

## Training Checklist

What kind of training do you need to provide a safe – and compliant – workplace for your employees? Take a look at the following for guidance on what training you might need to provide.

### **Could your employees encounter hazards in their physical environment, such as heat, radiation, acceptable air to breathe?**

- ☐ Air Contaminants
- ☐ Dipping and Coating Operations
- ☐ Emergency Action Plan
- ☐ Exits
- ☐ Explosives and Blasting Agents, Transportation of
- ☐ Hazardous Waste - EPA
- ☐ Heat Stress
- ☐ Ionizing Radiation
- ☐ ISO 14000
- ☐ Motor Vehicle Air Conditioners - EPA
- ☐ Respiratory Protection
- ☐ Signs and Tags
- ☐ Spray Booths
- ☐ Ventilation
- ☐ Heat Stress: California

### **Do you have operations that present hazards to workers, requiring the use of personal protective equipment?**

- ☐ Hearing Conservation
- ☐ Personal Protective Equipment - Eye and Face Protection
- ☐ Personal Protective Equipment - Hand Protection
- ☐ Personal Protective Equipment - Head Protection
- ☐ Personal Protective Equipment - Foot Protection

### **Do any of your workers handle, mix, or work with specific chemicals?**

- ☐ Acrylonitrile
- ☐ Anhydrous Ammonia
- ☐ Benzene

- ☐ 1-3-Butadiene
- ☐ Cadmium
- ☐ Chemical Protection
- ☐ Coke Oven Emissions
- ☐ Compressed Gases
- ☐ Corrosives
- ☐ Cotton Dust
- ☐ Ethylene Oxide
- ☐ Flammable and Combustible Liquids
- ☐ Formaldehyde
- ☐ Inorganic Arsenic
- ☐ Lead in General Industry
- ☐ Methylene Chloride
- ☐ 4,4'-Methylenedianiline (MDA)
- ☐ Pesticides
- ☐ Toxic and Hazardous Substances - 13 Carcinogens
- ☐ Solvents
- ☐ Vinyl Chloride
- ☐ Hexavalent chromium (Cr(VI))

**Do you have any employees with exposure to asbestos in the workplace?**

- ☐ Asbestos Abatement Projects: Worker Protection - EPA
- ☐ Asbestos - Containing Materials in Schools - EPA
- ☐ Asbestos - Employee Information and Training

**Do you have employees who work on, near, or with electrical equipment?**

- ☐ Electrical Safety
- ☐ Electrical Safety - Qualified Person

**Do you have any employees who work with powered equipment to move materials around the facility?**

- ☐ Cranes
- ☐ Forklift Training - General
- ☐ Powered Platforms
- ☐ Cranes, General Industry (Overhead and Mobile)
- ☐ Golf Cars

**Do your operations include one of the three main types of welding: oxy-fuel gas, resistance, or arc welding, or do you contract with an outside company to perform work which might include welding?**

- ☐ Welding, Cutting, and Brazing

**Do you want to affect how your workers behave in the workplace?**

- ☐ Behavior-Based Safety
- ☐ Disaster Recovery
- ☐ Ergonomics
- ☐ Lifting Techniques
- ☐ New Employee Orientation
- ☐ Site Security
- ☐ Violence in the Workplace

**Does your facility have any areas that fit the definition of a confined space?**

- ☐ Confined Space (Permit-Required) – Attendants
- ☐ Confined Space (Permit-Required) – Authorized Entrant
- ☐ Confined Space (Permit-Required) – Entry Supervisors
- ☐ Confined Space (Permit-Required) – Rescue and Emergency Services

**Do you want to provide your workers with an insight into OSHA, the agency?**

- ☐ Understanding OSHA
- ☐ Recordkeeping
- ☐ Safety and Health Program Management

**Does your company engage in any construction activities?**

- ☐ Competent Person for Construction
- ☐ Concrete and Masonry for Construction
- ☐ Cranes, Derricks, Hoists, Elevators, and Conveyors for Construction
- ☐ Electrical Safety for Construction
- ☐ Excavation for Construction
- ☐ Fall Protection for Construction
- ☐ Fire Protection and Prevention for Construction
- ☐ Hand and Power Tools for Construction
- ☐ Health Hazards in Construction
- ☐ Lead Exposure for Construction
- ☐ Materials Handling, Storage, Use, and Disposal for Construction
- ☐ Motor Vehicles, Mechanized Equipment for Construction
- ☐ Personal Protective and Lifesaving Equipment for Construction
- ☐ Rigging Equipment for Material Handling in Construction
- ☐ Safety Programs for Construction
- ☐ Scaffold Safety for Construction
- ☐ Steel Erection

