



## **TRAIN THE TRAINER PROGRAM GUIDELINES**

### **CONSTRUCTION INDUSTRY**

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## BACKGROUND

The Occupational Safety and Health Division (OSH) Train the Trainer Program is a voluntary program to train workers to become instructors in the basics of safety and health hazard recognition and prevention. OSH authorizes trainers who complete construction and general industry train the trainer courses to conduct occupational safety and health courses for workers.

## THE OSH CONSTRUCTION INDUSTRY TRAIN THE TRAINER PROGRAM

Authorized trainers are authorized to conduct 10 and 30 hour construction industry courses and receive OSH course completion cards to issue to their students. To become an authorized trainer, you must complete the NC 500, *Trainer Course in Occupational Safety and Health Standards for the Construction Industry*. You must also pass a final test and develop/deliver a presentation to receive your trainer authorization.

**Update Requirement** To remain authorized trainers are required to attend the NC502 Update for Construction industry Trainers, every four years. In addition the trainer must have taught a minimum of two 10 hour courses within the previous four years. The NC 500 may also be used to maintain a trainer's authorized status. If a trainer's authorization status has expired, the trainer has a three-month grace period after the expiration date to take the refresher course. After the three-month grace period, a trainer's authorization status may only be reinstated by taking the NC 500 course.

## TRAIN THE TRAINER PROGRAM GUIDELINES

*This section contains information on the rules and procedures for conducting a training course. Trainers are responsible for understanding these requirements when planning and conducting their courses.*

**Students.** Authorized trainers may train their own employees and subcontractors on an active job site where they are currently employed. Authorized trainers are prohibited from offering courses in a consultant or sole proprietor capacity.

**Cost.** Authorized trainers are prohibited from charging for 10 and 30 hour courses.

**Training Topics.** See the [Designated Training Topics](#) sections (to be covered in the 10 and 30 hour construction courses). The objective is to provide workers with information on recognizing and preventing hazards on a construction site. CPR and first aid can be added to the training, but the time cannot be counted as part of the 10 or 30 hour course.

### Training Per Day.

- A maximum of 7½ hours of training in one day.
- 10 hour courses must be delivered over a minimum of 2 days.
- 30 hour courses must be delivered over a minimum of 4 days.

**Topic Length.** OSH has assigned minimum lengths for each of the required course topics; see the Designated Training Topics Section. Unless it is otherwise noted, OSH recommends spending an hour on each topic. In the 10 hour course, a trainer may not cover any topic for more than four hours. In the 30 hour course, a trainer may not spend more than six hours on any topic. Except for the Big Four topics (i.e. falls, electrical, struck by, caught between) all topics must be a minimum of 30 minutes.

**Training Materials.** Trainers compile their course materials from a variety of sources, including products OSH has available under Training Presentations on the NCDOL ETTA website and from

the NCDOL Library. Trainers are provided a CD-ROM in their trainer course. The CD-ROM contains 10 and 30 hour PowerPoint presentations and other supporting documents and information. Course materials provided in the train the trainer course may be used for students. Trainers should provide their students with reference materials (at least a fact sheet) on each topic they cover, which highlight the key training points.

**Course Time.** Breaks and lunch periods are not counted as class time. Instructional times must be at least 10 or 30 hours, as applicable. Courses may be broken into segments over time. Each segment must be at least one hour, and the entire course must be completed within six months.

**Guest Trainers.** Authorized trainers may use others who have topic expertise to help conduct classes. The authorized trainer must design and coordinate the course, teach more contact hours than anyone else, attend all sessions to answer questions, ensure topics are adequately covered, and document students' attendance.

**Records.** Trainers must retain course files for five years. The file for each course must include:

- Student sign-in sheets for each class day.
- Student addresses.
- Company of employment.
- Copy of the documentation sent in to request cards, including a list of the topics taught and the amount of time spent on each.
- Records that indicate the card number dispensed to each student. One way to accomplish this is to make a copy of all the cards issued.
- OSH reserves the right to request copies of course records for verification purposes.

