

EH&S Safety Training Matrix for Facilities Personnel

PURPOSE: This training matrix identifies minimum training requirements for Facilities personnel at Caltech. The job category in the matrix determine which requirements apply to you. *The Supervisor for each job category/shop is responsible for ensuring personnel are trained.*

APPLICATION: These training requirements apply to Supervisors and general staff.

JOB CATEGORY	Aerosol Transmissible Diseases *	Asbestos Awareness *	Asbestos Operations & Maintenance (O&M)*	Back Injury Prevention (Initial)	Bloodborne Pathogens *	CaIARP*	Cart Safety *	Confined Space (Initial)	DOT Hazmat Ground Shipper (3 Years)	E-Waste *	Electrical Safety Awareness	Electrical - Qualified Worker NFPA 70E (3 years)	Fall Protection (Initial)	Fire Extinguishers *	Fire Prevention Plan (Initial)	Forklift Safety (3 years)	Hazard Communication (Initial/New Hazards)	Hazardous Waste *	Heat Illness Prevention *	Hot Work Permit *	Ladder Safety (Initial)	Lead Awareness *	Lead Renovation, Repair, & Painting (5 Years)	Lock-Out/Tag-Out (Initial/When Updated)	Mobile Elevating Work Platforms/Aerial Devices	PCB's (3 Years)	Personal Protective Equipment (Initial)	Radiation Safety Awareness *	Respiratory Protection *	Slips, Trips, and Falls *	Spill Response
BMS - Controls				■			■	S			■			■	■				■		■			■						■	
Carpenter Shop		■		■			■				■		■	■	■	◆	■	■	■	■	■	■	◆	■	◆	◆	■			■	■
Central Plant		■	◆	■		■	■	■			◆	◆	■	■	■	◆	■	■	■	■	■	■		■	◆	◆	■			■	■
Central Stock Room's				■											■	◆	■										■			■	■
Custodial				■	S		◆								■	◆	■					■					■			■	■
Electric Shop		■		■			■	■			◆	■	■	■	■	◆		■				■		■	◆	■		◆		■	■
Faculty Housing		◆	◆	■	S			S			◆				■	◆			◆		◆						■	◆		■	■
Facilities PM's															■							■				■				■	■
Finance															■															■	■
Fire Alarm				■			■				■		■		■							■			■					■	■
Grounds				■			■						◆		■	◆	◆			■		■					■		◆	■	■
HVAC		◆	◆	■			■	S			■			■	■	◆	■			■	■	■		■	■		■			■	■
Lock Shop				■			■	S			■			■	■		■				■						■			■	■
Mail Services				■					◆						■		■											◆		■	■
Motor Pool		■		■			■								■		■										■			■	■
Paint Shop				■			■						■	■	■		■					■		■			■		■	■	■
Planning, Design, & Construction				■			◆								■					◆										■	■
Plumbing		◆	◆	■	S		■	■			■		■		■	◆	■	■	■	■	■	■		■	◆	◆	■		■	■	■
Recycling Services				■											■	◆											■			■	■
Roofing		■		■			■				■		■	■	■	■		■				■					■			■	■
Security	■			■	■		■	S					■	■	■					■		■						■	■	■	■
Service Center															■															■	■
Shipping and Receiving				■			■		■						■	■	■					■					■	◆		■	■
Stock Room				■											■	■						■						◆		■	■
Transportation				◆			■		◆	■					■	◆	■					◆					◆	◆		■	■

Key

- = All employees. Required prior to work.
- * = Initial and Annual
- ◆ = Some Employees. Required prior to work.
- S = Supervisor Requested

NEED HELP? ♦ CONTACT SAFETY!

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