

Training Matrix | Athletics Facilities Administrative and Office Staff

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* recommended for all initially and periodically thereafter	
Bloodborne Pathogens	29 CFR 1910.1030	In-Person ¹ required for all initially and annually thereafter	
Electrical	29 CFR 1910 Subpart S	Online* required for all initially and periodically thereafter	
Emergency Evacuations	29 CFR 1910.38	Online* required for all initially and annually thereafter; Online Warden required for designated wardens initially and annually thereafter, and recommended for all others initially and annually thereafter; In-Person ² fire drills required at specific buildings annually and recommended at all others annually; In-Person ³ 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 ⁴ required for all initially and every other year thereafter	
Golf Cart Safety		Online required for all initially and annually 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	
Heat Illness Prevention		Online* required for all initially and periodically thereafter	
Incident Investigation		Online* recommended for all initially and periodically thereafter	
Ladders	29 CFR 1910.23	Online* required for all initially and annually thereafter	
Office Ergonomics		Online* recommended for all initially and periodically thereafter	
Pallet Jacks	29 CFR 1910.178	Online* and In-Person ⁵ required for all who operate a pallet jack initially and every 3 years thereafter	

¹ Athletics receives this training during first aid/CPR training. Contact your supervisor for more information.

² Contact [Environmental Health and Safety](#) to schedule in-person fire drills.

³ Contact [Environmental Health and Safety](#) to schedule in-person ad hoc training.

⁴ Contact your supervisor to schedule in-person training.

⁵ Contact [Environmental Health and Safety](#) to schedule in-person training.

Northwestern

Course	Regulatory Authority	Recommended or Required/Frequency	Completion Date
Pedestrian Safety Around Forklifts	29 CFR 1910.178	Online* recommended for all initially and periodically thereafter	
Personal Protective Equipment	29 CFR 1910 Subpart I	Online* required for all initially, when there's a change in PPE use, and periodically thereafter	
Powered Industrial Trucks (PITs)	29 CFR 1910.178	Online* and In-Person ⁶ required for all who operate a PIT initially and every 3 years thereafter; Online recommended for all others who work in close proximity to PITs initially and periodically thereafter	
Slips, Trips, and Falls	29 CFR 1910.22	Online* recommended for all initially and periodically thereafter	

⁶ Contact [Environmental Health and Safety](#) to schedule in-person training.