**Course Size.** The course size is limited to 50 students. If a planned training course will exceed 50 students, contact the OSH Training Supervisor prior to the course to receive permission to hold the course and receive student cards. The OSH Training Supervisor will need to know:

- How students will be able to ask questions when the course is not in session. Methods include e-mail, answering questions after course, and a Q & A session.
- What materials, in general, are provided to the students. At a minimum, trainers must provide students with at least a fact sheet on each topic covered.
- That attendance will be taken at the beginning and end of each class day. Only students who attend 100% will receive cards. Trainers must retain these sign-in sheets in their course files.

OSH recommends using more than one trainer and breaking each class into work groups. Small classes encourage student involvement through discussion and group participation and through sharing of knowledge and experiences.

**Training Delivery.** Training must be done in person, unless the trainer receives an exemption. To be considered for an exemption, contact the OSH Training Supervisor.

**Combining 10 hour Construction and General Industry Courses.** Trainers may not combine a 10 hour Construction and a 10 hour General Industry course in less than 20 hours in order to receive both types of student cards.

**10 + 20 Hours = 30.** If a student trained in the 10 hour course wants to take the 30 hour course at a later time, the trainer may provide 20 more training hours and receive a 30 hour card for the student. The limitations are as follows:

- The same trainer must do all the training.
- All the training must be completed, from start to finish, within six months.
- 10 hour cards must be returned in order to receive the 30 hour cards.

**Monitoring.** OSH may periodically conduct observations of training courses. The purpose is to:

- Observe training.
- Obtain feedback from the trainer and the students on the training.
- Ensure awareness of the Train the Trainer Program guidelines and the materials and assistance that are available to help trainers.

Through these visits, OSH aims to help trainers and ensure consistent program implementation. To request a training observation by OSH, send the following information to the OSH Training Supervisor by clicking [HERE](#):

- Course date.
- Type of course: 10 hour or 30 hour, Construction or General Industry.
- Location.
- Contact information.

## **TRAINING TIPS**

*This section is intended to provide trainers with suggestions on how to conduct more productive and effective training classes.*

**Worker Emphasis.** Courses are designed to be presented to workers; therefore, they must emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Trainers must tailor their presentations to the needs and understanding of their audience.

**Importance of Safety and Health Training.** Explain early in the course that this training isn't a bureaucratic exercise—it may save their lives and help them continue to provide for their families.

- Highlight local stories that students will recognize.
- Discuss personal experiences.
- To provide information on injury and fatality statistics, trainers may refer to the [OSH Top 10 Most Frequently Cited Serious Violations for 2012](#).
- Explain that safety and health training adds value to the company, the workplace and to them.

**Site-Specific Training.** The most rewarding classes for students are the ones they can relate to because the trainer uses examples, pictures, and real-life scenarios from their work place or one similar to it.

**Homogeneous Course.** The ideal course is one where students have similar positions and needs. Hold separate sessions for supervisors, managers, and workers when possible. Try to train workers from similar groups such as trade groups, office personnel, machine operators, and maintenance staff.

**Train Workers in Their Language.** Trainers must ensure that they know their audience, including whether there are language barriers. To the extent possible, teach non-English speaking workers separately. Use translators, easy to understand photos, videos in their language, and hands-on activities. Also emphasize real-life examples. OSH has references, publications, and other tools to assist you.

**Use Objectives.** Describe the skills and abilities the students should have or exhibit for each topic. Relate the objectives to the students' work, if possible.

**Presentation Assortment.** Students learn in different manners and benefit from different training styles. Use different trainers, computer presentations, videos, case studies, exercises and graphics to make the course interesting and enjoyable. By doing so, trainers will be employing the three levels of training techniques—presentation (presenting the material in a variety of ways), discussion (getting the students involved in the learning), and performance (students practice the material they learned).

