

Welcome

Working to Keep Your Team Safe

Springtime is a busy season for the Georgia Tech OSHA Institute Training Education Center and our instructors, whose expertise has helped keep companies safe for more than 30 years.

A recent survey of 700 past participants found:

- **98%** are likely to recommend our program
- **98%** say the program's content is useful to their job
- **97%** are satisfied with our program's overall value
- **92%** have improved safety & health measures in the workplace.
- Nearly **three-fourths** have reduced the number of workplace accidents.

The Georgia Tech OSHA Institute Training Education Center is proud of how highly regarded our training is among employers and employees, who have seen positive outcomes on the job. We continue to be thankful for you, our students and employers, who confirm on a daily basis that Georgia Tech is a quality provider of occupational safety & health training.

Spend your spring and summer with us! There's still space available in our spring courses, and it's not too late to make your summer plans for our occupational safety & health courses in Atlanta and across the Southeast.

In this issue:

- Discover why one student has taken multiple Georgia Tech occupational safety & health courses
- Outreach Training Report Submission Website Pilot Project Under Way
- Get details about requesting Outreach Training Student Course Completion Cards
- Learn about common deficiencies in Construction Industry and General Industry requests
- Find out how to access our latest webinar
- Celebrate our October 2011-March 2012 certificate recipients
- Sign up for one of the spots in our OTI 500/501 Trainer Courses
- Update on September 2012-December 2013 Courses

Student Testimonial

Student Testimonial

Who: Carol Singer, director of risk management for Massachusetts-based Wash Depot Holdings, whose Simoniz Car Wash locations provides automobile washing and detailing services. Singer, who is based in Marietta, GA, earned her OSHA Trainer Certificate from Georgia Tech.

The expertise: I've taken a lot of educational programs over the years. I love Georgia Tech's structure. It's formally structured, but in class there's the delivery of information and there is discussion. The instructors understand how the material is used in real life. It's tangible and it's applied.

The value of Georgia Tech: When we get a violation, the information and understanding of codes from Georgia Tech helps me turn around and intelligently prepare a response letter. I was in a conversation recently with OSHA after we received a citation. I said, "Well, I got my OSHA Trainer certification from Georgia Tech." When I said it, it was the secret handshake. It was clear that once I indicated that I had utilized such a program, it communicated beautifully to the OSHA area director that we as a company took our health and safety program very seriously. It gave us credibility.

The benefit: "It will allow me an opportunity as other jobs come up. I look forward to a promotion somewhere down the road."



Outreach Training Report Submission Website Pilot Project Under Way

As mentioned on our recent webinar, we are working hard to roll out the new Outreach Training Report submission website.

Volunteers are piloting our new Outreach Training Report submission website and providing feedback about the process.

We expect to share the results of the pilot project and other updates in the next newsletter.

Outreach Training Student Course Completion Cards

We have outlined a process for attaining student course completion cards.

1. Schedule a class
2. Notify GTRI OTIEC of your upcoming class by emailing outreachtraining@gtri.gatech.edu. The following info is required:
 - Trainer's name
 - Trainer ID# (if one has been assigned)
 - Trainer's phone number
 - Trainer's email address
 - Trainer address (where cards are to be mailed)
 - Course title (use only one):
 - 10 hour Construction
 - 10 hour General Industry
 - 30 hour Construction
 - 30 hour General Industry
 - Number of students anticipated (fewer than 3 and more than 40 require advanced approval)
 - Course dates (start date and end date)
 - Course location (address with city and state)
3. Conduct your scheduled training
4. Complete your Outreach Training Program Report Form (Report dated March 2011)
5. Pay for the cards (\$5 per student card) here:
https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156
6. Email the Outreach Training Program Report form and a copy of the receipt for payment as attachments to: trainingcardrequests@gtri.gatech.edu

NOTE: You are required to maintain additional records in addition to the information you send in to request student course completion cards.

Be Aware of Common Deficiencies in Requests

We want to bring to your attention common deficiencies in requests the Georgia Tech OSHA Institute Training Education Center receives throughout the year. Recognizing these potential problems help make the process of submitting forms and planning training more seamless.

Common deficiencies from both Construction Industry and General Industry requests:

- Using an Obsolete/Old Outreach Training Program Report form: OSHA published the current forms in March 2011. Old report forms will be returned unfulfilled and must be resubmitted using the current form, even if there are no other deficiencies on the report.
- Failing to Meet Class Size Requirements: Maximum class size is limited to 40 students and minimum class size is 3. Submit requests for exception to Outreachtraining@gtri.gatech.edu; requests must meet the timeframe requirements as well as include the information as shown on page 6 & 7 of the OSHA Outreach Training Program Requirements document revised April 2011. When submitting a request that does not meet OSHA's class size requirement, you must include a copy of the approval email with your request. Requests that do not meet OSHA's class size requirement submitted without approval will be denied.
- Late Submission of Outreach Training Program Report form to request student completion cards: OSHA requires trainers to submit the Outreach Training Program Report within 30 days of the end of class.
- Managing Safety and Health Topic on the 30-hour class: OSHA requires a total of 2 hours of training, for both Construction and General Industry.
- Elective Topics: The number of topics required as well as the minimum time required must be met. Both 10-hour classes (Construction and General Industry) classes require a minimum of training on 2 topics for at least 2 hours. Construction 30-hour class requires a minimum training on 6 topics for at least 12 hours. General Industry 30-hour class requires a minimum training on 5 topics for at least 10 hours. For all classes, the minimum length of training on any one topic is 30 minutes.
- Maximum length of training time: OSHA requires 4 hours as the maximum length of training on any one topic for the 10-hour class and 6 hours on any one topic for the 30-hour class unless otherwise indicated within the Industry Procedures document. (The only topic with a maximum training time exception is for the 30-hour Construction class and the topic is Focus Four Hazards, with a maximum training time of 10 hours.)

