



Directorate of Training and Education

## Outreach Training Program

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## Maritime Industry Procedures

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Appendix - Outreach Training Program Report – Maritime Industry

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- I. Trainer Requirements.** Requirements for Maritime Industry trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program are contained in the following two documents:
- A. Outreach Training Program Requirements.** This covers the requirements for OSHA authorized trainers in all Outreach Training Programs.
  - B. Outreach Training Program - Maritime Industry Procedures.**

**II. Maritime Industry Summary**

- A. Program Purpose.** The Occupational Safety and Health Administration (OSHA) Outreach Training Program for Maritime Industry teaches maritime industry workers about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards.
- B. Voluntary Program.** This training program is voluntary. It does not meet training requirements in any OSHA standard. Even though some jurisdictions, employers, and unions require Maritime Industry outreach training to work on maritime sites and to fulfill their safety training goals, OSHA still considers the program voluntary. Workers must receive additional training on hazards specific to their job. To review OSHA's training requirements, see OSHA Publication #2254, *Training Requirements in OSHA Standards and Training Guidelines* ([www.osha.gov/Publications/osha2254.pdf](http://www.osha.gov/Publications/osha2254.pdf)).
- C. Maritime Industry Procedures.** These procedures provide instructions for authorized maritime industry outreach trainers. The procedures are designed to ensure consistency of classes and that students receive the best possible training. The Outreach Training Program Requirements cover the requirements for all OSHA authorized trainers in every Outreach Training Program.

**III. Trainer Status**

- A. Becoming an Authorized Maritime Industry Trainer.** To become an authorized trainer, a person must meet the following two prerequisites:
  - 1.** Two years maritime industry experience.
  - 2.** At least one of the following:
    - a)** two years of occupational safety and health experience (with a broad focus) in any industry;
    - b)** a degree in occupational safety and health from an accredited college or university; or
    - c)** certification as an Associate Safety Professional (ASP), Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH), Certified Marine Chemist (CMC), or Certified Safety Health Manager (CSHM).

OSHA does not issue waivers for these prerequisites. After satisfying the prerequisites, a person must complete course #5400 *Trainer Course in Occupational Safety and Health Standards for the Maritime Industry*. This course includes knowledge and performance-based tests. Trainers must pass both of these tests to become an authorized trainer.

- B. Update Requirement.** To stay current on relevant OSHA matters, authorized Maritime Industry outreach trainers are required to attend OSHA course #5402 *Update for Maritime Industry Outreach Trainers* every four years. The OSHA #5400 course may also be used to maintain a trainer’s authorized status. If a trainer’s authorization has expired, the trainer has a 90-day grace period after their expiration date to take OSHA #5402. The 90-day grace period is designed to allow for unexpected circumstances like course cancellations, illness, and other unavoidable obligations such as jury duty. After the grace period, a trainer’s authorization may only be reinstated by retaking OSHA #5400. If a trainer’s authorization has expired, they will be unable to conduct outreach training and receive student completion cards.
- C. Course Offerings.** The trainer courses are offered exclusively at the OTI Education Centers. Each OTI Education Center posts its course offerings, schedule, and locations on their individual website. For a complete list of all OTI Education Centers, see [www.osha.gov/dte/edcenters/current\\_list.html](http://www.osha.gov/dte/edcenters/current_list.html).
- IV. Student Courses.** Student course completion cards expire in five years. To retain a valid 10- or 30-hour card, students are required to take a student update course within the five year period.
- A. 10-Hour**
- 1) Course #7615, Shipyard Employment, including ship repairing, shipbuilding, shipbreaking
  - 2) Course #7617, Marine Terminals
  - 3) Course #7618, Longshoring
- B. 30-Hour**
- 1) Course #7635, Shipyard Employment, including ship repairing, shipbuilding, shipbreaking
  - 2) Course #7637, Marine Terminals
  - 3) Course #7638, Longshoring
- V. Maritime Industry Procedures.**
- This section contains information on the procedures for conducting maritime industry outreach training classes. Trainers are responsible for understanding these procedures when planning and conducting their maritime industry outreach classes.
- A. 10-Hour Maritime Industry – Designated Training Topics.**
1. This training program is intended to provide entry level maritime industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training is to be tailored to the type of work involved - shipyard, marine terminals or longshoring. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards.

Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

2. Mandatory - 4 hours (**Applies to all** - courses #7615, #7617, and #7618)
  - a) **Introduction to OSHA – 2 hours.**
    - (1) OSHA has required training content for this module - see [www.osha.gov/dte/outreach/construction\\_generalindustry/teaching\\_aids.html](http://www.osha.gov/dte/outreach/construction_generalindustry/teaching_aids.html).
    - (2) Covers workers' rights, employer responsibilities and how to file a complaint. It includes helpful worker safety and health resources. It also provides samples of a weekly fatality and catastrophe report, material data safety sheet and the OSHA Log of Work-Related Injuries and Illnesses.
    - (3) Materials include an Instructor Guide, PowerPoint slides, student handouts, and participatory activities.
  - b) **Walking and Working Surfaces – 1 hour.**
  - c) **Personal Protective Equipment – 1 hour.**
3. Mandatory - 4 hours (**Applies only to** course #7615)
  - a) **Fall Protection / Scaffolding – 1 hour.**
  - b) **Electrical – 1 hour.**
  - c) **Confined and Enclosed Spaces – 1 hour.**
  - d) **Fire Protection – 1 hour.**
4. Elective (#7615 – 1 hour, #7617 and #7618 – 4 hours). For courses #7617 and #7618, choose at least two of these topics. The minimum length of any topic is one-half hour.
  - a) Hazard Communications / Hazardous Materials
  - b) Lockout / Tagout
  - c) Respiratory Protection
  - d) Elective – **only for** #7617 and #7618 –
    - (1) Fall Protection
    - (2) Electrical
    - (3) Confined and Enclosed Spaces
    - (4) Fire Protection
5. Optional (#7615 – 1 hour, #7617 and #7618 – 2 hours). The minimum length of any topic is one-half hour.
  - a) **Hot Work - Welding, Burning & Cutting**
  - b) **Material Handling**

