



Office of Training and Education

Outreach Training Program



Maritime Industry Procedures

Revised July 01, 2024
Effective: October 01, 2024

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Record of Changes

The following summary lists the substantive changes made to this document. Additional minor content, grammatical, or typographical corrections are included in this document. All OSHA authorized Outreach trainers, Authorizing Training Organizations and other stakeholders must carefully review and adhere to OSHA Outreach Training Program requirements, procedures, and related guidance.

Page	Section	Modification	Information
Cover	Cover	Changed	“Directorate” to “Office”
Cover	Cover	Added	Suite 100 to the mailing address
3	III.C.	Added	Trainer Update Exception for Overseas Military Service
6	V.C.	Added	Ineligible Training Topics
7	V.F	Added	Records Retention
Appendix B	Appendix B	Changed	“affirm” to “attest”
Appendix C	Appendix C	Moved	Training Resources – Prior to Section VI
ALL	ALL	Formatting	Please note updated minor revisions will have changed the formatting and numbers throughout the document.

I. Trainer Requirements

Requirements for Maritime trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program (“Program”) are contained in the following documents:

- A. **OSHA Outreach Training Program Requirements.** This document covers the requirements for all OSHA-authorized Outreach trainers. (“Outreach trainers”)
- B. **OSHA Outreach Training Program – Maritime Industry Procedures.** This document contains industry-specific requirements for the maritime industry.
- C. **OSHA Outreach Training Program Investigation and Review Procedures.** These procedures are used by OSHA to investigate complaints or allegations of failure to comply with OSHA *Outreach Training Program Requirements*. These procedures ensure Program standardization, provide due process for resolving problems, and support Program oversight.

II. Maritime Industry Overview

The purpose of the OSHA Outreach Training Program for Maritime is to teach maritime workers about their rights, employer responsibilities, and how to file a complaint as well as how to recognize, abate, and prevent job-related hazards. OSHA authorizes safety and health professionals who complete an OSHA Outreach Maritime Trainer course to conduct occupational safety and health classes for maritime workers. After the training is completed, trainers document the training to their Authorizing Training Organization (ATO) and receive student course completion cards to distribute to the workers they have trained.

The OSHA Outreach Training Program is voluntary. Outreach training does not meet the training requirements contained in any OSHA standard. Some states and local jurisdictions have enacted legislation mandating OSHA Outreach Training Program training, and some employers and unions require workers to have this training to work on job sites or to fulfill their own safety training goals. However, the federal government does not mandate OSHA Outreach Training Program participation. For additional information on OSHA’s training-related requirements, see OSHA Publication #2254, *Training Requirements in OSHA Standards*, available on OSHA’s website. (www.osha.gov)

III. OSHA-authorized Outreach Trainer Designation

- A. **Becoming an OSHA-Authorized Maritime Outreach Trainer.** To become an OSHA-authorized Outreach trainer in the maritime industry, an individual must meet the following two prerequisites, which consist of both a training and experience component:

1. Experience. To become an Outreach trainer, an individual must have at least five years of maritime industry safety experience. A bachelor's degree (or higher) in occupational safety and health or industrial hygiene from an accredited college or university, a Certified Marine Chemist (CMC), Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation may be substituted for a total of two years' experience. Please note that 'working safely' in the industry does not meet the industry safety experience requirements.

2. Course Requirements.

a. Completion of the OSHA #5410 *Occupational Safety and Health Standards for the Maritime Industry* course.

1) To meet trainer eligibility requirements, this course must be completed no later than seven calendar years before completing the #5400 *Trainer Course in Occupational Safety and Health Standards for the Maritime Industry*.

2) The 30-hour maritime Outreach class is not considered equivalent to the OSHA #5410 *Occupational Safety and Health Standards for the Maritime Industry*. The 30-hour maritime Outreach class is a hazards-based class, which is delivered by OSHA-authorized Outreach trainers. The OSHA #5410 *Occupational Safety and Health Standards for the Maritime Industry* course covers OSHA standards and is only offered through an OSHA Training Institute (OTI) Education Center.

b. Completion of OSHA #5400 *Trainer Course in Occupational Safety and Health Standards for the Maritime Industry*.