**Testing.** OSH recommends using quizzes and tests to ensure students remain focused and understand key objectives. Trainers may set passing scores. Provide feedback to the students on the exam questions.

**Evaluations.** OSH recommends having students complete a course evaluation. Trainers should use this feedback to determine whether the course is accomplishing its goals and how to improve the training.

## **DESIGNATED TRAINING TOPICS 10 HOUR CONSTRUCTION INDUSTRY**

The 10 hour Construction Industry Awareness Course is intended to provide an entry level construction worker general awareness on recognizing and preventing hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. OSH recommends this training as an orientation to occupational safety and health. Workers must receive additional training on hazards specific to their jobs. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Learning objectives on many of these topics are on the CD-ROM which is distributed in the train the trainer class. These presentations are also available for download from our website. Instructional time must be a minimum of 10 hours.

### **Break down of the topics as follows:**

- **Mandatory-4 hours:** Four topics to be taught, ranging from one-half to two hours each.
- **Elective-2 hours:** Choose at least two of these topics to teach, for a minimum of one-half hour each. Must cover at least two hours.
- **Additional-4 hours:** Teach any other construction industry hazard topics or policies and/or expand on the mandatory or elective topics, for a minimum of one-half hour each.

### **10 Hour Course Topic Guidelines**

*OSHA subpart references are provided for informational purposes; training should emphasize hazard awareness.*

#### **Mandatory-4 hours**

##### **One Hour**

Introduction to OSH including:

- NC OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics
- Inspections, Citations, and Penalties
- General Safety and Health Provisions-Subpart C
- Competent Person-Subpart C
- Value of Safety and Health
- NCDOL Website and available resources
- NCDOL 800 number

##### **Two Hours** (minimum 15 minutes on each of four areas to meet the two hour requirement)

OSHA Focus Four Hazards

- Fall Protection-Subpart M
- Electrical-Subpart K
- Struck By (e.g., falling objects, trucks, cranes)
- Caught In/Between (e.g., trench hazards, equipment)

##### **30 Minutes**

- Personal Protective and Life Saving Equipment
- Health Hazards in Construction (e.g., noise, hazard communication and crystalline silica)

### **Elective-2 hours**

- *Minimum one-half hour each* -

Choose at least two of the following elective topics:

These topics must add up to at least two hours.

- Materials Handling, Storage, Use and Disposal-Subpart H
- Tools-Hand and Power-Subpart I
- Scaffolds-Subpart L
- Cranes, Derricks, Hoists, Elevators, and Conveyors-Subpart N
- Excavations-Subpart P
- Stairways and Ladders-Subpart X

### **Additional—4 hours**

For the remaining four class hours: Teach any other construction industry hazard topics or policies and/or expand on the mandatory or elective topics, minimum of one-half hour each.

## **DESIGNATED TRAINING TOPICS 30 HOUR CONSTRUCTION INDUSTRY**

The 30 hour Construction Industry Awareness Course is intended to provide a variety of training to workers with some safety responsibility. Workers must receive additional training on hazards specific to their job. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Instructional time must be a minimum of 30 hours. OSHA subpart references are provided for informational purposes; training should emphasize hazard awareness.

Breakdown of topics as follows:

- **Mandatory-12 hours:** Five topics to be taught, ranging from one to five hours each
- **Elective-12 hours:** Choose at least six of these topics to teach, for a minimum of one-half hour each
- **Additional-6 hours:** Teach any other construction industry hazards or policies and/or expand on the mandatory or elective topics, minimum of one-half hour each.

