



Office of Training and Education

Outreach Training Program



Disaster Site Worker Procedures

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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 Exemption for Overseas Military Service
3	IV.D.	Moved	Student Prerequisites – this section was previously found in Section V.A.1 and V.B.1.
4	V	Moved	This section was previously found in Section V.A.3-6 and V.B.3-5
5	V.A.1.a-h	Changed	List of training topics
6	V.B.3.a-h	Changed	List of training topics
Appendix B	Appendix B	Added	Statement of Compliance form
Appendix C	Appendix C	Moved	Training Resources/Websites was previously found in 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 Disaster Site Worker 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 OSHA-authorized Outreach trainers. (“Outreach trainers”)
- B. **OSHA Outreach Training Program – Disaster Site Worker Procedures.** This document contains specific requirements for disaster site workers.
- 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, due process for resolving problems, and support Program oversight.

II. Disaster Site Worker Overview

The purpose of the OSHA Outreach Training Program for Disaster Site Workers is to provide necessary training to workers who provide skilled support (e.g. utility, demolition, debris removal, or heavy equipment operation) or clean-up services in response to natural and man-made disasters. All workers at disaster sites need to be aware of the differences between disaster sites and regular construction or demolition worksites and be able to inspect, don, and doff air-purifying respirators. This training is also intended to raise awareness that pre-incident training is essential to ensure worker safety and health in response to disasters.

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

These procedures provide instructions for OSHA-authorized Disaster Site Worker Outreach trainers. The procedures are designed to ensure consistency of classes and that students receive the best possible training. The OSHA *Outreach Training Program Requirements* cover the requirements for all OSHA-authorized Outreach trainers that are authorized through the OSHA Outreach Training Program.

III. OSHA-Authorized Outreach Trainer Designation

A. OSHA-Authorized Disaster Site Worker Outreach Trainer Eligibility. To be eligible to become an authorized Outreach trainer for disaster site workers, a person must, at a minimum, meet the following prerequisites, which consist of both a training and experience component:

Experience. To become an authorized Outreach trainer for disaster site workers, a person must be a current OSHA-authorized Outreach trainer in Construction or General Industry

1. Course Requirements.

a. Completion of OSHA #5600 *Disaster Site Worker Trainer Course*.

- 1) Experience cannot be substituted for the training prerequisite component. OSHA does not issue waivers for these components.
- 2) This course includes a knowledge and performance-based test.

b. Completion of one of the following:

- 1) Have completed a 40-hour (minimum) Hazardous Waste Operations and Emergency Response (HAZWOPER) training course within the past five years, or the 8-hour HAZWOPER refresher within the past 12 months.
- 2) Possess journey-level credentials in a building trade union.

B. Update Requirement. To remain current on relevant OSHA matters and ensure quality training, disaster site Outreach trainers are required to complete the following to maintain a trainer's authorization status:

1. The OSHA #5602 *Update for Disaster Site Worker Trainer Course* every four years, or
2. The OSHA #5600 *Disaster Site Worker Trainer Course*.
 - a. If a trainer's authorization has expired, the trainer will be unable to conduct Outreach training and receive student course completion cards, except as described in Section III.C.
 - b. Extensions to the trainer's authorization date will not be granted and they will be unable to conduct Outreach classes and receive student course completion cards, 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 exclusively through OSHA Training Institute (OTI) Education Centers. A searchable course schedule and list of current OTI Education Centers can be found on OSHA's website. (www.osha.gov/otiec/courses/schedule)

IV. Disaster Site Worker Requirements

This section contains additional requirements related to the Disaster Site Worker Program. They are an addendum to the requirements in Section V of the OSHA *Outreach Training Program Requirements*.

- A. **Training Materials.** To teach the 7.5- or 15-hour course for disaster site workers, OSHA recommends trainers use the lesson plans with reference materials and provide the student handouts which were distributed in the #5600 *Disaster Site Worker Trainer Course*.
- B. **In-Person Training.** The 7.5- or 15-hour course for disaster site workers must be conducted in person. Exceptions are not permitted, and training may not be conducted through any video-conferencing platform.
- C. **Maximum Class Size.** Limiting class size is an important issue in this training because of trainer responsibilities in the respiratory protection section of this course. In this segment, only two students are allowed per respirator, and the trainer must score each trainee on inspecting, donning, and doffing of half-face air-purifying respirators. For the respirator performance test, it is recommended that the student-to-trainer ratio not exceed 10 to 1. If the ratio does exceed 10 to 1, trainers will need qualified assistance for that portion of the course. Small classes encourage trainee involvement through discussion, participation, and the sharing of knowledge and experience.
- D. **Student Prerequisites.** There are no student prerequisites for attending the OSHA 7.5-hour or 15-hour *Disaster Site Worker Courses*.

