

## Instructions for Submitting OSHA Outreach Training Reports

Thank you for choosing the Texas A&M Engineering Extension Service for your training needs. Enclosed you will find a copy of the OSHA Outreach Training Report. As of August 2010, OSHA requires that you use the OSHA Outreach Training Report that corresponds to the type of training conducted (General Industry, Construction, or Maritime). Once you have downloaded the correct form, please fill in the required information.

TEEX encourages you to complete the enclosed OSHA Outreach Training Report electronically using Adobe Acrobat to request new student cards. If you prefer, you may print and complete the form manually. Keep in mind that only trainers who have received their trainer TEEX ID numbers are eligible to send requests by e-mail or fax. TEEX Trainer ID numbers are issued to trainers after their initial course is documented. If this is your first class, or if you have updated your trainer status, include a copy of your trainer card.

**E-mail:** To submit your completed OSHA Outreach Training Report by e-mail completed the enclosed form using Adobe Acrobat. Once completed, save a copy of the completed form and e-mail it as an attachment to us at:

[otisec@teex.tamu.edu](mailto:otisec@teex.tamu.edu)

**Fax:** To submit your completed OSHA Outreach Training Report by fax, please complete the enclosed form and fax it to:

**979-458-1426**

**Mail:** To submit your completed OSHA Outreach Training Report by mail, please complete the enclosed form and mail it to:

**TEEX-ITSI  
Customer Care Center  
PO Box 40006  
College Station, TX 77842-4006**

If you require assistance or have questions regarding your OSHA Outreach Training Report, please contact our Customer Care Center at 800-SAFE-811 (800-723-3811). You may also email at [otisec@teex.tamu.edu](mailto:otisec@teex.tamu.edu).

Thank you again for choosing the Texas Engineering Extension Service for your training needs. We invite you to visit our website at [www.teexasafety.org](http://www.teexasafety.org) for a complete list of training opportunities.



# OUTREACH TRAINING PROGRAM REPORT MARITIME

Read instructions before completing this form.

Submit completed forms to:

800-SAFE-811  
800-723-3811  
www.teexsafety.org

Texas A&M Engineering Extension Service  
OSHA Training Institute Southwest Education Center  
PO Box 40006 | College Station, TX 77842-4006

Fax: 979-458-1426  
otisec@teex.tamu.edu

1. Trainer Name		2. ID No.	3. Recent Trainer Course	4. Expiration Date / /
5. Authorizing Training Organization				
6. Trainer Address <input type="checkbox"/> Check if this is a new address				
Company _____				
Address _____				
City		State	ZIP	
Phone No. ( )		Email		
7. Course Conducted		8. Course Information (check all that apply)		9. No. of Students
<input type="checkbox"/> 10-hour #7615-Shipyards		<input type="checkbox"/> Spanish		
<input type="checkbox"/> 10-hour #7617-Marine Terminals		<input type="checkbox"/> Language other than English or Spanish (specify): _____		
<input type="checkbox"/> 10-hour #7618-Longshoring		<input type="checkbox"/> Youth (age 18 or less)		
<input type="checkbox"/> 30-hour #7635-Shipyards		<input type="checkbox"/> OSHA Alliance or Partnership (specify): _____		
<input type="checkbox"/> 30-hour #7637-Marine Terminals		_____		
<input type="checkbox"/> 30-hour #7638-Longshoring				
10. Training Site Address				
Street address		City	State	Country
11. Type of Training Site				
<input type="checkbox"/> Workplace <input type="checkbox"/> School <input type="checkbox"/> Office <input type="checkbox"/> Hotel <input type="checkbox"/> Union <input type="checkbox"/> Employer Association <input type="checkbox"/> Other (specify): _____				
12. Course Duration				
Start Date	End Date	Start Time	End Time	
13. Sponsoring Organization				
<input type="checkbox"/> Safety & Health	<input type="checkbox"/> Employer	<input type="checkbox"/> Labor/Union	<input type="checkbox"/> Employer Association	
<input type="checkbox"/> Education	<input type="checkbox"/> Community	<input type="checkbox"/> N/A	<input type="checkbox"/> Other (specify) _____	

### 14. 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 all provided is true and correct.

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

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



# OUTREACH TRAINING PROGRAM REPORT

## MARITIME

### 15. Topic Outline

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

#### REQUIRED

Hours \*

- \_\_\_\_\_ Introduction to OSHA (#7615, #7617, #7618)
- \_\_\_\_\_ Walking & Working Surfaces (#7615, #7617, #7618)
- \_\_\_\_\_ Personal Protective Equipment (#7615, #7617, #7618)
- \_\_\_\_\_ Fall Protection / Scaffolding (#7615)
- \_\_\_\_\_ Electrical (#7615)
- \_\_\_\_\_ Confined and Enclosed Spaces (#7615)
- \_\_\_\_\_ Fire Protection (#7615)
- \_\_\_\_\_ Managing Safety and Health (#7635, #7637, #7638)

