

## Training Matrix | Kellogg Mail Room

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		<a href="#">Online*</a> required for all initially and periodically thereafter	
Behavior-Based Safety		<a href="#">Online*</a> recommended for all initially and periodically thereafter	
Bloodborne Pathogens	29 CFR 1910.1030	<a href="#">Online*</a> 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		<a href="#">Online*</a> recommended for all initially and periodically thereafter	
Electrical	29 CFR 1910 Subpart S	<a href="#">Online*</a> recommended for all initially and periodically thereafter	
Emergency Evacuations	29 CFR 1910.38	<a href="#">Online*</a> required for all initially and annually thereafter; <a href="#">Online Warden (CH)</a> or <a href="#">Online Warden (EV)</a> required for designated wardens initially and annually thereafter, and recommended for all others initially and annually thereafter; In-Person <sup>1</sup> fire drills required at specific buildings annually and recommended at all others annually; In-Person <sup>2</sup> ad hoc training is available upon request	
Fire Extinguishers	29 CFR 1910.157	<a href="#">Online*</a> required for all initially and annually thereafter; <a href="#">In-Person</a> , hands-on recommended for all others initially and annually thereafter	
First Aid and CPR/AED	29 CFR 1910.151	In-Person <sup>3</sup> recommended for all (at department's discretion) initially and every other year thereafter	
Hazard Communication	29 CFR 1910.1200	<a href="#">Online*</a> required for all initially, when there's a new hazard, and annually thereafter	
Heat Illness Prevention		<a href="#">Online*</a> recommended for all initially and periodically thereafter	
Industrial Ergonomics		<a href="#">Online*</a> recommended for all initially and periodically thereafter	
Office Ergonomics		<a href="#">Online*</a> recommended for all initially and periodically thereafter	
Pallet Jacks	29 CFR 1910.178	<a href="#">Online*</a> and In-Person <sup>4</sup> required for all who operate a pallet jack initially and every 3 years thereafter	

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

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

<sup>3</sup> Available from multiple sources, including [Research Safety](#).

<sup>4</sup> Contact [Environmental Health and Safety](#) to schedule in-person training.

# Northwestern

Course	Regulatory Authority	Recommended or Required/Frequency	Completion Date
Slips, Trips, and Falls	29 CFR 1910.22	<a href="#">Online*</a> required for all initially and periodically thereafter	