

# OSHA Outreach Training Program Sample Outline

Course: 10-Hour Construction

Name of Instructor(s):

Dates:

Location:

<b>DAY ONE</b>		
<b>Exact Timing</b>	<b>Topic/Subject</b>	<b>Number of Hours</b>
8:00am to 10:00am	Introduction to OSHA	2 hours
<i>10:00am to 10:15am</i>	<i>Break</i>	
10:15am to 11:45am	Focus Four: Falls	1.5 hours
<i>11:45am to 12:15pm</i>	<i>Lunch</i>	
12:15pm to 1:00pm	Focus Four: Struck-By	.75 hours
1:00pm to 1:45pm	Focus Four: Caught-in/Between	.75 hours
<i>1:45pm to 2:00pm</i>	<i>Break</i>	
2:00pm to 3:00pm	Focus Four: Electrocution	1 hour
	<b>Total Contact Hours</b>	<b>6 hours</b>

<b>DAY TWO</b>		
<b>Exact Timing</b>	<b>Topic/Subject</b>	<b>Number of Hours</b>
8:00am – 8:30am	Personal Protective & Lifesaving Equipment	.5 hours
8:30am – 9:00am	Health Hazards in Construction	.5 hours
9:00am – 10:00am	Elective Topic	1 hour
<i>10:00 am to 10:15 am</i>	<i>Break</i>	
10:15am to 10:45am	Elective Topic	.5 hours
10:45am to 11:15 am	Elective Topic	.5 hours
11:15am to 11:45am	Elective Topic	.5 hours
<i>11:45am to 12:15pm</i>	<i>Lunch</i>	
12:15pm to 1:00pm	Optional Topic	.75 hours
	<b>Total Contact Hours</b>	<b>4.25 hours</b>

**Please Remember:**

- Trainers must have at least a 10 minute break every 2 hours and must reflect these breaks in their training outline
- There must be a Lunch break if the training time is at least 6 hours in one day
- Trainers may not teach more than 7.5 contact hours per day
- Cannot teach any one topic for more than 4 hours in a 10 hour class
- The Focus Four must equal exactly FOUR HOURS in a 10 hour construction class. (Please remember that Fall Protection must be **at least** 1 hr. 15 min. of this time with the other topics must be at least 30 minutes).
- This is only an example of the type of Topic Outline you can keep for your records