

Training Matrix | IT Service Operation¹

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
Asbestos	29 CFR 1910.1001	Online required for all initially and periodically thereafter	
Back Injury Prevention		Online* required for all initially and periodically thereafter	
Behavior-Based Safety		Online* recommended 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	
Cold Stress in the Workplace		Online* recommended for all initially and periodically thereafter	
Confined Spaces: Awareness	29 CFR 1910.146	Online* recommended for all initially and periodically thereafter	
Control of Hazardous Energy (Lockout/Tagout)	29 CFR 1910.147	Online* recommended for all initially, conditionally (i.e., change in work assignment, machines/equipment, or LOTO procedure), and periodically 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; 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	
Fall Protection: Awareness	29 CFR 1910.28	Online* recommended for all initially and periodically thereafter	
Fall Protection: Authorized Person	29 CFR 1910.28	In-Person required for designated “authorized persons” initially, conditionally (i.e., new job, responsibility, workplace changes, post-incident, supervisor discretion), and every 3 years thereafter	
Fall Protection: Competent Person	29 CFR 1910.28	In-Person required for designated “competent persons” initially, conditionally (i.e., new job, responsibility, workplace changes, post-incident, supervisor discretion), and every 3 years thereafter	
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	

¹ For administrative and office staff, refer to the Administrative and Office Staff Training Matrix.

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.

Northwestern

Course	Regulatory Authority	Recommended or Required/Frequency	Completion Date
First Aid and CPR/AED	29 CFR 1910.151	In-Person ⁴ recommended for all (at department's discretion) initially and every other year thereafter	
Flammable and Combustible Liquids	29 CFR 1910.39	Online* required for all initially and periodically thereafter	
Hand and Power Tools	29 CFR 1910 Subpart I	Online* required for all initially, when there's a change in equipment, and periodically thereafter; In-Person ⁵ required for all initially and periodically 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	
Industrial Ergonomics		Online* recommended for all initially and periodically thereafter	
Job Hazard Analysis		Online* recommended for all initially and periodically thereafter	
Ladders	29 CFR 1910.23	Online* required for all who use ladders initially and annually thereafter	
Mold and Mildew Awareness		Online* recommended for all initially and periodically thereafter	
Occupational Noise Exposure	29 CFR 1910.95	Online* recommended for all initially and annually thereafter	
Office Ergonomics		Online* recommended for all initially and periodically thereafter	
OSHA 10-Hour General Industry	29 CFR 1910	In-Person recommended for all initially	
Overhead and Gantry Cranes and Hoists	29 CFR 1910.179	Online recommended for all initially and regularly thereafter	
Pallet Jacks	29 CFR 1910.178	Online* and In-Person ⁶ required for all who operate a pallet jack initially and every 3 years 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	
Resource Conservation and Recovery Act	40 CFR 239-282	Online* required for all initially and annually thereafter; In-Person required for all who coordinate hazardous waste pick-up sites initially and annually thereafter	
Slips, Trips, and Falls	29 CFR 1910.22	Online* recommended for all initially and periodically thereafter	

⁴ Available from multiple sources, including [Research Safety](#).

⁵ Certain tools (e.g., powder-actuated tools) require specialized tool-specific training, which is often times provided by the manufacturer. Contact [Environmental Health and Safety](#) for more details.

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