

# FPM Health & Safety Training Program Matrix

	Facilities Planning and Management (FPM) Department EH&S Training Group Category (R-Required, O-Optional, [-] Not Required)						
Training Requirement	Minimum Time Required for Presentation ( <b>hrs</b> )	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	MMMS, Lock Shop, Stockroom, SPS, Compliance
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	-	-	-	O
Confined Space Entry Team	16	One Time	R	-	O	O	-
Emergency Preparedness and Response	8	Oct/Annually	R	O	O	O	R
Safe Driving Course (Required if 3 or more moving violations within last 3 years)	4	As needed	R	R	O	O	O
Electric Cart & Community Vehicle (FPM BLDG)	4	Every 3 years	R	-	R	R	R
First Aid/ CPR	4	Biennially	R	-	R	O	O
Training Requirement	Minimum Time Required for Presentation ( <b>mins</b> )	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	MMMS, Lock Shop, Stockroom, SPS, Compliance
FPM Exposure Assessment	15	Jan/Annually	R	O	O	O	-
FPM Hazard Communication	30	Jan/Annually	R	R	R	R	R
FPM Personal Protective Equipment	30	Jan/Annually	R	R	R	O	R
Monthly Total Mins:	75						
FPM Safe Use of Hand and Power Tools	30	Feb/Annually	R	R	R	-	-
FPM Hand Safety Awareness ( <i>Office/Admin</i> )	15	Feb/Annually	-	-	-	R	R
FPM Incident Analysis	15	Feb/Annually	R	R	R	R	R
Monthly Total Mins:	60						
FPM Hearing Conservation Program	30	Mar/Annually	R	R	R	O	O
FPM Fall Protection	15	Mar/Annually	R	R	R	O	O
FPM Fire Extinguisher Use and Maintenance	15	Mar/Odd Years	R	R	R	R	R
Monthly Total Mins:	60						
FPM Weather Related Injury and Illness Prevention	20	Apr/Annually	R	R	R	O	R
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	R
FPM Motor Vehicle and Fleet Safety	30	Jun/Annually	R	R	R	-	R
FPM Biological Hazards Safe Procedures	30	Jun/Annually	R	R	R	O	R
Monthly Total Mins:	70						
FPM Slips, Trip, and Falls ( <i>Office/Admin</i> )	15	Jul/Annually	-	-	-	R	-
FPM Respiratory Protection	45	Jul/Annually	R	O	R	O	O
FPM Slips, Trip, and Falls ( <i>Field</i> )	15	Jul/Annually	R	R	R	-	R
Monthly Total Mins:	75						
FPM Workplace Ergonomics ( <i>Office/Admin</i> )	15	Aug/Annually	-	-	-	R	-
FPM Material Use Handling	15	Aug/Annually	R	R	R	O	R
FPM Workplace Ergonomics and Repetitive Motion Injuries ( <i>Field</i> )	15	Aug/Annually	R	R	R	-	R
Monthly Total Mins:	45						
FPM Job Safety Assessments	30	Sep/Annually	R	R	R	O	R
FPM Site Sanitation Requirements	45	Sep/Annually	R	O	O	O	O
Monthly Total Mins:	75						
FPM Safe Use and Handling of Compressed Air and Gas Cylinders	15	Oct/Annually	R	-	R	O	R
FPM Confined Space Entry Awareness	15	Oct/Annually	R	-	R	O	O
Monthly Total Mins:	30						
FPM Hazardous Energy Control (HEC)	30	Nov/Annually	R	-	R	-	-
FPM Bloodborne Pathogens	15	Nov/Annually	R	R	R	O	R
Monthly Total Mins:	45						
NO TRAININGS	-	December	-	-	-	-	-