### **30 Hour Course Topic Guidelines**

*OSHA subpart references are provided for informational purposes; training should emphasize hazard awareness.*

### **Mandatory Topics**

**Introduction to OSH**-at least two hours

- OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics
- Inspections, Citations, and Penalties
- General Safety and Health Provisions, Competent Person, Subpart C
- Value of Safety and Health
- NCDOL Website and available resources
- NCDOL 800 number

**OSHA Focus Four Hazards**-at least five hours (must cover all four areas-minimum 30 minutes on each)

- Fall Protection-Subpart M (e.g., floors, platforms, roofs)
- Electrical-Subpart K (e.g., overhead power lines, power tools and cords, temporary wiring, grounding)
- Struck By (e.g., falling objects, trucks, cranes, constructing masonry walls)



- Caught In/Between (e.g., trench hazards, unguarded machinery, equipment)

**Personal Protective and Lifesaving Equipment**-Subpart E—at least two hours

**Health Hazards in Construction** (for example, noise, hazard communication, and crystalline silica)-at least two hours

**Stairways and Ladders**, Subpart X – at least one hour

### **30 Hour Elective Topics**

Choose at least six of the following topics – Must add up to at least 12 hours.

- Fire Protection and Prevention-Subpart F
- Materials Handling, Storage, Use and Disposal-Subpart H
- Tools-Hand and Power-Subpart I
- Welding and Cutting-Subpart J
- Scaffolds-Subpart L
- Cranes, Derricks, Hoists, Elevators, and Conveyors-Subpart N
- Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades—Subparts O, W, and G
- Excavations-Subpart P
- Concrete and Masonry Construction-Subpart Q
- Steel Erection-Subpart R
- Safety and Health Program
- Confined Space Entry
- Powered Industrial Vehicles
- Ergonomics

### **30 Hour Additional Topics**

For the remaining six class hours: Teach any other construction industry hazard topics or policies and/or expand on the mandatory or elective topics, for a minimum of one-half hour each.

## **PROGRAM ADMINISTRATION**

### **Obtaining Student Course Completion Cards**

This section contains information on course completion cards. After conducting a Train the Trainer class, follow the instructions below to document your class and receive student course completion cards.

### **New and Existing Trainers**

To receive student completion cards for training you have conducted, send these items:

- OSH Train the Trainer Program Report (which includes trainer and course information). Be sure to provide a return address that goes directly to you because OSH cannot replace card packages that are not received.
- A copy of your Train the Trainer card.
- A list of the students who completed the training. The list must be clear and legible or a card will not be dispensed. Only send one list, not all the sign-in sheets.
- Topic Outline. List the topics taught on the Program Report.

### **Other Key Points on Submitting Course Documentation**

- Trainers must sign the statement of certification attesting that they have conducted the training in accordance with the guidelines and have submitted accurate documentation.
- Trainers must document training within six months of class completion.
- Trainers must report classes separately. Each class should be reported individually and contain each of the items indicated above.
- Existing trainers with ID numbers may e-mail or fax their course documentation.

### **What to Submit**

- Train the Trainer Program report.
- Student names.
- Course topic list and the time spent on each.

### **Ensure**

- Trainer is currently authorized.
- Complies with guidelines (topics, time, etc.)
- Documentation is complete and correct.

### **Where to Send Documentation**

Submit all required documentation to:

N.C. Department of Labor  
Occupational Safety and Health Division  
ETTA/Train the Trainer Program  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
Fax: (919) 807-2876  
E-mail: [trainthetrainer@labor.nc.gov](mailto:trainthetrainer@labor.nc.gov)

### **Records Trainers Must Retain for Five Years**

- Student sign-in sheets for each class day.
- Student addresses.
- Copy of the documentation sent in to request cards, including a list of the topics taught and the amount of time spent on each.
- Records that indicate the card number dispensed to each student. One way to do this is to make a copy of the cards issued.

### **ID Number Information**

- All trainers will receive an ID number upon completion of the course.
- ID numbers must be included on submittals for student cards.
- If you misplaced your ID number, note on the report that you were issued one but misplaced it.
- Contact NCDOL if you need your trainer card replaced.
- If the training took place more than three years ago, no replacement card will be issued.

