

APPENDIX Y: TRAINING GUIDE - EMPLOYEE SAFETY TRAINING MATRIX AND RECORD

Employee Name: _____

Topic	Frequency Required			Trainer
	Upon Hire	As Hazards Change	Annual	Trainer
General Safety Training Required by all Shop Employees				
Emergency Preparedness/ Earthquake Safety	x	x		Office of Emergency Management or Shop
Fire Safety	x	x		Shop
Hand Tool Safety	x	x		Shop
Hazard Communication	x	x		EHS or Shop
Housekeeping Practices	x	x		Shop
Illness & Injury Preparedness Program (IIPP)	x	x	x	Shop
Lockout/Tagout	x			EHS
Personal Protective Equipment	x			Shop
Portable Power Tool Safety	x	x		Shop
Safe Lifting/Back Injury Prevention	x			Shop
Job-Specific Training				
Asbestos Awareness	x		x	EHS
Asbestos Abatement	x		x	Contact EHS for Out-Sourced Vendor
Biosafety: Bloodborne Pathogens	x		x	EHS
Chemical Fumehood	x	x		Shop
Confined Space Entry	x	x	every 2 yrs*	Contact EHS for Out-Sourced Vendor
Fall Protection	x	x*	every 2 yrs*	Contact EHS for Out-Sourced Vendor
Forklift Operator	x		every 3 yrs*	Contact EHS for Out-Sourced Vendor
Hazardous Waste	x		x	EHS
Heat Illness Prevention for Outdoor Workers	x		x*	EHS or Shop
Lab Awareness	x			EHS
Ladder Safety	x	x	x	EHS or Shop
Lead Abatement	x		x	Contact EHS for Out-Sourced Vendor
Power Tool Safety	x	x*	x*	Shop
Respirator Training & Fit Test	x		x	EHS
Sewage Clean-Up Procedure	x			EHS
Shop Safety and Hazard Awareness	x	x		Shop

Note: Additional trainings may be required by your department. *As best practice, or per EH&S policy.