

Training Matrix

Employee training is a key component of any safety program. The matrix provides guidance for supervisors to identify common employee training requirements. The matrix does not include every training topic needed. Keep in mind that an employee must have training to do their job safely. Therefore, if they have duties that are potentially hazardous supervisors must ensure that appropriate information has been provided. Any time the duties, equipment and/or processes change, the employee must receive updated training. Training must be documented and records must be kept for a minimum of three years.

Applies to:	Required training Class	Training frequency
All classifications	Injury and Illness Prevention Program (IIPP)	Initial hire
	Unit emergency plan	Initial hire, review when changed
	Fire extinguisher use*	Initial hire
	Back Safety	Initial hire
Users of computers more than 4 hours a day or 20 hours a week; members of the clerical union	Ergonomics	Initial hire
Users of chemicals or those who may be potentially exposed to them (non-laboratory)	Hazard communication	Within 30 days of hire or the introduction of a new chemical and annually thereafter.
Employees performing maintenance on stationary machinery	Lockout/tagout	Prior to working on the equipment and when procedures change
Employees entering communications vaults, sewer manholes or telecommunications vaults or act as an attendant	Confined space entry	Prior to entering a confined space or acting as an attendant and annually thereafter
Users of eye, face, foot, hand or hearing protection	Personal Protective equipment	Prior to using the PPE
Users of fixed industrial or portable ladders	Ladder safety	Initial hire
Employees exposed to high noise levels	Hearing protection	Initial hire

Users of any type of respiratory protection	Respiratory protection	Prior to use and annual refresher
Employees who are exposed to human blood or blood containing fluids	Bloodborne pathogens standard	Initial hire and annual refresher
Employees who generate or handle hazardous waste	Hazardous waste management	Initially **
Employees performing work on any asbestos containing material	Asbestos management	Initial 40 hour training and 8 hours annual refresher **
Employees working on an unguarded surface more than 6 feet off the ground	Fall protection	Initial hire
Employees using portable or stationary power tools	Tool Safety	Initial hire
Users of Radioactive isotopes	Radiation Safety	Initial hire and annual refresher
Operators of forklifts and powered, elevated work platforms	Training on specific equipment to be used	Before initial use of the equipment
Employees in a chemical laboratory	Chemical Hygiene Plan (CHP) and Laboratory Safety	Initial hire

* Fire extinguisher training should be made available on a voluntary basis to everyone.

** Depending on job duties, other requirements may apply.

Supervisors should ensure that all employees receive general and job-specific training prior to **initial or new job assignments**. In addition, training is required:

- whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards.
- when new or previously unrecognized hazards are introduced into the work environment or brought to a supervisor's attention
- when an employee cannot demonstrate adequate understanding of the safety requirements of a task

All training must be documented and kept in department files for a minimum of three years.