquids)
_____ Materials Handling, Storage, Use and Disposal	_____ Permit-Required Confined Spaces
_____ Tools - Hand and Power	_____ Lockout / Tagout
_____ Welding and Cutting	_____ Machine Guarding
_____ Scaffolds	_____ Welding, Cutting, and Brazing
_____ Cranes, Derricks, Hoists, Elevators, and Conveyors	_____ Introduction to Industrial Hygiene
_____ Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades	_____ Bloodborne Pathogens
_____ Excavations	_____ Ergonomics
_____ Concrete and Masonry Construction	_____ Fall Protection
_____ Steel Erection	_____ Safety and Health Programs
_____ Safety and Health Program	_____ Powered Industrial Vehicles
_____ Confined Space Entry	
_____ Powered Industrial Vehicles	
_____ Ergonomics	
<b>Optional:</b> Other OSHA Construction hazards or policies	<b>Optional:</b> Other OSHA General Industry hazards or policies
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### Student Names

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