

Training Matrix | Safety and Security 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	Online* required for all initially and annually 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 ¹ fire drills required at specific buildings annually and recommended at all others annually; In-Person ² 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	
Hazard Communication	29 CFR 1910.1200	Online* required for all initially and periodically thereafter	
Office Ergonomics		Online* recommended for all initially and periodically thereafter	
Slips, Trips, and Falls	29 CFR 1910.22	Online* recommended for all initially and periodically thereafter	

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

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