### **Information on Student Course Completion Cards**

- For legibility, trainers must complete student cards by legibly printing or typing.
  1. Student's name
  2. Company name
  3. Course end date
  4. Trainer's name (the trainer may also sign the card)
- Trainers may not alter the cards or use white out on them. If you misprint or mistype the cards, you may return the cards to NCDOL and receive replacements.
- Student course completion cards don't expire. However, employers and other organizations may have different requirements than OSH. OSH recommends the 10 and 30 hour courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job.
- Trainers may provide training certificates to students. This often helps them verify that they took the training prior to receiving their card.
- Trainers may use the back of the cards for other identification or training information. This can be helpful and appropriate if your outreach class is targeted to a specific audience.
- The cards may be laminated.
- Processing card requests takes four to six weeks. Please wait at least six weeks before inquiring about the status of a request.

### **Student Cards**

- Contact NCDOL if you need your student cards replaced.
- If the training took place more than three years ago, no replacement cards will be issued.
- Trainers must maintain records that indicate the card number dispensed to each student.

### **Misprinted Cards**

Return all misprinted cards for replacement. Do not attempt to correct and use misprinted cards.

## **FURTHER ASSISTANCE**

This section provides resource information that trainers can use to help them to prepare and conduct training.

### **N.C. Department of Labor Website**

[NCDOL Home Page](#)

[ETTA Calendar of Events](#)

[Inspection Information](#)

[Library](#)

[NCDOL Publications](#)

1. Brochures and Posters
2. Fact Sheets
3. Fatality Investigation Fact Sheets
4. Forms
5. Industry Guide Series
6. Industry/Hazard Alerts
7. Labor Laws
8. Newsletter
9. Quick Cards
10. Standards

[NCGS § 95-136](#)

[Occupational Safety and Health Division](#)

[OSH Compliance Operating Procedures](#)

[OSH Presentations](#)

[OSH Example Programs](#)

[OSH Statistical Data](#)

[Outreach Training and Services](#)

[Safety and Health Topics A to Z](#)

[Standards Information and Activity](#)

### **Other**

[Safety and Health Council of North Carolina](#)

[N.C. State University Industrial Extension Service](#)

## **Federal OSHA Website Resources**

### **General Links**

[OSHA Home Page](#)

[Training and Reference Materials Library](#)

[Resource Center Loan Service](#)

[Multimedia – Videos and Slide presentations](#)

[Alliance Program Participants Developed Products](#)

[Compliance Assistance – Resources and Specialists](#)

[OSHA Small Business Page](#)

[Teen Workers](#)

[Spanish Trainers & Training References](#)

[Spanish Outreach Trainers](#)

[Making the Business Case for Safety and Health](#)

**General Industry and Training Websites**

[Safety and Health Topics Index](#)

[Industry – Specific Resources](#)

[Health Care Industry Quick Start](#)

[Alliance Program Participants Developed Products](#)

[Printing Industry Health and Safety Concerns](#)

[OSHA Small Business Page](#)

[OSHA e-Tools – Web-based training tools, includes Hospital and Powered Industrial Trucks](#)

[NIOSH Safety and Health Topics](#)

[General Safety and Health References – Other Internet Sites](#)

[General Safety and Health References](#)

**Construction and Training Websites**

[Construction Outreach Materials](#)

[Construction – Other OSHA Presentations for Outreach](#)

[OSHA Construction e-Tools Preventing](#)

[Fatal Falls in Construction](#)

[Safety and Health Topics Index](#)

[NIOSH Construction Resources](#)

[Fatal Facts: Fact sheets about construction fatalities](#)

**Technical Support**

For support call Education, Training and Technical Assistance Bureau at 919-807-2875.



# Train the Trainer Program Report

Statement of Certification. I certify that I have conducted this outreach training class in accordance with the OSH Train the Trainer Program guidelines. I have maintained the training records as required by these guidelines and I will provide these records to the Director of the N.C. Department of Labor's Occupational Safety and Health Division or designee upon request. I understand that I will be subject to immediate dismissal from the OSH Train the Trainer Program if information provided herein is not true and correct. I further understand that providing false information herein may subject me to criminal penalties under state law, including N.C. Gen. Stat. §95-139(e), which provides criminal penalties for making false statements or representations in any document filed pursuant to the Occupational Safety and Health Act of North Carolina. I hereby attest that the information on this form is true and correct.

