



## HEALTH & SAFETY TRAINING INSTITUTE

HEARTLAND WORKERS CENTER

### Training Topics

#### Types of Topics for the General Industry

According to OSHA, there are mandatory, elective, and optional topics. OSHA requires that a minimum number of these be taught. Unless it is otherwise noted, OSHA recommends spending an hour on each topic.

Trainings may be broken down over days, weeks, or months, but each class must be completed within 6 months of its start date.

**Mandatory topics** are required and must be conducted for the minimum amount of 1 hour or the time indicated. Total 7 hours.

- Introduction to OSHA (2 hours)
- Walking and Working Surfaces
- Exit Routes, Emergency Action Plans, Fire Prevention Plan, and Fire Protection
- Electrical
- Personal Protective Equipment
- Hazard Communications

**Elective topics** must be taught a minimum of 30 minutes to 1 hour and must total 2 hours. Two different topics must also be taught.

- Hazardous Material
- Material Handling
- Machine Guarding
- Introduction to Industrial Hygiene
- Blood borne Pathogens
- Ergonomics
- Safety and Health Programs
- Fall Protection

**Optional topics** are intended to supplement the mandatory and elective topics, and must be taught a minimum of 30 minutes.



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These topics include:

- Permit-Required Confined Spaces
- Lockout / Tagout
- Welding, Cutting, and Brazing
- Powered Industrial Vehicles

### Class Size

OSHA requires Outreach trainers to teach at least 3 students and class size is limited 40 students per class. Classes with fewer than 3 students will not be approved.

### Class Certificates

HWC will provide training certificates to students at the end of the training class and can be used as proof that they completed the training until they receive their student completion card. OSHA training cards will be available within 60 days and will be mailed to every student. A copy of the OSHA training student card will be send to the company or business office location.

### Break and Lunch Periods

At a minimum, a 10-minute break period must be provided after every 2 hours of instruction.

A lunch period of at least 30 minutes must be provided for each training session lasting more than 6 hours. The lunch period is intended as a break period, and training is not allowed during this time.

### Makeup Training

If a student misses any portion of the class, the student may be eligible to complete the training at a later time. This is considered “Makeup Training”.

The student must have completed at least 50% of the contact hours for a class and may make up the portion of the training within 6 months of the start of the training. Makeup training for small classes, less than 3 students, is allowed.

(Updated 4/6/18)