



# TRAINING OUTLINE

**COURSE TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **INSTRUCTOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

*Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.*

## SUMMARY OF TRAINING

### 1) Introduction

- a) History of OSHA
- b) Mission of OSHA
- c) Structure

### 2) Standards

- a) How Standards are Developed
- b) Categories
- c) General Duty Clause

### 3) Coverage

- a) Employer's Responsibilities
  - i. Hazard Free Workplace
  - ii. Training
  - iii. Provide PPE
  - iv. Reporting
  - v. Record Keeping
  - vi. Whistleblower Protection
  - vii. Safety & Health Program
- b) Employee Rights
  - i. Safe & Healthful Workplace
  - ii. Receive Information & Training
  - iii. Know About Injuries & Illnesses
  - iv. Raise Concerns
  - v. Access to Records
  - vi. File a Complaint with OSHA
  - vii. Participate in an OSHA Inspection
- c) Employee Responsibilities
  - i. Read the OSHA Poster
  - ii. Compliance
  - iii. Report Hazards
  - iv. Report Injuries & Illnesses



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v. Cooperate with OSHA

## 4) Inspections

### a) Types of Inspections

- i. Imminent Danger
- ii. Fatality/Hospitalization
- iii. Employee Compliant/Referral
- iv. Targeted Inspection
- v. Follow-Up Inspection

### b) How Inspections are conducted

- i. Preparation
- ii. Presenting Credentials
- iii. Opening Conference
- iv. Walkaround
- v. Closing Conference

## 5) Violations

### a) Types of Violations

- i. Willful Violations
- ii. Serious Violations
- iii. Other-than-serious Violations
- iv. Repeated Violations
- v. Failure to Abate
- vi. Posting Violation
- vii. Falsifying Information

### b) Responding to Citations

- i. Informal Conference
- ii. Contesting Citations

## 6) Conclusion