



Texas Department of Insurance

Division of Workers' Compensation

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Cancellation Policy OSHA 10-Hour Construction Safety Courses

The Texas Department of Insurance, Division of Workers' Compensation (TDI-DWC) conducts free Occupational Safety and Health Administration (OSHA) 10-Hour Construction Safety Courses to the public. These two-day sessions are offered in both English and Spanish, and individuals who attend an entire course will receive an OSHA 10-Hour course completion card. Due to class size limitations, registration is on a first come, first served basis.

OSHA requires a minimum class size of three for the TDI-DWC to conduct this course. Because of this requirement, timely notification of registration cancellations is extremely important. The TDI-DWC must be notified of cancellations within two business days prior to the start of the class. This notification may be made by telephone at 512-804-4610 or 800-687-7080, or via e-mail at safetytraining@tdi.texas.gov.

If this cancellation policy is violated, you and your company will no longer be allowed to pre-register individuals for this course. However, two options will remain available for you or your company's employees to obtain an OSHA 10-Hour course completion card.

1. **Stand-by List:** Registrants will only be eligible to be placed on a stand-by list for future classes. If sufficient space remains two days prior to the desired class, the TDI-DWC will then extend an offer for participation. This remains a free option.
2. **On-site Training:** An employer may request the OSHA 10-Hour Construction Safety Course be taught at their worksite, provided that the minimum class size can be met and that their facility has the required equipment and space. There is a charge for class materials and the course completion cards. If the training location is located outside of the Austin, Texas metropolitan area, the TDI-DWC will also recoup the costs of travel.

For additional information on the OSHA 10-Hour Construction Safety Courses, call 512-804-4610 or e-mail safetytraining@tdi.texas.gov.