

Training Matrix | Kellogg Facilities¹

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	
Control of Hazardous Energy (Lockout/Tagout)	29 CFR 1910.147	Online* required 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	
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 recommended for all (at department's discretion) initially and every other year 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	

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.

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.

Northwestern

Course	Regulatory Authority	Recommended or Required/Frequency	Completion Date
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	
Machine Guarding	29 CFR 1910 Subpart O	Online* recommended for all initially and annually thereafter	
Mobile Elevated Work Platforms (MEWPs)	29 CFR 1910 Subpart F	Online and In-Person ⁶ required for all who operate MEWPs initially and every 3 years thereafter; Online recommended for all others who work in close proximity to MEWPs initially and periodically thereafter	
Mold and Mildew Awareness		Online* required for all initially and periodically 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	
Pallet Jacks	29 CFR 1910.178	Online* and In-Person ⁷ 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	
Scaffolds	29 CFR 1910.28 refers to 29 CFR 1926.451	Online* recommended 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 train-the-trainer training, if your department does not already have a designated trainer for the in-person training.

⁷ Contact [Environmental Health and Safety](#) to schedule in-person training.