

Training Matrix | Mail Services¹

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	
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 initially and then periodically thereafter	
Cold Stress in the Workplace		Online* recommended for all initially and 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 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 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	
Heat Illness Prevention		Online* recommended for all initially and periodically thereafter	
Industrial Ergonomics		Online* recommended for all initially and periodically 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 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 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	Online* required for all initially and periodically thereafter	