Common deficiencies from Construction Industry requests

- Focus Four Hazards: Not reporting the required amount of time for the entire topic or not enough time for one of the sub-topics. The time must meet the OSHA requirement (10-hour construction class must have 4 hours of training for Focus Four Hazards and 30-hour construction class must have 6 hours minimum to a maximum of 10 hours of training for Focus Four Hazards). The minimum training time for each sub-topic is the same for both 10- and 30-hour classes but the total amount of time from all topics must meet the overall time required for the Focus Four Hazards depending on the type of class trained.

The minimum times are:

Fall Protection – 1 hour and 15 minutes

Electrical – 30 minutes

Caught In/Between – 30 minutes

Struck By – 30 minutes

These websites outline OSHA's outreach training requirements and industry-specific procedures.

OSHA's Training Info website –

www.osha.gov/dte

Program Requirements document –

www.osha.gov/dte/outreach/program_requirements.pdf

Construction Industry Procedures document –

www.osha.gov/dte/outreach/construction/construction_procedures.pdf

General Industry Procedures document –

www.osha.gov/dte/outreach/generalindustry/generalindustry_procedures.pdf

March Webinar Recording Available

If you have not yet had a chance to view and listen to our most recent webinar (March 8, 2012), please take the time to do so. You can access the webinar at

http://gatech.wimba.com/main/classroom.html?channel=GTRI_2012_0308_1200_22

Once on the Wimba site, just type in your name and click 'Enter.' The webinar should start automatically, but you can click on the webinar in the **Archive Navigation** bar to the right. The document will change pages as Dr. Turner moves through the presentation.

Note: You must have a sound card and speakers on your computer to hear the webinar. Make sure your sound is on to hear everything from the webinar.

October 2011-March 2012 Certificate Recipients

These individuals have shown their commitment to lifelong learning by earning one of our eight occupational safety and health training professional certificates from October 2011-March 2012. Congratulations!

Safety & Health Management

Nathan Musgrove
Robin Edens
Shannon Karasiewicz
Paige Rohrig

Joseph Stockler
Robert Hendry
Randy Paul Goldsmith
Kathleen Shutt

Industrial Safety & Health

Matthew Brown
Daniel Ransome
Jason Butts
Andru Marable
Charles Porch
George Stephenson
Timothy Tomerlin
Kurt Vimont
Derrick Henderson
Rafael Hernandez
Ryanne Shadwick
Annette Swint
Ronald Crites
Thomas Cummins

Kenneth Drolet
Keith Fulmer
Joseph Harwood
Tiffani Hiudt Casey
Phillip Johnson
Brian Nease
Kathleen Shutt
Kenneth Sumner
Greg Williams
Saul Zabinsky
John Evans
Richard Griner
Ordale Randall
Garner Sorrell

Construction Safety & Health

Ordale Randall
Christopher West
Michael Shirk
Jason Jenkins

Thomas Garrett
Matthew Woody
Wendy Nash

Advanced Construction Safety & Health

Wendy Nash

Premier Occupational Safety & Health

Wendy Nash

To learn more about our certificates, visit <http://www.pe.gatech.edu/occupational-safety-health-training/certificates>

Spots Available for OTI 500/501 Trainer Courses

Some of our most popular courses, such as OTI 500 and OTI 501, have multiple offerings in 2012. These courses were not included in our recent brochure, so we wanted to bring your attention to them now and give you every opportunity to take our well-regarded trainer courses.

OTI 500: Trainer Course in Occupational Safety and Health Standards for the Construction Industry (<http://www.pe.gatech.edu/courses/trainer-course-occupational-safety-and-health-standards-construction-industry>)

- Apr 30-May 4, 2012 – Atlanta
- Jun 25-29, 2012 - Atlanta
- Aug 6-10, 2012 - Atlanta

After you successfully complete the course and pass a multiple-choice test to become an outreach trainer, you will be authorized to conduct both 10- and 30-hour construction courses.

OTI 501: Trainer Course in Occupational Safety and Health Standards in General Industry (<http://www.pe.gatech.edu/courses/trainer-course-occupational-safety-and-health-standards-general-industry>)

- Apr 30-May 4, 2012 -Atlanta
- Jun 25-29, 2012 - Atlanta
- Aug 6-10, 2012 - Atlanta

After you successfully complete the course and pass a multiple-choice test to become an outreach trainer, you will be authorized to conduct both 10- and 30-hour general industry courses.

Join participants who have recognized the value of Georgia Tech's trainer courses and in becoming an authorized trainer.

September 2012–December 2013 Courses Being Scheduled

The Georgia Tech OSHA Training Education Center is constantly updating our course offerings and adding new classes, certificates, and locations, based on your interests and needs.

We are in the process of scheduling our September 2012 - December 2013 courses. Look these courses and dates to be posted online by the middle of May.

We hope that by giving you the dates as early as possible can be beneficial as you are planning your training budget through 2013.