1) Experience cannot be substituted for the training prerequisite component. OSHA does not issue waivers for these prerequisites.

2) This course includes a knowledge and performance-based test.

B. Update Requirement. To remain current on relevant OSHA matters and ensure quality training, maritime Outreach trainers are required to complete either the OSHA #5402 *Update for Maritime Industry Outreach Trainers* or the OSHA #5400 *Trainer Course in Occupational Safety and Health Standards for the Maritime Industry* course every four years.

1. If a trainer's authorization has expired, they will be unable to conduct Outreach training and receive student course completion cards except as described in Section III.C.
2. Extensions to the trainer's expiration date will not be granted except as described in section III.C.

C. Trainer Update Exemption for Overseas Military Service. Military members returning to the Continental United States (CONUS) from overseas assignment(s) have 90 calendar days from their return date to renew their trainer authorization. Proof of military status must be shown, including furnishing a copy of the military orders directing the service member's return to CONUS. Military reservists who serve more than 30 days on active-duty and then leave active-duty status must furnish a copy of their DD-214.

D. Course Offerings. Outreach trainer and trainer update courses are offered through OTI Education Centers. A searchable course schedule and a list of current OTI Education Centers can be found on OSHA's website. (www.osha.gov/otiec/courses/schedule)

IV. Maritime Industry Student Courses

With industry and stakeholder input, OSHA has designed 10- and 30-hour Outreach courses for three specific components of the maritime industry:

1. *Shipyard Employment* (including ship repairing, shipbuilding, and shipbreaking),
2. Marine Terminals, and
3. *Longshoring*.

V. Maritime Industry Procedures

This section contains information on the procedures for conducting Program classes in the maritime industry. Outreach trainers are responsible for understanding and complying with these procedures when planning and conducting their Program classes.

A. 10-hour Maritime Industry – Designated Training Topics. This training program is intended to provide 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 maritime jobsite. 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. Learning objectives and training materials for some of these topics are provided in all trainer classes and

are available on OSHA's website. (www.osha.gov) Instructional time must be a minimum of 10 hours. The minimum topic requirements are as follows:

1. Required. – **3 hours.** (Applies to all maritime courses – Shipyard Employment, Marine Terminals, and Longshoring.) All topics must be covered for a minimum of 1 hour.

- a. Introduction to OSHA – 1 hour

- 1) OSHA has required training content for this module – see www.osha.gov/training/outreach/teaching-aids.

- 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 weekly fatality and catastrophe reports, safety data sheets, and the OSHA *Log of Work-Related Injuries and Illnesses* form. (OSHA form 300)

- 3) Materials include an instructor guide, student handouts, and participatory activities.

- b. Walking/Working Surfaces – 1 hour

- c. Personal Protective Equipment – 1 hour

(Shipyard Employment ONLY) – additional **4 hours.** Each course must be covered for a minimum of 1 hour.

- d. Fall Protection/Scaffolding – 1 hour

- e. Electrical – 1 hour

- f. Confined and Enclosed Spaces – 1 hour

- g. Fire Protection – 1 hour

2. Elective. (Shipyard Employment – **1 hour**; *Maritime Terminals* and *Longshoring* – **4 hours**.) For *Maritime Terminals* and *Longshoring*, at least two of these topics must be covered. Each course must be covered for a minimum of 30 minutes.

- a. Hazard Communications/Hazardous Materials

- b. Lockout/Tagout

- c. Respiratory Protection

(Marine Terminals and Longshoring ONLY):

- d. Fall Protection
 - e. Electrical
 - f. Confined and Enclosed Spaces
 - g. Fire Protection
3. Optional. (Shipyard Employment – **2 hours**; Marine Terminals and Longshoring – **3 hours**). The minimum length of any topic is 30 minutes.
- a. Hot Work (Welding, Burning, and Cutting)
 - b. Material Handling
 - c. Bloodborne Pathogens (Exposure Control Plan, Universal Precautions, Spills, and Decontamination)
 - d. Machine Guarding
 - e. Ergonomics and Proper Lifting Techniques (repetitive motion and muscle strains)
 - f. Additional coverage on required or elective topics – or any other maritime industry hazard or policy.

