

Online OSHA 10 & 30-Hour Training FAQ

What is OSHA 10 & 30-Hour Training?

The OSHA Outreach Training Program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces.

Through this program, workers can attend 10-hour or 30-hour classes delivered by OSHA-authorized trainers or from approved online providers.

Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

HSI/Summit offers OSHA 10 & 30 Hour training for General Industry and Construction.

How long is OSHA 10 and 30-hour classes?

OSHA 10 is a 10 hour time requirement.

OSHA 30 is a 30 hour time requirement.

You cannot complete more than 7.5 hours per day so the OSHA 10 will take a minimum 2 days to complete. OSHA 30 will take a minimum of 4 days to complete. This is an OSHA regulation the same goes for classroom training.

What is covered in the 10 or 30-hour classes?

The 10-hour outreach courses provide basic awareness training on the recognition, avoidance, abatement, and prevention of workplace hazards. The course also provides information regarding workers' rights, employer responsibilities, and filing a complaint.

The 30-hour outreach courses provide a greater depth and variety of training on an expanded list of topics associated with workplace hazards in each industry. OSHA provides authorized trainers procedures for each industry program on the topic outlines for each industry.

Should I take a 10 or 30-hour class?

The 10-hour class is intended for the general workforce, while the 30-hour class is more appropriate for workers with some safety responsibility and supervisors.

Is OSHA 10 & 30-Hour training required by law?

OSHA Outreach training is not required per federal law, however some states have enacted laws mandating the training. Federal government construction sites require at least a 10 hour card.

Also, some employers, unions, organizations or other jurisdictions may also require this training.

States with OSHA 10 Hour Construction training requirements:

- Connecticut*
- New York*
- Massachusetts
- Missouri
- Nevada*
- New Hampshire
- Rhode Island

* 5 year training renewal required.

How is OSHA 10 & 30-Hour training delivered?

One may attend an OSHA 10 or 30 hour class via an authorized instructor. Authorized instructors are located throughout the United States.

A select number of training providers have been authorized by OSHA to deliver the OSHA 10 & 30 Hour training online. OSHA holds online training providers to high standards regarding course technical accuracy, technology to support training delivery and reporting, and in-house expertise regarding OSHA standards.

Authorized online providers are selected on a competitive basis. Their programs include testing and evaluation aspects which are not required for in-person Outreach training.