- c) **Bloodborne Pathogens** (Exposure Plan, Universal Precautions, Spills and Decontamination)
- d) **Machine Guarding**
- e) **Ergonomics and Proper Lifting Techniques** (repetitive motion and muscle strains)
- f) **Additional Coverage** on mandatory or elective topics or on any other Maritime industry standards or policies

**B. 30-Hour Maritime Industry Outreach Training Program – Designated Training Topics.** The 30-hour Maritime Industry Outreach Training Program is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Instructional time must be a minimum of 30 hours. The topic requirements are as follows:

1. Mandatory - 8 hours
  - a) **Introduction to OSHA – 2 Hours.** See above 10-hour section for additional information.
  - b) **Managing Safety and Health – 2 hours.** May include Injury and Illness Prevention Programs, job site inspections, accident prevention programs, management commitment and employee involvement, worksite analysis, hazard prevention and control, accident investigations, how to conduct safety meetings, and supervisory communication.
  - c) **Walking and Working Surfaces, including fall protection – 2 hours.**
  - d) **Personal Protective Equipment (PPE) – 2 hours.**
2. Mandatory - 8 hours (Applies only to course #7615)
  - a) **Fall Protection / Scaffolding – 2 hours**
  - b) **Electrical – 2 hours**
  - c) **Confined and Enclosed Spaces – 2 hours**
  - d) **Fire Protection – 2 hours**
3. Elective (#7615 – 2 hours, #7617 and #7618 – 8 hours). For courses #7617 and #7618, choose at least two of these topics. The minimum length of any topic is one-half hour.
  - a) **Hazard Communications / Hazardous Materials**
  - b) **Lockout / Tagout**
  - c) **Respiratory Protection**
  - d) **Elective – only for #7617 and #7618 –**
    - (1) **Fall Protection**
    - (2) **Electrical**
    - (3) **Confined and Enclosed Spaces**

**(4) Fire Protection**

4. Optional (#7615 – 12 hours, #7617 and #7618 – 14 hours). The minimum length of any topic is one-half hour.
  - a) **Hot Work - Welding, Burning & Cutting**
  - b) **Material Handling**
  - c) **Bloodborne Pathogens** (Exposure Plan, Universal Precautions, Spills and Decontamination)
  - d) **Machine Guarding**
  - e) **Ergonomics and Proper Lifting Techniques** (repetitive motion and muscle strains)
  - f) **Additional Coverage** on mandatory or elective topics or on any other Maritime industry standards or policies

**C. Reporting Training Classes.**

1. Outreach Training Program Report – Maritime Industry (*See Appendix*)
  - a) Instructions for completing the Outreach Training Program Report – Maritime Industry are included on the form.
  - b) When planning and reporting the class, ensure coverage of the required topics.
2. Outreach Training Program Requirements. **See the Outreach Training Program Requirements, section VII, How to Obtain Student Completion Cards, for information on documenting training to receive student completion cards.**

**VI. Maritime Industry and Training Websites.** The following sites are referenced to help trainers prepare and conduct outreach training classes

- A. OSHA Assistance for the Maritime Industry** - [www.osha.gov/dts/maritime/index.html](http://www.osha.gov/dts/maritime/index.html)
- B. Maritime Guidance Documents** - [www.osha.gov/dts/maritime/standards/guidance\\_documents.html](http://www.osha.gov/dts/maritime/standards/guidance_documents.html)
- C. Shipyard Employment eTool** - [www.osha.gov/SLTC/etools/shipyard/index.html](http://www.osha.gov/SLTC/etools/shipyard/index.html)
- D. Examining Fatal Shipyard Accidents video**  
[www.osha.gov/dts/maritime/video/shipyard\\_accidents.html](http://www.osha.gov/dts/maritime/video/shipyard_accidents.html)
- E. OSHA eTools - electronic products for compliance assistance**  
[www.osha.gov/dts/osta/oshasoft/index.html#eTools](http://www.osha.gov/dts/osta/oshasoft/index.html#eTools)
- F. Industry-Specific Resources** - [www.osha.gov/dcspl/compliance\\_assistance/industry.html](http://www.osha.gov/dcspl/compliance_assistance/industry.html)
- G. OSHA eTools - electronic products for compliance assistance**  
[www.osha.gov/dts/osta/oshasoft/index.html#eTools](http://www.osha.gov/dts/osta/oshasoft/index.html#eTools)
- H. OSHA Publications.** OSHA has many helpful publications, forms, posters, and fact sheets. See [www.osha.gov/pls/publications/pubindex.list](http://www.osha.gov/pls/publications/pubindex.list). Publications may also be available from the nearest OSHA Area or Regional Office. A few key examples:

1. ***Maritime - Shipbreaking Fact Sheet***
2. ***Marine Terminal Fall Protection for Personnel Platforms Fact Sheet***
3. ***Shipyard Industry Standards, OSHA 2268.***
4. ***Longshoring Industry, OSHA 2232.***
5. ***Safe Work Practices for Shipbreaking, OSHA 3375.***
6. ***Traffic Safety In Marine Terminals, OSHA 3337.***