B. 30-hour Maritime Industry – Designated Training Topics. This 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. Required – **7 hours**. (Applies to all maritime courses – Shipyard Employment, Marine Terminals, and Longshoring.)
 - a. *Introduction to OSHA* – 1 hour. (See Section V.A.1.a. for additional information)
 - b. *Managing Safety and Health* – 2 hours. May include Injury and Illness Prevention Programs, jobsite 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/Working Surfaces (including fall protection)* – 2 hours.
 - d. *Personal Protective Equipment* – 2 hours.

(Shipyard Employment ONLY) – Additional Required – **8 hours**.

- e. *Fall Protection/Scaffolding* – 2 hours
- f. *Electrical* – 2 hours
- g. *Confined and Enclosed Spaces* – 2 hours
- h. *Fire Protection* – 2 hours

2. Elective. (*Shipyard Employment – 2 hours; Marine Terminals and Longshoring – 8 hours.*) For *Marine Terminals* and *Longshoring*, at least two of these topics must be covered. Each course must be covered for a minimum of 30 minutes.

- a. Hazard Communications/Hazardous Materials
- b. Lockout/Tagout
- c. Respiratory Protection

(*Marine Terminals* and *Longshoring* ONLY):

- d. Fall Protection
- e. Electrical
- f. Confined and Enclosed Spaces
- g. Fire Protection

3. Optional. (OSHA course *Shipyard Employment*– **13 hours**; OSHA courses *Marine Terminals* and *Longshoring* – **15 hours**). The minimum length of any topic is 30 minutes.

- a. Hot Work (Welding, Burning, and Cutting)
- b. Material Handling
- c. Bloodborne Pathogens (Exposure Control Plan, Universal Precautions, Spills, and Decontamination)
- d. Machine Guarding
- e. Ergonomics and Proper Lifting Techniques (repetitive motion and muscle strains)
- f. Additional coverage on required or elective topics – or any other maritime industry hazard or policy.

C. Ineligible Training Topics.

1. Topics must be occupational safety and health topics dealing with hazard recognition or prevention.
2. CPR and First Aid instruction or training cannot be counted towards fulfillment of OSHA *Outreach Training Program Requirements*.
3. Training conducted to comply with OSHA standards cannot be counted toward OSHA *Outreach Training Program Requirements*.

D. Reporting Training Classes. After completing a class, the Outreach trainer must submit the OSHA Outreach Training Report (OTPR) – Maritime to their ATO within 30 days. Instructions for Completing the OTPR are included on the form attached in Appendix A.

Note: When planning and reporting a class, ensure coverage of the required topics.

- E. Student Course Completion Cards.** For information on how to obtain and document student course completion cards – see OSHA *Outreach Training Program Requirements*, Section VII.
- F. Records Retention.** Outreach trainers must retain Program class records for five years from class end date. This requirement is the sole responsibility of the Outreach trainer regardless of what records may be maintained by an employer. OSHA reserves the right to request copies of class records for verification purposes at any time. For specific information on how to maintain Outreach class records. (See OSHA *Outreach Program Training Requirements*, Section V.P.)

APPENDIX A

Outreach Training Program Report Maritime



OUTREACH TRAINING PROGRAM REPORT
MARITIME

Read instructions before completing this form.

Submit completed forms to:

Form with sections: 1. Trainer Name, 2. ID Number, 3. Most Recent Trainer Course, 4. Expiration Date, 5. Authorizing Training Organization, 6. Trainer Address, 7. Course Conducted, 8. Course Emphasis, 9. Number of Students, 10. Training Site Address, 11. Type of Training Site, Course Duration, 13. Sponsoring Organization.

14. Statement of Certification

I attest that I have conducted this Outreach Training Program class in accordance with the OSHA Outreach Training Program Requirements and Procedures. I have maintained the training records as stated in the Requirements and I will provide these records to the OSHA Office of Training and Education (OTE) (or its designee) upon request.

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.

Privacy Act Statement and Paperwork Reduction Act Statement

The Privacy Act of 1974 as amended (5 U.S.C. 552a), section 901 of Title 30 to the US Code and 20 CFR 725.504 - 513 authorize collection of this information. The purpose of this information is to determine whether the trainer is authorized and whether the training was properly completed.



