

Environmental, Health and Safety Training Requirement Matrix 2015

<p>This matrix outlines KSU's required EHS training and frequency of training for the Facilities Division. Training is available either online at owltrain.kennesaw.edu or via classroom sessions as scheduled by EHS department. For any questions regarding the training, please contact Eutopia Johnson, EHS Compliance Training Manager at 470-578-7856 or via email at EHSTraining@kennesaw.edu</p>	Facilities																																			
	New Employee General Safety Orientation	New Employee Job-specific Orientation	Hazard Communication	Haz Waste Management	Bloodborne Pathogens	Asbestos Awareness	Back & Lifting Safety	Ladder Safety	Fall Protection	Confined Space	Lockout - Tagout	Machine Guarding	Personal Protective Equip.	Power Tools & Equip.	Hot Work Safety	Safety Training for Supervisors and Managers	Forklift Safety	Spec. Lift/Heavy Equip./ Aerial Lift safety	Utility/Electric cart	Chemical Handling Safety	Compressed Gas Safety	Electrical Safety	Spill Prevention and Control	Stormwater Runoff	Fire Safety	Universal Waste	Groundskeeping Safety	OSHA 10 hrs Construction Safety Training								
New Employee (all new employees, including student employees)	I	I	A																																	
Administrative Staff - (non-chemical areas e.g. clerical, financial, human resources, etc)			A																																	
Directors, Assistant Directors & Supervisors (Design & Construction, Plant Operations)			A												I, S																					
Construction Project Managers (Construction & Design)			A			I, P																		I, P	I, P								I, P			
Building Services (supervisors & custodial staff)			A	A	A	A	I, P	I, P	I, P				I, P						I, P					I, P	I, P	I, P	I, P									
Fleet Management & Auto Shop			A	A			I, P			I, P	I, P	I, P							I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P								
Warehousing and Distribution (supervisor, warehouse and distribution operators)			A				I, P					I, P							I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P									
Service Crew			A				A	I, P				I, P	I, P						I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P									
Skilled Trades Personnel (Plant Operations, Design & Construction, temporary staff) by shops as below																																				
1. Plumbers			A							I, P	I, P	I, P	I, P						I, P							I, P	I, P									
2. HVAC Technician			A							I, P	I, P	I, P	I, P	I, P					I, P	I, P	I, P	I, P			I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P				
4. Electricians			A							I, P	I, P	I, P	I, P	I, P					I, P	I, P	I, P	I, P			I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P			
6. Carpenters			A																I, P	I, P	I, P	I, P			I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P			
7. Mechanics			A	A															I, P	I, P	I, P	I, P			I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P			
8. Groundskeepers			A																I, P						I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P				
9. Preventive Maintenance			A																I, P						I, P	I, P	I, P	I, P	I, P	I, P	I, P	I, P				

KEY: * = training may not be required by all in this group, depends on work conditions
 I = Initial minimum training with regular supervisor review for additional info or re-training as needed
 A = Annual training refresher, skill check and/or re-fit
 P = Periodic re-train/recheck, typically every 3 years or as needed
 S= Initial training for Supervisor, may include others within group as determined by supervisor

Key:

Required Training