

## Appendix: How to Expand a One-Hour Topic Into a Two-Hour Topic

*This appendix provides guidance on how to adjust contact time when converting from a 10- to a 30-hour course.*

A challenge we hear from Outreach Trainers is how to fill contact hours for certain topics, and more specifically, how to increase the contact time from 10- to 30-hours. Under the OSHA Outreach Training Program Requirements for General Industry training for Personal Protective Equipment (29 CFR 1910.132) the 10- and 30-hour classes have a mandatory one-hour for this topic. In Construction, 29 CFR 1926, there is a one-hour topic for the 10-hour class. However, in the 30 hour there is a 2-hour time requirement. Keep in mind in 29 CFR 1926, there are selected portions of 29 CFR 1910. Also keep in mind that you are expected to have an activity for each topic.



### **Remember!**

**You are expected to include an activity for each topic in either the 10- or 30-hour courses.**

### **Suggestion for a One-Hour Presentation on PPE**

**Remember**, the 10-Hour Course is designed to provide entry level workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent construction safety and health hazards that a worker may encounter at a construction site

Upon completion of this topic, participants should be able to:

1. List the importance of PPE on the job. (10 min.)
2. Discuss the tasks at their job site that requires PPE. (10 min.)
3. Demonstrate ways to properly don and doff their assigned PPE. (15 min.)

4. Discuss the proper ways to maintain their PPE. (15 min.)
5. Review the importance of using PPE. (10 min.)

The activity in this one-hour might be demonstrating how to don/doff or inspect certain types of PPE.

### **Suggestions for a Two-Hour Presentation on PPE:**

**Remember**, the 30-hour is designed for those who have safety responsibilities in the workplace, so incorporating concepts around inspection, encouraging use of PPE by their teams, documenting noncompliance, coaching opportunities, etc. is a good way to expand the one-hour content.

1. Discuss the importance of PPE on the job and potential challenges to use. (10 Mins)
2. Explain the phrase "Incorporation by Reference" and where to find the ANSI requirements for PPE (safety glasses, hard hats, boots). (10 min.)
3. Discuss the health and safety hazards on their job site. (20 min.)
4. Discuss ways to reduce or eliminate the hazards. (20 min.)
5. Complete a Job Hazard Analysis (JHA) identifying the appropriate PPE. (25 min.)
6. Complete a case study on an accident (*Fatal Facts*) and have them determine the cause and what PPE should have been used. (30 min.)
7. Review the importance of using PPE (5 min.)

The activity in this two-hour might be completing a JHA or a case study.