

OSHA Outreach Training Program Sample Outline

Course: 30-Hour General Industry

Name of Instructor(s):

Dates:

Location:

DAY ONE		
Exact Timing	Topic/Subject	Number of Hours
8:00am to 10:00am	Introduction to OSHA	2 hours
<i>10:00am to 10:15am</i>	<i>Break</i>	
10:15am to 12:15pm	Managing Safety and Health	2 hours
<i>12:15pm to 12:45pm</i>	<i>Lunch</i>	
12:45pm to 1:45pm	Walking & Working Surfaces, including Fall Protection	1 hour
1:45pm to 2:45pm	Personal Protective Equipment	1 hour
<i>2:45pm to 3:00pm</i>	<i>Break</i>	
3:00pm to 4:30pm	Hazard Communication	1.5 hours
	Total Contact Hours	7.5 hours

DAY TWO		
Exact Timing	Topic/Subject	Number of Hours
8:00am – 10:00am	Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection	2 hours
<i>10:00 am to 10:15 am</i>	<i>Break</i>	
10:15am to 12:15pm	Electrical	2 hours
<i>12:15pm to 12:45pm</i>	<i>Lunch</i>	
12:45pm to 2:45pm	Materials Handling	2 hours
<i>2:45pm to 3:00pm</i>	<i>Break</i>	
3:00pm to 4:30pm	Elective Topic	1.5 hours
	Total Contact Hours	7.5 hours

DAY THREE		
Exact Timing	Topic/Subject	Number of Hours
8:00am – 10:00am	Elective Topic	2 hours
<i>10:00 am to 10:15 am</i>	<i>Break</i>	
10:15am to 11:15am	Elective Topic	1 hour
11:15am to 12:15pm	Elective Topic	1 hour
<i>12:15pm to 12:45pm</i>	<i>Lunch</i>	
12:45pm to 2:45pm	Elective Topic	2 hours
<i>2:45pm to 3:00pm</i>	<i>Break</i>	
3:00pm to 4:30pm	Elective Topic	1.5 hours
	Total Contact Hours	7.5 hours

DAY FOUR		
Exact Timing	Topic/Subject	Number of Hours
8:00am – 9:00am	Elective Topic	1 hour
9:00am to 10:00am	Optional Topic	1 hour
<i>10:00 am to 10:15 am</i>	<i>Break</i>	
10:15am to 11:15am	Optional Topic	1 hour
11:15am to 12:15pm	Optional Topic	1 hour
<i>12:15pm to 12:45pm</i>	<i>Lunch</i>	
12:45pm to 2:45pm	Optional Topic	1.5 hours
<i>2:45pm to 3:00pm</i>	<i>Break</i>	
3:00pm to 4:30pm	Optional Topic	2 hours
	Total Contact Hours	7.5 hours

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
- Must present at least 10 hours of the designated elective topics. At least 5 of the topics must be presented. The minimum length of any topic is one-half hour.
- Cannot teach any one topic for more than 10 hours in a 30 hour class
- This is only an example of the type of Topic Outline you can keep for your records