E. Respirator Training. For the respiratory segment of the training, trainers will need the following:

1. A half-face, full face piece negative pressure, and a Powered Air Purifying Respirator (PAPR)
2. Respirators with defective elements (quantity 5-6)
3. Complete selection of respirator filters and cartridges for demonstration
4. For every two participants, one half-face piece negative pressure respirator; equipped with triple cartridges is required

F. Evaluation. Conduct the respirator exercise and complete the individual performance checklists and scores. Discuss the students' notes made to complete their "Theme Worksheet" at the end of the course as a summary exercise and to relate the new information to their job. Students must participate in a final exercise that evaluates their ability to identify potential safety and health hazards at disaster sites, state types of personal protective equipment (PPE) that might be needed, consider personal hygiene and decontamination issues that would need to be addressed, and list their personal responsibilities for their own safety and health.

V. Disaster Site Worker Procedures

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

This Program is intended to provide disaster site workers awareness of the safety and health hazards they may encounter and the importance of respiratory equipment, PPE, and proper decontamination procedures that may be used to mitigate the hazards.

The intended audiences for this course are disaster site workers who provide skilled support services or site clean-up services in response to a disaster. Most of these audiences are members of the construction trades; therefore, this is the focus of the curriculum.

OSHA recognizes that other skilled support personnel, such as utility workers and public works employees, may not have a construction background. Trainers will need to assess their audience and modify the course materials as appropriate to provide visual materials, examples, scenarios, case studies, and lessons learned from actual events that will engage these workers and facilitate accomplishing the overall course goal.

This course emphasizes knowledge, precautions, and personal protection essential to maintaining a worker's personal safety and health at a disaster site. Participants will support the use of an Incident Command System (ICS) through the safe performance of their job responsibilities. They'll be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress.

This training provides students an opportunity to practice their new knowledge, skills, and attitudes through discussion, planned exercises, demonstrations, and presentations. Participants will perform an inspection of an appropriate air-purifying respirator, don the respirator, perform a user seal check, and doff the respirator.

The curriculum for this course applies equally to natural and man-made disasters, except for the lesson on (chemical, biological, radiological, nuclear, and explosives) CBRNE agents. If this course is given to workers who are expected to respond primarily to natural disasters, trainers should supply additional material relevant to the specific type of disaster that is anticipated. In all cases, the objectives listed in the manual for each lesson must be met.

A. 7.5-Hour Disaster Site Worker – Designated Training Topics

1. Trainers must cover all the following topics. OSHA has provided the typical length of each topic necessary to fulfill the objectives of the course. Additional topics or modifications to the training topics can be made to meet the needs of the audience. The total instructional time must be a minimum of 7.5 hours. The total Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. The topic requirements are as follows:
 - a. Characteristics of a Disaster (1.0-hr)
 - b. Hazard Awareness:
 - i. Physical (1.0-hrs)
 - ii. Health (0.50-hrs)
 - iii. Traumatic Stress (0.50-hrs)
 - c. Tool/Equipment Safety (1.0-hrs)
 - d. Risk Assessment (0.5-hrs)
 - e. Incident Command System (1.0-hrs)
 - f. Hierarchy of Controls (0.5-hrs)
 - g. Personal Protective Equipment (PPE) (1.0-hrs)
 - h. Exercise/Workshop (0.50-hrs)

B. 15-Hour Disaster Site Worker – Designated Training Topics

Trainers must cover all the following topics. OSHA has provided the typical length of each topic necessary to fulfill the objectives of the course. Additional topics or modifications to the training topics can be made to meet the needs of the audience. The total instructional time must be a minimum of 15 hours. This course is intended for advanced operational response and hazardous cleanup concerns. The course will conclude with a final assessment in the form of an exercise that will measure the participants' mastery of all the course objectives.

1. Activity Component. Participants will complete a “Theme Worksheet” throughout the course as reinforcement of the learning. A discussion of notes made to complete the “Theme Worksheet” will be facilitated at the end of the course to enhance the retention and transfer of their new knowledge back on the job. Of primary importance is the participants ability to perform the following specific tasks

correctly:

- a. Inspection of an air-purifying respirator.
 - b. Donning/doffing an air-purifying respirator.
 - c. Respirator user seal check.
2. Testing Component. The course will conclude with a final assessment in the form of an exercise that will measure the participants' mastery of all the course objectives.
 3. Training Topics. Training should emphasize hazard identification, avoidance, control, and prevention, not OSHA standards. The topic requirements are as follows:
 - a. Characteristics of a Disaster (1.25-hr)
 - b. Hazard Awareness:
 - i. Physical (2.5-hrs)
 - ii. Health (2.0-hrs)
 - iii. Traumatic Stress (0.50-hrs)
 - c. Tool/Equipment Safety (3.5-hrs)
 - d. Risk Assessment (1.25-hrs)
 - e. Incident Command (0.75-hrs)
 - f. Hierarchy of Controls (1.25-hrs)
 - g. PPE (1.25-hrs)
 - h. Exercise/Workshop (.75-hrs)

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 Program Report (OTPR) – Disaster Site Worker** to their ATO within 30 days. Instructions for completing the OTPR – Disaster Site Worker are included on the form attached in Appendix A.