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

### Course Taught:

- |  |  |
|--|--|
| <input type="checkbox"/> 10-Hour Construction Industry | <input type="checkbox"/> Spanish   |
| <input type="checkbox"/> 10-Hour General Industry      | <input type="checkbox"/> Language other than English _____                         |
| <input type="checkbox"/> 30-Hour Construction Industry | <input type="checkbox"/> Youth (age 18 or less)                                    |
| <input type="checkbox"/> 30-Hour General Industry      | <input type="checkbox"/> OSH Alliance or Partnership related (specify below) _____ |

County in which training was held: \_\_\_\_\_  
Course end date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Requests cannot be older than 6 months)  
Number of students: \_\_\_\_\_

### Primary Trainer Course Information:

\_\_\_\_\_  
ID Number: \_\_\_\_\_ Name: \_\_\_\_\_ Course: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(NC500/NC501)

Address (Use an address that will be delivered directly to you)

Check box if company and/or address has changed

Company/Dept.: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Documentation Must Include:

1. Train The Trainer Program Report
2. Copy of Trainer Card
3. Student Roster

**10-Hour Construction Industry**  
Indicate the time on each of the topics in the class

**Mandatory Topics:** Must equal 4 hours

<u>Time Taught:</u>	<u>Time Required:</u>	<i>Mandatory topics must equal at least 4 hours.</i>
_____	1 hr	Introduction to OSH
_____	15 min*	Fall Protection
_____	15 min*	Electrical
_____	15 min*	Struck By
_____	15 min*	Caught In/Between
_____	30 min	Personal Protective and Life Saving Equipment
_____	30 min	Health Hazards in Construction

*\*Minimum of 15 minutes on each of these four areas to equal 2 hours*

**Elective Topics:** Must equal 2 hours

<u>Time Taught:</u>	<u>Time Required:</u>	<i>Choose at least two of the following elective topics. These topics must equal at least 2 hours.</i>
_____	30 min*	Materials Handling, Storage, Use and Disposal
_____	30 min*	Tools-Hand and Power
_____	30 min*	Scaffolds
_____	30 min*	Conveyers
_____	30 min*	Excavations
_____	30 min*	Stairways and Ladders

*\*Minimum of 30 minutes on any of these four areas to equal 2 hours*

**Elective Topics:**

*For the remaining 4 class hours; Teach any other construction industry hazard topics or policies and/or expand on the mandatory or elective topics. See the Train the Trainer Guidelines for special industry recommendations.*

<u>Time Taught:</u>	<u>Topic(s):</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Note: Please refer to the Train the Trainer Guidelines for additional information and details*

**30-Hour Construction Industry**  
Indicate the time on each of the topics in the class

**Mandatory Topics:** Must equal 12 hours

<u>Time Taught:</u>	<u>Time Required:</u>	
_____	2 hr	Introduction to OSH
_____	30 min*	Fall Protection
_____	30 min*	Electrical
_____	30 min*	Struck By
_____	30 min*	Caught In/Between
_____	2 hr	Personal Protective and Life Saving Equipment
_____	2 hr	Health Hazards in Construction
_____	1 hr	Stairways and Ladders

*\*Minimum of 30 minutes on each of these four areas to equal 5 hours*

**Elective Topics:** Must equal 2 hours

<u>Time Taught:</u>	<u>Time Required:</u>	
_____	30 min*	Fire Protection and Prevention
_____	30 min*	Materials Handling, Storage, Use and Disposal
_____	30 min*	Tools – Hand and Power
_____	30 min*	Welding and Cutting
_____	30 min*	Scaffolds
_____	30 min*	Cranes, Derricks, Hoists, Elevators and Conveyers
_____	30 min*	Excavations
_____	30 min*	Concrete Masonry
_____	30 min*	Steel Erection
_____	30 min*	Confined Space Entry
_____	30 min*	Powered Industrial Vehicles
_____	30 min*	Ergonomics
_____	30 min*	Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades.

