# Workplace Safety Training Matrix

This matrix shows the required and recommended workplace safety training for individuals working at UCF.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you UCF staff who… | Training requirements, please see key on page 2.   = required training = recommended training | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Works in UCF Facilities & Business Operations? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cleans spills of human blood or other potentially infectious materials? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Uses chemicals in your work? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drives or operates an aerial lift? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Enters a permit-required confined space? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drives or operates a forklift? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Works in an environment where noise levels are at or above the exposure limit of 85dB? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Works on equipment with electrical components? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Works on isolating systems to conduct maintenance or repair work? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Completes tasks that may require force, repetition, and posture that may affect the musculoskeletal system (e.g., work on a computer  station > 4 hours/day)? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Works more than 4 feet above ground? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Will use a respirator? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Requires a key to access UCF mechanical rooms/chases? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provides direction or supervision to others? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Will oversee or coordinate personnel for events with planned attendance of 250 or more? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-lab personnel who will be entering a lab (Custodial, maintenance, etc.) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Completes tasks using ladders as part of their normal job function. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Key Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key** | **Course** | **Mode** | **Frequency** |  | **Key** | **Course** | **Mode** | **Frequency** |
| 1 | EHS001 Concepts in Safety | Classroom | 2 years |  | 12 | EHS609 Lock Out Tag Out | Classroom | Annual |
| 2 | EHS109 Bloodborne Pathogens | Classroom | Annual | 13 | EHS620 Combined Electrical Safety & Lock Out Tag Out \* | Classroom | Annual |
| 3 | EHS408 Hazard Communication | Classroom | Once | 14 | EHS611 Workplace Ergonomics EHS612 Office Ergonomics | Classroom | 2 years |
| 4 | EHS601 Aerial Lift Safety | In-person (On the field) | Once | 15 | EHS613 Fall Protection | Classroom | 2 years |
| 5 | EHS602 Aerial Lift Practical | In-person (On the field) | 3 years | 16 | EHS506 Fire Extinguisher | Classroom | Once |
| 6 | EHS604 Confined Space Awareness | Classroom | 2 years | 17 | EHS510 Crowd Management | Online | Once |
| 7 | EHS605 Confined Space Entry | In-person (On the field) | 2 years | 18 | EHS617 Respiratory Protection | Online | 3 years |
| 8 | EHS607 Forklift Safety\*\* | Classroom | Once | 19 | EHS690 Mechanical Room Safety at UCF | Online | Once |
| 9 | EHS695 Forklift Safety Practical | In-person (On the field) | 3 years | 20 | EHS650 OSHA 10-Hour | In person (On the field) | 3 years |
| 10 | EHS608 Hearing Conservation | Classroom | Annually | 21 | Hands Only Adult CPR | Classroom | 2 years |
| 10 | EHS608 Hearing Conservation (**Needed annually after In-person)** | Online | Annually |  | 22 | EHS 255 Laboratory Safety Awareness for Non-Lab Personnel | Online | Annual |
| 11 | EHS606 Electrical Safety | Classroom | Annual |  | 23 | EHS612 Ladder Safety | Online | 2 years |

\*EHS620 can be completed in place of EHS606 ***AND*** EHS609.

\*\*Classroom component might be conducted In-person (on the field) at the discretion of the instructor.

# Workplace Safety Training Checklist

This checklist shows the available EHS training courses and can be used to keep track of your training requirements.

Employee: Supervisor:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Key** | **Training Requirement** | **Yes** | **No** | **Date** |
| 1 | EHS001 Concepts in Safety |  |  |  |
| 2 | EHS109 Bloodborne Pathogens |  |  |  |
| 3 | EHS408 Hazard Communication |  |  |  |
| 4 | EHS601 Aerial Lift Safety |  |  |  |
| 5 | EHS602 Aerial Lift Practical |  |  |  |
| 6 | EHS604 Confined Space Awareness |  |  |  |
| 7 | EHS605 Confined Space Entry |  |  |  |
| 8 | EHS607 Forklift Safety |  |  |  |
| 9 | EHS695 Forklift Safety Practical |  |  |  |
| 10 | EHS608 Hearing Conservation |  |  |  |
| 11 | EHS606 Electrical Safety |  |  |  |
| 12 | EHS609 Lock Out Tag Out |  |  |  |
| 13 | EHS620 Combined Electrical Safety & Lock Out Tag Out |  |  |  |
| 14 | EHS611 Workplace Ergonomics or EHS612 Office Ergonomics |  |  |  |
| 15 | EHS613 Fall Protection |  |  |  |
| 16 | EHS506 Fire Extinguisher |  |  |  |
| 17 | EHS510 Crowd Management |  |  |  |
| 18 | EHS617 Respiratory Protection |  |  |  |
| 19 | EHS690 Mechanical (Electrical) Room Safety at UCF |  |  |  |
| 20 | EHS650 OSHA 10-Hour |  |  |  |
| 21 | Hands Only Adult CPR |  |  |  |
| 22 | EHS255 – Lab. Safety Awareness for Non-Lab Personnel |  |  |  |
| 23 | EHS612 Ladder Safety |  |  |  |

Department:

Date:

Employee Signature: Date:

Supervisor Signature: Date:

|  |  |
| --- | --- |
| **Questions about content?** | |
| **Training Coordinator:** | **Workplace Safety Officer** |
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