#### ELECTIVE

Hours \*

- \_\_\_\_\_ Hazard Communications / Hazardous Materials
- \_\_\_\_\_ Lockout / Tagout
- \_\_\_\_\_ Respiratory Protection
- \_\_\_\_\_ Fall Protection (#7617, #7618)
- \_\_\_\_\_ Electrical (#7617, #7618)
- \_\_\_\_\_ Confined and Enclosed Spaces (#7617, #7618)
- \_\_\_\_\_ Fire Protection (#7617, #7618)

#### OPTIONAL

Hours \*

- \_\_\_\_\_ Hot Work - Welding, Burning & Cutting
- \_\_\_\_\_ Material Handling
- \_\_\_\_\_ Bloodborne Pathogens
- \_\_\_\_\_ Machine Guarding
- \_\_\_\_\_ Ergonomics and Proper Lifting Techniques

#### OTHER

Hours \*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**TOTAL**

### 16. Student Names

(ensure that names are legible)

1. \_\_\_\_\_
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40. \_\_\_\_\_



## OUTREACH TRAINING PROGRAM REPORT

### *Instructions for Outreach Trainer*

The Outreach Training Program is the Occupational Safety and Health Administration's (OSHA) voluntary orientation training program aimed at workers. It provides workers with information about OSHA and provides an overview of job hazards. Trainers authorized through the OSHA Outreach Training Program must conduct outreach training classes in accordance with the current Outreach Training Program Guidelines issued by the Directorate of Training and Education (DTE). The Outreach Training Program Guidelines can be found online at the OSHA.gov website under Training, OSHA Outreach Training Program.

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| <p><b>Item 1</b>     <b><u>Trainer Name</u></b><br/>List your full name. When completing student course completion cards, print or type your name on each card to ensure it is legible.</p> <p><b>Item 2</b>     <b><u>ID No.</u></b><br/>This applies only to trainers who have already received student cards. New trainers do not have an ID number. ID numbers are issued to trainers after their initial course is documented. If this is your first class, or if you have updated your trainer status, include a copy of your trainer card.</p> <p><b>Item 3</b>     <b><u>Recent Trainer Course</u></b><br/>Indicate the most recent applicable course number you have completed.</p> <p><b>Item 4</b>     <b><u>Expiration Date</u></b><br/>Enter your trainer expiration date as listed on the bottom right of your Authorized Outreach Trainer card.</p> <p><b>Item 5</b>     <b><u>Authorizing Training Organization</u></b><br/>List the name of the OSHA Training Institute (OTI) Education Center responsible for your last trainer or update course, or indicate if your training was completed at the OSHA Training Institute. See Attachment B of the Outreach Training Program guidelines for this information and options for where to send your card request.</p> <p><b>Item 6</b>     <b><u>Trainer Address</u></b><br/>Provide an address where to send the cards. The address you provide should ensure that the cards are sent directly. If you have an ID number and there are no address changes, you are not required to fill in this section.</p> <p><b>Item 7</b>     <b><u>Course Conducted</u></b><br/>Place an "x" in the appropriate box. A separate report must be completed for each course completed.</p> <p><b>Item 8</b>     <b><u>Course Information (check all that apply)</u></b><br/>Place an "x" next to all the information that applies to the majority of this course.</p> | <p><b>Item 9</b>     <b><u>No. of Students</u></b><br/>Indicate the number of students who completed the course. Note: If you held a class of more than 50 students, include a copy of the prior approval received from OSHA or the OTI Education Center.</p> <p><b>Item 10</b>    <b><u>Training Site Address</u></b><br/>Provide the address, city, state, and country where the course was conducted.</p> <p><b>Item 11</b>    <b><u>Type of Training Site</u></b><br/>Place an "x" next to the type of site where the training was held. If none of the choices apply, specify the type of training site.</p> <p><b>Item 12</b>    <b><u>Course Duration</u></b><br/>Enter the start date, end date, start time, and end time of the course.</p> <p><b>Item 13</b>    <b><u>Sponsoring Organization</u></b><br/>Place an "x" in the box to indicate the sponsor of the training, if applicable. If you had a sponsor, but that type of organization is not a choice, check "Other" and specify the type of sponsoring group or organization.</p> <p><b>Item 14</b>    <b><u>Statement of Certification</u></b><br/>The authorized trainer must sign the statement of certification to verify that the class was conducted in accordance with OSHA's guidelines and attest to the accuracy of the documentation submitted. If requesting cards electronically, the trainer must place an "x" in the box or affix a signature.</p> <p><b>Item 15</b>    <b><u>Topic Outline</u></b><br/>Complete the applicable 10- or 30-hour topic outline. You must complete this part of the form.</p> <p><b>Item 16</b>    <b><u>Student Names</u></b><br/>List the first and last name of each student who completed the entire course. If mailing or faxing this form, ensure the names are legible. Your course records must include sign-in sheets for each day and indicate the card number dispensed to each student.</p> |
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