# 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:   = required training = recommended training | | | | | | | | | | | | | | | | | | |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Works in UCF Facilities & Business Operations? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Works in Housekeeping or Custodial services? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Uses chemicals in your work? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Works in Landscaping & Natural Resources? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Enters a permit-required confined space? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Works more than 4 feet above ground? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| May come into contact with blood or other bodily fluids as part of their normal job function? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Works in an environment where noise levels are at or above the exposure limit of 85dB? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Is an electrician or performs maintenance on electrical equipment? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Works on isolating systems to conduct maintenance or repair work? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Completes tasks that may require force, repetition, and posture (e.g., work on a computer station > 4 hours/day)? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| May need to use a fire extinguisher in the workplace? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Will oversee or coordinate personnel for events with planned attendance of 250 or more? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Will use a respirator? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Requires a key to access UCF mechanical rooms/chases? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provides direction or supervision to others? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Completes tasks using ladders as part of their normal job function. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Required to operate / work on elevated work platforms (Aerial / Scissor Lifts) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Key Table**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key** | **Course** | **Mode** | **Frequency** |  | **Key** | **Course** | **Mode** | **Frequency** |
| 1 | **EHS001** Concepts in Safety | Classroom | 2 years |  | 13 | **EHS611** Office Ergonomics  (Covered in EHS001) | Classroom | 2 years |
| 2 | **EHS003** Housekeeping Refresher | Classroom | Annual | 14 | **EHS506** Fire Extinguisher Practical | Classroom | Once |
| 3 | **EHS221** Hazard Communication | Classroom | Once | 15 | **EHS510** Crowd Management | Online | Once |
| 4 | **EHS660** LNR Safety Awareness | Classroom | Annual | 16 | **EHS617** Respiratory Protection | Online | Annual |
| 5 | **EHS604** Confined Space  Awareness / EHS605 Confined  Space Entry | Classroom | 2 years | 17 | **EHS690** Mechanical Room Safety at UCF | Online | Once |
| 6 | **EHS613** Fall Protection | Classroom | 2 years | 18 | **LIF001** Hands Only Adult CPR | Classroom | 2 years |
| 7 | **EHS109** Bloodborne Pathogens for Trades  (Covered in EHS003) | Classroom | Annual | 19 | **EHS612** Ladder Safety | Online | 2 years |
| 8 | **EHS608** Hearing Conservation  (Covered in EHS660) | Classroom | Annually | 20 | **EHS601 / EHS602** Aerial Lift Classroom & Practical | Online / In-Person | 3 years |
| 9 | **EHS606** Electrical Safety | Classroom | Annual |  |  |  |  |
| 10 | **EHS609** Lock Out Tag Out | Classroom | Annual |  |  |  |  |
| 11 | **EHS620** Combined Electrical Safety & Lock Out Tag Out \* | Classroom | Annual |  |  |  |  |  |
| 12 | **EHS610** Workplace  Ergonomics  (Covered in EHS001,  EHS003 and EHS660) | Classroom | 2 years |  |  |  |  |  |

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

# 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 | EHS003 Housekeeping Refresher |  |  |  |
| 3 | EHS408 Hazard Communication |  |  |  |
| 4 | EHS660 LNR Safety Awareness |  |  |  |
| 5 | EHS604 / EHS 605 Confined Space Awareness & Entry |  |  |  |
| 6 | EHS613 Fall Protection |  |  |  |
| 7 | EHS109 Bloodborne Pathogens for Trades |  |  |  |
| 8 | EHS608 Hearing Conservation |  |  |  |
| 9 | EHS606 Electrical Safety |  |  |  |
| 10 | EHS609 Lock Out Tag Out |  |  |  |
| 11 | EHS620 Combined Electrical Safety & Lock Out Tag Out |  |  |  |
| 12 | EHS610 Workplace Ergonomics |  |  |  |
| 13 | EHS611 Office Ergonomics |  |  |  |
| 14 | EHS506 Fire Extinguisher Training |  |  |  |
| 15 | EHS510 Crowd Management |  |  |  |
| 16 | EHS617 Respiratory Protection |  |  |  |
| 17 | EHS690 Mechanical Room Safety |  |  |  |
| 18 | LIF001 Hands Only Adult CPR |  |  |  |
| 19 | EHS612 Ladder Safety |  |  |  |
| 20 | EHS601 / EHS602 Aerial Lift Classroom & Practical |  |  |  |

Department:

Date:

Employee Signature: Date:

Supervisor Signature: Date:

# Workplace Safety Training Equivalents

|  |  |
| --- | --- |
| **EHS001** – Concepts in Safety | **Topics:** PPE, Fall Protection, HazCom, Lab Safety, Ladders, Hearing Protection, Heat Stress, Vehicle Operation, Bloodborne Pathogens, Confined Space, Asbestos Awareness, Electrical, LOTO, Ergonomics  **Satisfies the following training:** EHS610, EHS611 |
| **EHS003** -Housekeeping Refresher | **Topics:** Bloodborne Pathogens, Ergonomics, PPE, HazCom, Lab Safety  **Satisfies the following training:** EHS610, EHS611, EHS109 |
| **EHS660** – LNR Safety Awareness | **Topics:** PPE, Hearing Protection, Ergonomics, Hand and Power Tools, Heat Stress, HazCom  **Satisfies the following training:** EHS610, EHS611, EHS608 |

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