

Health and Safety Training Course Matrix and Schedule

FPM Training Program Matrix	Training Hours & Frequency Details						Facilities Planning and Management (FPM) Department EH&S Training Group Category (R-Required, O-Optional)			
	Minimum Time Required for Presentation	Month/Frequency	FPM EH&S Program Reference	Regulatory Driver	Department Contact	Training Method	FPM Operations and Maintenance Staff (Including all Trades)	FPM Network Services	FPM Professional Staff (e.g., Capital Construction, etc.)	Office and Administrative Staff
Confined Space Entry Team	16 hours	One Time	As applicable in-house program/SOP	8 CCR 5157	EH&S	Internal or Outsource	R	O	O	O
Safe Driving Course (Required if 3 or more moving violations within last 3 years)	4 hours	As needed	As applicable in-house program/SOP	8 CCR 3203	Trojan Learn	Internal or Outsource	R	R	O	O
FirstAid/ CPR	4 hours	Bi-Annually	AS applicable in-house program/SOP	8 CCR 1512 and 3400	EH&S	Internal or Outsource	R	R	R	O
Job Hazard Assessments	30 minutes	Jan/Annually	As applicable in-house program/SOP	8 CCR 3203	EH&S	Internal or Outsource	R	R	R	O
Personal Protective Equipment Program	30 minutes	Jan/Annually	As applicable in-house program/SOP	8 CCR 3380	FPM EH&S	Internal or Outsource	R	R	R	O
Hearing Conservation Program	30 minutes	Jan/Annually	As applicable in-house program/SOP	8 CCR 5097	FPM EH&S	Internal or Outsource	R	R	R	O
Exposure Assessment	15 minutes	Jan/Annually	As applicable in-house program/SOP	8 CCR 3203/8 CCR 5208 (asbestos)	EH&S	Internal or Outsource	R	R	R	O
Respiratory Protection Program	45 minutes	Feb/Annually	As applicable in-house program/SOP	8 CCR 5144	EH&S	Internal or Outsource	R	R	R	O
Confined Space Entry Awareness	15 minutes	Feb/Annually	As applicable in-house program/SOP	8 CCR 5157	EH&S	Internal or Outsource	R	R	R	O
Decontamination and Site Sanitation Requirements	45 minutes	Feb/Annually	As applicable in-house program/SOP	8 CCR 5192	EH&S	Internal or Outsource	R	O	R	O
Hazard Communication Program	30 minutes	Mar/Annually	As applicable in-house program/SOP	8 CCR 5194	EH&S	Internal or Outsource	R	R	R	-
Incident Analysis	15 minutes	Mar/Annually	As applicable in-house program/SOP	8 CCR 3203	EH&S	Internal or Outsource	R	R	R	-
Emergency Response	30 minutes	Mar/Annually	As applicable in-house program/SOP	8 CCR 5192	DPS Ralph Roseli	Internal or Outsource	R	R	R	O
Project and Site Specific Health and Safety Plans	15 minutes	Mar/Annually	As applicable in-house program/SOP	8 CCR 5192	EHS	Internal or Outsource	R	R	R	O
Hazard Communication Program	30 minutes	Apr/Odd Years	As applicable in-house program/SOP	8 CCR 5194	EH&S	Internal or Outsource	-	-	-	R
Incident Analysis	15 minutes	Apr/Odd Years	As applicable in-house program/SOP	8 CCR 3203	EHS	Internal or Outsource	-	-	-	R
Motor Vehicle and Fleet Safety	30 minutes	Apr/Even Years	As applicable in-house program/SOP	8 CCR 1597 - 1599	FPM David Caceres	Internal or Outsource	-	-	-	R
Electric Cart & Community Vehicle (CDF BLDG)	15 minutes	As needed	As applicable in-house program/SOP		FPM David Caceres	Internal	R	R	R	R
Hand Safety	15 minutes	Apr/Even Years	As applicable in-house program/SOP	8 CCR 3384	EH&S	Internal or Outsource	-	-	-	R
Weather Related Injury & Illness Prevention (Heat Illness Prevention)	20 minutes	May/Annually	As applicable in-house program/SOP	8 CCR 3395	EH&S	Internal or Outsource	R	R	R	O
