

OSHA Outreach Training Program Sample Outline

Course: #7635 – 30 hr. Shipyard
Employment

Name of Instructor(s):

Location:

Dates:

DAY ONE

Exact Timing	Topic/Subject	Number of Hours
8:00am to 10:00am	Introduction to OSHA	2 hours
10:00am to 10:15am	Break	
10:15am to 12:15pm	Managing Safety and Health	2 hours
12:15pm to 12:45pm	Lunch	
12:45pm to 2:45pm	Walking & Working Surfaces, including Fall Protection	2 hours
2:45pm to 3:00pm	Break	
3:00pm to 4:30pm	Optional Topic	1.5 hours
	Total Contact Hours	7.5 hours

DAY TWO

Exact Timing	Topic/Subject	Number of Hours
8:00am – 10:00am	Personal Protective Equipment	2 hours
10:00 am to 10:15 am	Break	
10:15am to 12:15pm	Fall Protection/Scaffolding	2 hours
12:15pm to 12:45pm	Lunch	
12:45pm to 2:45pm	Electrical	2 hours
2:45pm to 3:00pm	Break	
3:00pm to 4:30pm	Optional Topic	1.5 hours
	Total Contact Hours	7.5 hours

DAY THREE

Exact Timing	Topic/Subject	Number of Hours
8:00am – 10:00am	Confined & Enclosed Spaces	2 hours
<i>10:00 am to 10:15 am</i>	<i>Break</i>	
10:15am to 12:15pm	Fire Protection	2 hours
<i>12:15pm to 12:45pm</i>	<i>Lunch</i>	
12:45pm to 1:45pm	Elective Topic	1 hour
1:45pm to 2:45pm	Elective Topic	1 hour
<i>2:45pm to 3:00pm</i>	<i>Break</i>	
3:00pm to 4:30pm	Optional Topic	1.5 hours
	Total Contact Hours	7.5 hours

DAY FOUR

Exact Timing	Topic/Subject	Number of Hours
8:00am – 9:00am	Optional 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

Possible Elective Topics (Elective topics must be taught for at least 2 hours):

- Hazard Communications/Hazardous Materials
- Lockout/Tagout
- Respiratory Protection

Possible Optional Topics (Optional topics must be taught for at least 12 hours):

- Hot Work – Welding, Burning & Cutting
- Material Handling
- Bloodborne Pathogens (Exposure Plan, Universal Precautions, Spills & Decontamination)
- Machine Guarding
- Ergonomics and Proper Lifting Techniques (repetitive motion & muscle strains)
- Additional Coverage on mandatory or elective topics or on any other Maritime Industry standards or policies