

TRAINING MATRIX | SHOP EMPLOYEES

This document provides guidance on identifying environmental, health, and safety training related to your job at Northwestern.

Course	Recommended or Required	Training Type	Frequency	Completion Date
Access to Exposure Records	Required	New Employee Orientation	Initial	
Asbestos Awareness	Required	Online	Annual	
Blood borne Pathogens	Recommended	Online and/or in person	Annual	
First Aid	Recommended	Online and/or in person	Every 2 years	
Electrical Safety	Required	Online	Initial	
Emergency Evacuations	Required	Annual drills (in person)	Initial	
Fire Extinguishers	Required	Online	Annual	
Fire Extinguishers - Hands on	Recommended	In-person	Annual	
Hazard Communication	Required	Online	Initial	
Occupational Noise Exposure	Required	Online	Annual	
OSHA 10-hour	Recommended	In-person	Initial	
Personal Protective	Required	Online	Initial	
RCRA	Required	In-person	Annual	
Reporting Injuries	Required	New Employee Orientation	Initial	

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Course	Recommended or Required	Training Type	Frequency	Completion Date
Aerial Lift Platforms	Operate aerial lift platforms, such as scissor lifts or booms	Online, In-person	Initial	
Confined Space	CUP, Electric, FMIT, HVAC, Plumbers	Online	Every 3 years	
Confined Space: Authorized Entrants, Attendants, and Supervisors (Theory - Classroom)	Chicago Heating Plant, CUP, Electric, HVAC, Plumbing	In-person	<ul style="list-style-type: none"> Initial Conditional – new job responsibility, workplace changes, post-incident, and supervisor discretion Every 3 year years 	
Confined Space: Authorized Entrants, Attendants, and Supervisors (Practical/ Demonstration - In Field)	Electric, HVAC, Plumbing	In-person	<ul style="list-style-type: none"> Initial Conditional – new job responsibility, workplace changes, post-incident, and supervisor discretion Every 3 years 	
Control of Hazardous Energy (LOTO)	CUP, HVAC, Plumbing, Ford Design Center, Kresge Woodshop, Professional Shop, Wirtz	Online, In-person	<ul style="list-style-type: none"> Initial Conditional – change in work assignment, machines/ equipment, or loto procedure 	

Course	Recommended or Required	Training Type	Frequency	Completion Date
Fall Protection: General Awareness	Carpenter, Electric, HVAC, Painting, Plumbing	Online	Initial	
Fall Protection: Authorized person	Carpenter, Electric, HVAC, Painting, Plumbing	In-person	<ul style="list-style-type: none"> • Initial • Conditional – new job responsibility, workplace changes, post-incident, and supervisor discretion • Every 3 years 	
Fall Protection: Competent Person	Carpenter, Electric, HVAC, Painting, Plumbing	In-person	<ul style="list-style-type: none"> • Initial • Conditional – new job responsibility, workplace changes, post-incident, and supervisor discretion • Every 3 years 	
Fire Extinguishers: Hands on	Perform Hot Work	In-person	Annual	
Hot Work	Operate welding, cutting, or brazing equipment	Online	Initial	
Occupational Noise: Hearing Conservation Program (HCP)	Enrolled in the HCP – CUP, Grounds, Athletics Grounds	In-person	Annual	

Powered Industrial Trucks (PIT)	Operate a PIT	In-person	Every 3 years	
Respiratory Protection	Wear a respirator Carpenter, Chicago Engineers, CUP, Electric, Painting, University Police	Online, In-person	Annual	
Scaffolds	Carpenter, Painting	Online, In-person	Initial	
Servicing Rim Wheels	Auto Shop	Online, In-person	Initial	

Online safety training can be found on myHR Learn and is accessible [here](#). Registration for in-person training offered by Risk Management is also via myHR Learn, and available courses can be found [here](#).