

FPM Health & Safety Training Program Matrix

			Facilities Planning and Management (FPM) Department FPM EH&S Training Group Category (R-Required, O-Optional, [-] Not Required)			
Training Requirement	Minimum Time Required for Presentation (hrs)	Month/Frequency	FPM Operations and Maintenance Staff (Including all Trades)	FPM Custodial Group	FPM Professional Staff (e.g., Capital Construction, etc.)	Office and Administrative Staff
Asbestos Operations & Maintenance Certification	16	Annually	R	-	O	-
Asbestos Awareness	2	Annually	R	R	R	-
Powered Industrial Truck Operator License	4	Every 3 years	R	-	-	-
Confined Space Entry Team	16	One Time	R	-	O	O
Emergency Preparedness and Response	8	Oct/Annually	R	O	O	O
Safe Driving Course (Required if 3 or more moving violations within last 3 years)	4	As needed	R	R	O	O
Electric Cart & Community Vehicle (FPM BLDG)	4	Every 3 years	R	-	R	R
First Aid/ CPR	4	Biennially	R	-	R	O
Training Requirement	Minimum Time Required for Presentation (mins)	Month/Frequency	FPM Operations & Maintenance/ Mailing & Material Management Services Staff (Including all Trades)	FPM Custodial Group	FPM Professional Staff (e.g., Capital Construction, etc.)	Office and Administrative Staff
FPM Exposure Assessment	15	Jan/Annually	R	R	R	O
FPM Hazard Communication	30	Jan/Annually	R	R	R	R
FPM Personal Protective Equipment	30	Jan/Annually	R	R	R	O
Monthly Total Mins:	75					
FPM Safe Use of Hand and Power Tools	30	Feb/Annually	R	O	R	-
FPM Hand Safety Awareness (Office/Admin)	15	Feb/Annually	-	-	-	R
FPM Incident Analysis	15	Feb/Annually	R	R	R	R
Monthly Total Mins:	60					
FPM Hearing Conservation Program	30	Mar/Annually	R	R	R	O
FPM Fall Protection	15	Mar/Annually	R	R	R	O
FPM Fire Extinguisher Use and Maintenance	15	Mar/Odd Years	R	R	R	R
Monthly Total Mins:	60					
FPM Weather Related Injury and Illness Prevention	20	Apr/Annually	R	R	R	O
FPM Excavation and Trench Hazards	30	Apr/Annually	R	-	R	O
FPM Site-specific Health and Safety Plans	15	Apr/Annually	R	-	R	O
Monthly Total Mins:	65					
NO TRAININGS		May				
Monthly Total Mins:						
FPM Ladder, Scaffold and Aerial Lift Safety	10	Jun/Annually	R	R	R	O
FPM Motor Vehicle and Fleet Safety	30	Jun/Annually	R	R	R	-
FPM Biological Hazards Safe Procedures	30	Jun/Annually	R	R	R	O
Monthly Total Mins:	70					
FPM Slips, Trip, and Falls (Office/Admin)	15	Jul/Annually	-	-	-	R
FPM Respiratory Protection	45	Jul/Annually	R	R	R	O
FPM Slips, Trip, and Falls (Field)	15	Jul/Annually	R	R	R	-
Monthly Total Mins:	75					
FPM Workplace Ergonomics (Office/Admin)	15	Aug/Annually	-	-	-	R
FPM Material Use Handling	15	Aug/Annually	R	R	R	O
FPM Workplace Ergonomics and Repetitive Motion Injuries (Field)	15	Aug/Annually	R	R	R	-
Monthly Total Mins:	45					
FPM Job Safety Assessments	30	Sep/Annually	R	R	R	O
FPM Site Sanitation Requirements	45	Sep/Annually	R	O	O	O
Monthly Total Mins:	75					
FPM Safe Use and Handling of Compressed Air and Gas Cylinders	15	Oct/Annually	R	-	R	O
FPM Confined Space Entry Awareness	15	Oct/Annually	R	-	R	O
Monthly Total Mins:	30					
FPM Bloodborne Pathogens	15	Nov/Annually	R	R	R	O
Monthly Total Mins:	45					
NO TRAININGS		December				