

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 determines 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 *	Confined Space (Initial)	DOT Hazmat Ground Shipper (3 Years)	E-Waste *	Electrical Safety Awareness	Electrical - Qualified Worker NFPA70E (3 years)	Fall Protection (Initial)	Fire Extinguishers *	Fire Prevention Plan (Initial)	Forklift Safety (3 years)	Hazard Communication (Initial/New Hazards)	Hazardous Waste *	Hearing Conservation *	Heat Illness Prevention *	Hot Work Permit (Initial)	Industrial Truck *	Ladder Safety (Initial)	Lead Awareness *	Lead Renovation, Repair, & Painting (5 Years)	Lock-Out/Tag-Out (Initial/When Updated)	Mobile Elevating Work Platforms (Initial)	PCB's (5 Years)	Personal Protective Equipment (Initial)	Radiation Safety Awareness *	Respiratory Protection *	Slips, Trips, and Falls *
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
 * = Initial and Annual
 ■ = Required prior to performing job involving the hazard
 ◆ = Some Employees
 S = Supervisor Requested

NEED HELP? ♦ CONTACT SAFETY! Phone: (626) 395-6727; Email: safety.training@caltech.edu; Website: safety.caltech.edu