*\*Minimum of 30 minutes on any of these four areas to equal 2 hours*

**Elective Topics:**

*For the remaining 6 class hours; Teach any other construction industry hazard topics or policies and/or expand on the mandatory or elective topics for a minimum of 30 minutes each. See the Train the Trainer Guidelines for special industry recommendations.*

<u>Time Taught:</u>	<u>Topic(s):</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Note: Please refer to the Train the Trainer Guidelines for additional information and details*



**10-Hour General Industry**  
 Indicate the time on each of the topics in the class

**Mandatory Topics:** Must equal 6 hours

<u>Time Taught:</u>	<u>Time Required:</u>	<i>Mandatory topics must equal at least 6 hours.</i>
_____	1 hr	Introduction to OSH
_____	1 hr	Walking Working Surfaces
_____	1 hr	Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection
_____	1 hr	Electrical
_____	1 hr	Personal Protective Equipment
_____	1 hr	Hazard Communication

**Elective Topics:** Must equal 2 hours

<u>Time Taught:</u>	<u>Time Required:</u>	<i>Choose at least two of the following elective topics. These topics must equal at least 2 hours.</i>
_____	30 min*	Hazardous Materials
_____	30 min*	Materials Handling
_____	30 min*	Machine Guarding
_____	30 min*	Introduction to Industrial Hygiene
_____	30 min*	Bloodborne Pathogens
_____	30 min*	Ergonomics
_____	30 min*	Safety and Health Program

*\*Minimum of 30 minutes on any of these four areas to equal 2 hours*

**Elective Topics:**

*For the remaining 2 class hours; Teach any other general industry hazard topics or policies and/or expand on the mandatory or elective topics. See the Train the Trainer Guidelines for special industry recommendations.*

<u>Time Taught:</u>	<u>Topic(s):</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Note: Please refer to the Train the Trainer Guidelines for additional information and details*

**30-Hour General Industry**  
Indicate the time on each of the topics in the class

**Mandatory Topics:** Must equal 11 hours

<u>Time Taught:</u>	<u>Time Required:</u>	<i>Mandatory topics must equal at least 11 hours.</i>
_____	2 hr	Introduction to OSH
_____	1 hr	Walking Working Surfaces
_____	2 hr	Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection
_____	1 hr	Electrical
_____	2 hr	Personal Protective Equipment
_____	1 hr	Material Handling Storage
_____	2 hr	Hazard Communication

**Elective Topics:** Must equal 10 hours

<u>Time Taught:</u>	<u>Time Required:</u>	<i>Choose at least five of the following elective topics. These topics must equal at least 10 hours.</i>
_____	30 min*	Hazardous Materials
_____	30 min*	Confined Space
_____	30 min*	Lockout Tagout
_____	30 min*	Machinery and Machine Guarding
_____	30 min*	Bloodborne Pathogens
_____	30 min*	Ergonomics
_____	30 min*	Fall Protection
_____	30 min*	Powered Industrial Vehicles

*\*Minimum of 30 minutes on any of these four areas to equal 2 hours*

**Elective Topics:**

*For the remaining 9 class hours; Teach any other general industry hazard topics or policies and/or expand on the mandatory or elective topics for a minimum of 30 minutes each. See the Train the Trainer Guidelines for special industry recommendations.*

<u>Time Taught:</u>	<u>Topic(s):</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Note: Please refer to the Train the Trainer Guidelines for additional information and details*

Student Names

1.		31.	
2.		32.	
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NOTE: Pre-authorization required for over 50 or more students.

Revised: August 19, 2014