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 the 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. Class

files must include student “Theme Worksheets,” performance checklists, final exercises, and scores for inspecting, donning, and doffing half-face air-purifying respirators. For specific information on how to maintain Outreach class records. (See OSHA *Outreach Training Program Requirements*, Section V.P.)

APPENDIX A

Outreach Training Program Report Disaster Site Worker



OUTREACH TRAINING PROGRAM REPORT DISASTER SITE WORKER

Please read instructions before filling out this form

Submit completed forms to:

1. Trainer Name		2. ID Number		3. Most Recent Trainer Course		4. Expiration Date / /	
5. Authorizing Training Organization							
6. Trainer Address							
Company							
Address							
City		State		ZIP			
Phone No. ()				Email			
7. Course Conducted		8. Course Emphasis (check all that apply)				9. Number of Students	
<input type="checkbox"/> 7.5 hour		<input type="checkbox"/> Spanish		<input type="checkbox"/> Language other than English or Spanish (specify):			
<input type="checkbox"/> 15-hour		<input type="checkbox"/> Youth (age 18 or less)		<input type="checkbox"/> OSHA Alliance or Partnership (specify):			
		<input type="checkbox"/> Other (specify):					
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 Time:		End Time:		Start Time:		End Time:	
Course Date:		Course Date:		Course Date:		Course Date:	
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 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 (or its 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, 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.

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. Completion of this form is not mandatory, however, this information is required to obtain OSHA student course completion cards. Additional disclosures of this information are not required. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain OSHA student course completion cards as stated in OSHA's Outreach Training Program Requirements and Industry-Specific Procedures. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Occupational Safety and Health Administration, Directorate of Standards and Guidance, 200 Constitution Avenue, NW, Room N3718, Washington, DC 20210 and reference the OMB Control Number. Note: Please do not return the completed OSHA Form 4-50.4 to this address.



OUTREACH TRAINING PROGRAM REPORT DISASTER SITE WORKER

15. Topic Outline	
15-Hour Topics	
*Indicate the amount of time spent on each topic in the class.	
REQUIRED	
Hours *	
_____	Introduction/Overview
_____	Incident Command System/Unified Command System
_____	Safety Hazards
_____	Health Hazards
_____	CBRNE Agents
_____	Traumatic Incident Stress Awareness
_____	Respiratory Protection
_____	Other Personal Protective Equipment
_____	Decontamination
_____	Final Exercise
TOTAL HOURS	

7.5-Hour Topics	
*Indicate the amount of time spent on each topic in the class.	
REQUIRED	
Hours *	
_____	Introduction/Overview
_____	Safety Hazards and CBRNE Agents
_____	Health Hazards and Traumatic Incident Stress Awareness
_____	Personal Protective Equipment and Respirator Activity
_____	Decontamination
_____	Incident Command System
_____	Final Exercise
TOTAL HOURS	

16. Student Names	
(Names must be legible)	
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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 trainer's first class, or if the trainer has an updated trainer status, include a copy 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" next 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 15- or 7.5-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.

OSHA's Hazardous Waste Page – www.osha.gov/hazardous-waste. This page provides a comprehensive guide to information regarding hazardous waste operations. It briefly covers emergency response for hazardous waste sites.

OSHA Safety and Health Guides – www.osha.gov/emergency-preparedness. For an overview of worker hazards related to various emergencies.

Center for Disease Control – www.emergency.cdc.gov. Information for the public and emergency responders on how to stay safe during public health emergencies.

Department of Homeland Security – www.dhs.gov. For information on preparedness, readiness, and defense of our Nation.

Training Resources – Cont.

Federal Emergency Management Agency (FEMA) – www.training.fema.gov. Provides training resources provided or managed by FEMA's Center for Domestic Preparedness (CDP), Emergency Management Institute (EMI), and National Training and Education Division (NTED). Also provides information on how to create an Incident Command System (ICS).

National Institute of Environmental Health Sciences (NIH) – National Clearinghouse for Worker Safety and Health Training – www.tool.niehs.nih.gov/wetp/index.cfm. The National Clearinghouse for Worker Safety and Health Training is a national resource for hazardous waste worker curricula, technical reports, and weekly news on hazardous materials, waste operations, and emergency response.

<p>NOTE: URLs provided above are subject to change at any time.</p>
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