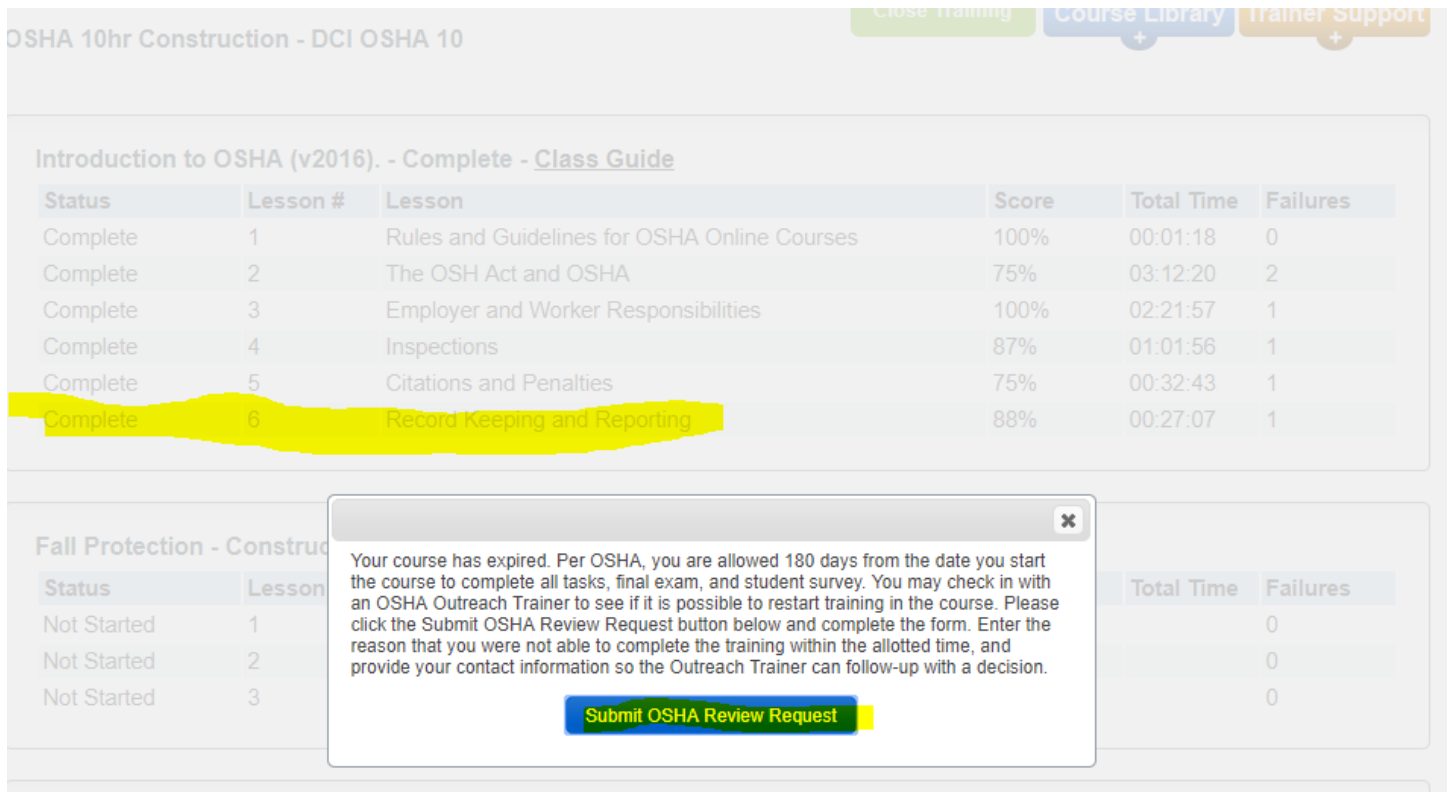
What is the process for Online OSHA 10 & 30-Hour training course completion to receive my card?

Students are required to take a quiz at the end of each lesson within a course. They have 3 attempts to pass each quiz at 70% or better passing grade. Students are required to take a final exam, which is 30 questions randomly aggregated from the courses taken. They have 3 attempts to pass the final exam at a 70% or better passing grade. Students must complete a course evaluation survey at the end of the final exam. Once they have completed everything, they can go to “training history” and retrieve their certificate of completion.

If a student fails any of the quizzes or final exam after 3 attempts, they will not be allowed to continue in the course. They will need to contact the system administrator or call Tech Support at 877-440-6049 for additional options. The main additional option is for them to fill out an OSHA Exception Request that gives them the chance to explain the situation that caused them to fail the course to our OSHA Trainers (Mike or Scott) and if approved they will either be granted an extension or a reset of the portion of the course they failed. All requests are Not approved though. Students who have failed a quiz/exam twice we encourage them to contact an OSHA Trainer 877-440-6049 to ensure the student doesn't fail a third time and get locked out requiring them to restart the course.

Extension/Exception Requests Process:

In order to request an extension/exception for an OSHA course, the student needs to log into their account, hit the start button, and click on the last module they went into. Then you will see the OSHA Review Request box pop up and that is what you need to fill out to request an extension/exception. Please let them know to be as detailed as possible and typical response time is 48 hours, but can be up to a week after submitting the request. If they have any questions they can call Tech Support at 877-440-6049 who is available Monday-Friday from 8am-8pm EST.



The screenshot shows the OSHA 10hr Construction - DCI OSHA 10 course interface. It includes a progress table for 'Introduction to OSHA (v2016) - Complete - Class Guide' and a notification for an expired course 'Fall Protection - Construc...'. The notification text states: 'Your course has expired. Per OSHA, you are allowed 180 days from the date you start the course to complete all tasks, final exam, and student survey. You may check in with an OSHA Outreach Trainer to see if it is possible to restart training in the course. Please click the Submit OSHA Review Request button below and complete the form. Enter the reason that you were not able to complete the training within the allotted time, and provide your contact information so the Outreach Trainer can follow-up with a decision.' A 'Submit OSHA Review Request' button is highlighted in yellow.