OUTREACH TRAINING PROGRAM REPORT

15. Topic Outline

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

REQUIRED

- _____ Introduction to OSHA (10-hr Shipyards/Marine Terminals/Longshoring)
- _____ Walking & Working Surfaces (10-hr Shipyards/Marine Terminals/Longshoring)
- _____ Personal Protective Equipment (10-hr Shipyards/Marine Terminals/Longshoring)
- _____ Fall Protection / Scaffolding (10-hr Shipyards)
- _____ Electrical (10-hr shipyards)
- _____ Confined and Enclosed Spaces (10-hr Shipyards)
- _____ Fire Protection (10-hr Shipyards)
- _____ Managing Safety and Health (10-hr Shipyards/Marine Terminals/Longshoring)

ELECTIVE

- _____ Hazard Communications / Hazardous Materials
- _____ Lockout / Tagout
- _____ Respiratory Protection
- _____ Fall Protection (10-hr Marine Terminals/Longshoring)
- _____ Electrical (10-hr Marine Terminals/ Longshoring)
- _____ Confined and Enclosed Spaces (10-hr Marine Terminals/ Longshoring)
- _____ Fire Protection (10-hr Marine Terminals/ Longshoring)

OPTIONAL

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

OTHER

- _____
- _____
- _____
- _____
- _____
- _____
- _____

TOTAL HOURS

16. Student Names

Names must be legible.

1. _____
2. _____
3. _____
4. _____
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Instructions for Outreach Training Program Trainer

The Occupational Safety and Health Administration (OSHA) Outreach Training Program is a voluntary orientation training program aimed at workers. It provides workers with information about OSHA and an overview of job hazards. Trainers authorized through the OSHA Outreach Training Program must conduct Outreach Training Program classes in accordance with the current *Outreach Training Program Requirements* and *Industry-Specific Procedures* issued by the Office of Training and Education (OTE). The *Outreach Training Program Requirements* and *Industry-Specific Procedures* can be found online at the OSHA.gov website under Training, OSHA Outreach Training Program.

Item 1	<u>Trainer Name</u>
	List the trainer's full name. When completing student course completion cards, print or type the trainer's name on each card. Names must be legible.
Item 2	<u>ID Number</u>
	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 the trainers first class, or if the trainer has an updated trainer status, include a cop of the trainer card.
Item 3	<u>Most Recent Trainer Course</u>
	Indicate the most recent applicable course number you have completed.
Item 4	<u>Expiration Date</u>
	Enter the trainer authorization expiration date listed on the bottom right OSHA-authorized trainer card.
Item 5	<u>Authorizing Training Organization (ATO)</u>
	The trainer's ATO is the OTI Education Center that conducted the trainer's most recent trainer or update course.
Item 6	<u>Trainer Address</u>
	Provide an address of where to send the student cards. The cards must be sent directly to the trainer.
Item 7	<u>Course Conducted</u>
	Place an "x" in the appropriate box. A separate report must be completed for each course completed.
Item 8	<u>Course Emphasis (check all that apply)</u>
	Place an "x" net to all the information that applies to the majority of this course. If the course included special-emphasis such as (CalOSHA, ET&D, etc) place an "x" next to Other and denote the specific type on the line below.
Item 9	<u>Number of Students</u>
	Indicate the number of students who completed the course.
Item 10	<u>Training Site Address</u>
	Provide the address, city, state, and country where the course was conducted.
Item 11	<u>Type of Training Site</u>
	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.
Item 12	<u>Course Duration</u>
	Enter the date, start time, and end time of each day the course was held. Trainers
Item 13	<u>Sponsoring Organization</u>
	Place an "x" in the box to indicate the sponsor of the training. If the category is not listed check other and specify.
Item 14	<u>Statement of Certification</u>
	The trainer must sign the Statement of Certification to attest to the accuracy of the document and that the class was conducted in accordance with OSHA <i>Outreach Training Program Requirements</i> and <i>Procedures</i> . If requesting cards electronically, the trainer must place an "x" in the box or affix a signature.
Item 15	<u>Topic Outline</u>
	Complete the applicable 10- or 30-hour topic outline. The trainer must complete this part of the form.
Item 16	<u>Student Names</u>
	List the first and last name of each student that completed the entire course. Ensure the names are legible and spelled correctly.

