

Training Matrix | Administrative and Office Staff

Art Theory and Practice, Professional Shop, Norris Events, and Wirtz Shops;
 Facilities Capital Infrastructure, Capital Programs, Facilities Connect, Construction, Customer
 Service, Design, Electricians, Finance, Human Resources, Information Technology,
 Locksmiths, Management, Operations, Planning, Real Estate, Services, Space Information,
 Sustainability, and Wildcard;
 IT Service Operation;
 Kellogg Facilities; Residential Services Maintenance; and Mail Services

Name: _____ Job Title: _____ Year: _____

This matrix outlines the required and recommended environmental, health, and safety training for your job. Online training and registration for in-person training offered by Environmental Health and Safety can be found on [myHR Learn](#). Courses that are automatically assigned in myHR Learn are denoted with an asterisk.

Course	Regulatory Authority	Recommended or Required/Frequency	Completion Date
Back Injury Prevention		Online* required for all initially and periodically thereafter	
Bloodborne Pathogens	29 CFR 1910.1030	Online* required if First Aid/CPR certified initially and annually thereafter, and recommended for all others initially and then periodically thereafter	
Electrical	29 CFR 1910 Subpart S	Online* recommended for all initially and periodically thereafter	
Emergency Evacuations	29 CFR 1910.38	Online* required for all initially and annually thereafter; Online Warden (CH) or Online Warden (EV) required for designated wardens initially and annually thereafter, and recommended for all others initially and annually thereafter; In-Person ¹ fire drills required at specific buildings annually and recommended at all others annually; In-Person ² ad hoc training is available upon request	
Fire Extinguishers	29 CFR 1910.157	Online* required for all initially and annually thereafter; In-Person , hands-on recommended for all initially and annually thereafter	
First Aid and CPR/AED	29 CFR 1910.151	In-Person ³ recommended for all (at department's discretion) initially and every other year thereafter	
Hazard Communication	29 CFR 1910.1200	Online* required for all initially, when there's a new hazard, and annually thereafter; In-Person required for Hazard Communication Coordinators initially and annually thereafter	
Office Ergonomics		Online* recommended for all initially and periodically thereafter	
Mold and Mildew Awareness		Online* required for all initially and periodically thereafter	

¹ Contact [Environmental Health and Safety](#) to schedule in-person fire drills.

² Contact [Environmental Health and Safety](#) to schedule in-person ad hoc training.

³ Available from multiple sources, including [Research Safety](#).

Northwestern

Course	Regulatory Authority	Recommended or Required/Frequency	Completion Date
Slips, Trips, and Falls	29 CFR 1910.22	Online* recommended for all initially and periodically thereafter	