| Status | Lesson # | Lesson | Score | Total Time | Failures |
|----------|----------|--|-------|------------|----------|
| Complete | 1 | Rules and Guidelines for OSHA Online Courses | 100% | 00:01:18 | 0 |
| Complete | 2 | The OSH Act and OSHA | 75% | 03:12:20 | 2 |
| Complete | 3 | Employer and Worker Responsibilities | 100% | 02:21:57 | 1 |
| Complete | 4 | Inspections | 87% | 01:01:56 | 1 |
| Complete | 5 | Citations and Penalties | 75% | 00:32:43 | 1 |
| Complete | 6 | Record Keeping and Reporting | 88% | 00:27:07 | 1 |

| Status | Lesson | Total Time | Failures |
|-------------|--------|------------|----------|
| Not Started | 1 | | 0 |
| Not Started | 2 | | 0 |
| Not Started | 3 | | 0 |

How much time do I have to complete the Online OSHA 10 or 30-Hour training?

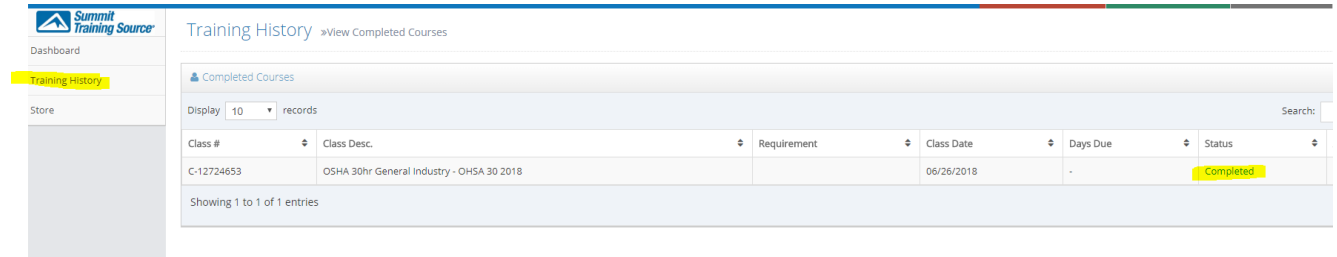
180 days (6 months) from the time you start your course; the timer begins when the students starts their first lesson. Only 7.5 hours of training may be completed per day. **Please note:** If you take less than 10 or 30 hours to complete the course, you will be required to add more training courses until the 10 or 30 hour time is reached.

If I have my OSHA 10-hour card, can I get my OSHA 30-hour too?

An individual can possess both an OSHA 10 hour and an OSHA 30 hour card at the same time (as long as they have paid for and completed both full courses). They no longer have to return their 10 hour card to get their 30 hour card.

When will I get my wallet card?

A temporary certificate of completion can be printed immediately following successful completion of the course, final exam, and survey by the student. The certificate will be located in the portal under training history.



The student will receive their official OSHA completion card within 6-9 weeks, dependent on OSHA processing times, after successful completion of the final exam and the survey.

Please note that the OSHA card will be delivered with the Student’s name listed on the envelope so it is important that the addresses listed on the student’s profile is an address that the student will easily be able to have the card delivered to them.

Does OSHA 10 or 30-Hour training expire?

For most students, your OSHA completion card does not expire, however, certain States, worksites, unions or employee associations or government work sites may require students to retake the training every 3-5 years.

I lost my card. Can I get a replacement?

Students can only request one replacement card and only if their training occurred within 5 yrs. There is a \$25 replacement fee. Replacement cards are processed through OSHA support.

I need to change the address my card gets sent to?

- If there is no date in the “Date Posted” area, change the address in BMP and note the account.
- If there is a date in the “Date Posted” area, check the account notes to see if the card has been returned. Please allow 45 days from the “Date Posted” date before requesting replacement card. Place notes on the account with the correct mailing address and set a reminder to check back in 45 days to see if the card was returned. If the card has not been returned in the mail request replacement card. This will count as their one and only replacement card.

OSHA Trainer/Technical Support – (877) 440-6049 Monday-Friday (8am-8pm EST)