Appendix B

Statement of Compliance

Statement of Compliance

I attest that I will conduct all Outreach classes in accordance with the OSHA Outreach Training Program. I understand that it is my responsibility to ensure that I meet the requirements of the most recent edition of the OSHA *Outreach Training Program Requirements* and related industry-specific procedures. I will maintain the training records as required by the requirements and procedures and I will provide these records to the OSHA Office of Training and Education (or its designee) upon request. I understand that I will be subject to immediate dismissal from the Program if I provide information that is not true, complete, or correct. I further understand that providing false information may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. Sec. 1001 and 29 U.S.C. 666(g), which provide criminal penalties for making any false statement, representation, or certification.

Trainer Signature

Date

Trainer's typed or printed name

Authorized Trainer Expiration Date

Name of Course & Course Dates (To be completed by OTI Education Center)

Name of OTI Education Center (To be completed by OTI Education Center)

The OSHA-authorized Outreach trainer is responsible for listing all Authorizing Training Organizations (ATOs) through which they are authorized to deliver OSHA Outreach Training Program classes. Failure or refusal to list current authorizations may result in corrective action, up to and including revocation of the trainer's authorized status. List your current authorizations below:

ATO Name	Title of Course/Update Course	Expiration Date	Card Number

Appendix C

Training Resources

Training Resources

The intent of this appendix is to provide trainers with resource information to assist in the development and preparation of OSHA Outreach Training Program classes. Training resources are accessible through the OSHA website at www.osha.gov.

OSHA Outreach Training Program References

OSHA Outreach Training Program webpage – www.osha.gov/training/outreach.

- OSHA *Outreach Training Program Requirements*
- Industry-specific procedures
- Program announcements
- Frequently asked questions

Authorizing Training Organization (ATO) – www.osha.gov/training/outreach/ato. Find the OSHA-authorized Outreach trainer's primary point of contact.

OSHA Training Institute (OTI) Education Centers – www.osha.gov/otiec. Locate information on how to register for trainer, trainer update, and other courses.

Introduction to OSHA – <https://www.osha.gov/training/outreach/teaching-aids>. Required Outreach training course curriculum.

Investigative and Review Procedures – www.osha.gov/training/outreach/investigation-procedures.

Relevant OSHA Websites

OSHA Home Page – www.osha.gov.

OSHA Publications – www.osha.gov/publications. OSHA has many publications, forms, posters, and fact sheets. Publications may also be available from the nearest OSHA Area or Regional Office.

OSHA Quick Cards – www.osha.gov/publications/bytype/quickcards. Student will benefit from these cards, many of which are available in both English and Spanish. These are straightforward reference materials which focus on specific safety and health topics.

General Industry Safety and Health Topics – www.osha.gov/general-industry

Industry-specific resources – www.osha.gov/complianceassistance/quickstarts/construction

OSHA eTools – www.osha.gov/etools

Training Resources – Cont.

Compliance Assistance Quick Start: Health Care Industry –

www.osha.gov/complianceassistance/quickstarts/health-care

OSHA Assistance for the Printing Industry – www.osha.gov/printing-industry

Lockout/Tagout Interactive Training Programs – www.osha.gov/etools/lockout-tagout

Evacuation Plans and Procedures eTool: Interactive floor plan demo –

www.osha.gov/etools/evacuation-plans-procedures

NIOSH Safety and Health Topics – www.cdc.gov/niosh/topics

Maritime Industry - www.osha.gov/dts/maritime/index.html

Maritime Guidance Documents - <http://www.osha.gov/dts/maritime/standards.html>

Shipyard Employment eTool - www.osha.gov/SLTC/etools/shipyard/index.html

Examining Fatal Shipyard Accidents video

www.osha.gov/video/shipyard_accidents/index.html

OSHA Publications. OSHA has many helpful publications, forms, posters, and fact sheets. See www.osha.gov/pls/publications/pubindex.list. Publications may also be available from the nearest OSHA Area or Regional Office. A few key examples are at

www.osha.gov/pls/publications/publication.athruz?pType=Industry&pID=132, including:

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. *Shipbreaking: Safe Work Practices*, OSHA 3375

NOTE: URLs provided above are subject to change at any time.