Motor Vehicle and Fleet Safety	30 minutes	May/Annually	As applicable in-house program/SOP	8 CCR 1597 - 1599	FPM David Caceres	Internal or Outsource	R	R	R	-
Biological Hazards Safe Procedures	30 minutes	May/Annually	As applicable in-house program/SOP	8 CCR 3203	Vendor	Internal or Outsource	R	R	R	O
Handling Compressed Gas Cylinders and Safely Using Compressed Air	15 minutes	Jun/Annually	As applicable in-house program/SOP	8 CCR 4648 - 4660	Vendor	Internal or Outsource	R	R	R	O
Hand Safety	15 minutes	Jun/Annually	As applicable in-house program/SOP	8 CCR 3384	FPM EH&S	Internal or Outsource	R	R	R	-
Fire Extinguishers- Use and Maintenance	15 minutes	Jun/Annually	As applicable in-house program/SOP	8 CCR 6151	EH&S & FPM Travis Tyler	Internal or Outsource	R	R	R	-
Fall Protection	15 minutes	Jun/Annually	As applicable in-house program/SOP	8 CCR 1669 - 1672	EH&S	Internal or Outsource	R	R	R	O
Forklift, Heavy Machinery Operations, and Aerial Lifts	30 minutes	Jul/Annually	As applicable in-house program/SOP	8 CCR 3649 - 3669	Vendor	Internal or Outsource	R	O	R	O
Emergency Preparedness	30 minutes	Jul/Annually	As applicable in-house program/SOP	and many sections of the Title 8 General Indust	EH&S	Internal or Outsource	R	O	O	O
Fire Extinguishers- Use and Maintenance	15 minutes	Aug/Odd Years	As applicable in-house program/SOP	8 CCR 1922 and 1923	EH&S & FPM Travis Tyler	Internal or Outsource	-	-	-	R
Requirements of the Office Health and Safety Plans	15 minutes	Aug/Odd Years	As applicable in-house program/SOP	8 CCR 3203 and 5192	EH&S	Internal or Outsource	-	-	-	R
Slips, Trip, and Falls	15 minutes	Aug/Even Years	As applicable in-house program/SOP	8 CCR 3271 - 3273	FPM EH&S	Internal or Outsource	-	-	-	R
Workplace Ergonomics	15 minutes	Aug/ Even Years	As applicable in-house program/SOP	8 CCR 5110	EH&S	Internal or Outsource	-	-	-	R
Hand and Power Tools-Safe Use	30 minutes	Sep/Annually	As applicable in-house program/SOP	8 CCR 1698, 1699, 1704, 1707	EH&S	Internal or Outsource	R	R	R	O
Slips, Trip, and Falls	15 minutes	Sep/Annually	As applicable in-house program/SOP	8 CCR 3271 - 3273	FPM EH&S	Internal or Outsource	R	R	R	-
Excavation and Trench Hazards	30 minutes	Sep/Annually	As applicable in-house program/SOP	8 CCR 1539- 1541.1	EH&S	Internal or Outsource	R	R	R	O
Atmospheric Hazards	30 minutes	Oct/Annually	As applicable in-house program/SOP	8 CCR 5160 - 5199	EH&S	Internal or Outsource	R	R	R	O
Lockout/Tagout Procedures	15 minutes	Oct/Annually	As applicable in-house program/SOP	8 CCR 3341	FPM EH&S	Internal or Outsource	R	R	R	O
Material Use Handling	15 minutes	Oct/Annually	As applicable in-house program/SOP	8 CCR 6982	FPM EH&S	Internal or Outsource	R	R	R	O
Ladder and Scaffolding Safety	10 minutes	Oct/Annually	As applicable in-house program/SOP	8 CCR 1635.1 - 1667, 3276, 3277	EH&S	Internal or Outsource	R	R	R	O
Electrical Safety	30 minutes	Nov/Annually	As applicable in-house program/SOP	ctrical Safety Orders) Group 1 (Low Voltage) an	EH&S	Internal or Outsource	R	R	R	O
Workplace Ergonomics/Repetitive Motion Injuries	15 minutes	Nov/Annually	As applicable in-house program/SOP	8 CCR 5110	EH&S	Internal or Outsource	R	R	R	-
Bloodborne Pathogens	15 minutes	Nov/Annually	As applicable in-house program/SOP	8 CCR 5193	Vendor	Internal or Outsource	R	R	R	O
Total estimated time to complete required modules:							11.67 hours	9.25 Hours	10.50 Hours	1.25 hours