- ☐ Welding and Cutting for Construction
- ☐ Work Zone Safety

**Have you developed a fire prevention plan, dealing with the actions to be taken in the eventuality of a fire?**

- ☐ Fire Brigades
- ☐ Fire Extinguishers
- ☐ Fire Prevention Plan

**Do you have any employees assigned to provide first aid or bloodborne pathogen clean-up?**

- ☐ Bloodborne Pathogens - First Responder
- ☐ Bloodborne Pathogens – General
- ☐ First Aid

**Do you have hazardous substances at your facility that could require an emergency clean-up OR is your company involved in cleanup or corrective actions at uncontrolled hazardous waste sites?**

- ☐ HAZWOPER - Emergency Response for the First Responder (Awareness Level)
- ☐ HAZWOPER - Emergency Response for the First Responder (Operations Level)
- ☐ HAZWOPER - Emergency Response for the Hazardous Materials Specialist
- ☐ HAZWOPER - Emergency Response for the Hazardous Materials Technician
- ☐ HAZWOPER - Emergency Response for the On-Scene Incident Commander
- ☐ HAZWOPER - General Site Workers
- ☐ HAZWOPER - Management and Supervisor
- ☐ HAZWOPER - Occasional Workers, On-Site
- ☐ HAZWOPER - Regular On-Site Workers
- ☐ HAZWOPER - TSD Workers

**Do you have any workers with exposures or potential for exposure to hazardous chemicals?**

- ☐ Hazard Communication - Chemical Specific
- ☐ Hazard Communication - General
- ☐ Hazard Communication - Retraining
- ☐ Laboratory Standard

**Do you have employees who dispense liquified petroleum gas or with functions of installing, removing, operating, maintaining processes or equipment that use LP gas?**

- ☐ Liquefied Petroleum Gases

**Do your operations involve machinery or equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy during repair or maintenance, could cause injury to employees?**

- ☐ Lockout/Tagout - Affected Employees

- ☐ Lockout/Tagout - Authorized Employees
- ☐ Lockout/Tagout - Other Employees
- ☐ Lockout/Tagout - Refresher Training

**Does your facility have a threshold quantity of a highly hazardous chemical, i.e., a substance regulated under 29 CFR 1910.119?**

- ☐ Process Safety Management - Contractors
- ☐ Process Safety Management - Initial Training
- ☐ Process Safety Management - Refresher Training
- ☐ Risk Management Program

**Do employees use hand or portable powered tools, OR operate machinery with rotating parts, reciprocating motions, or transverse motions?**

- ☐ Hand and Portable Powered Tools
- ☐ Machine Guarding

**Does the potential exist for workers to be injured during slips, trips, or falls from walking/working surfaces at your facility?**

- ☐ Fall Protection
- ☐ Floor & Wall Openings
- ☐ Ladders and Stairs
- ☐ Slips, Trips, and Falls
- ☐ Walking-Working Surfaces

**Do operations at your facility call for any employees to perform diving tasks?**

- ☐ Dive Team Qualifications of /General Requirements

**Do your employees install, operate, maintain, rearrange or remove telecommunications equipment in a telecommunication center or at field installations?**

- ☐ Telecommunications

**Do your operations involve any kind of logging operations, including marking trees for harvesting, using chainsaws, cutting trees down, delimbing, debarking, chipping, yarding, and so on?**

- ☐ Logging Operations - First Aid and CPR
- ☐ Logging Operations - General Requirements
- ☐ Logging Operations - Machinery
- ☐ Logging Operations - Tree Harvesting

**Does your company operate vehicles with a gross vehicle weight, gross vehicle weight rating, gross combination weight, or gross combination weight rating of 10,001 pounds or more?**

- ☐ Accident Procedures

- ☐ Cargo Securement
- ☐ Driver logs
- ☐ Hours of Service: Property-Carrying Vehicles
- ☐ Log Auditing: Property-Carrying Vehicles
- ☐ Preventive maintenance
- ☐ Vehicle breakdown and road repair
- ☐ Vehicle inspections

**Does your company operate vehicles with a gross combination weight rating of 26,001 pounds or more including a towed unit with a gross vehicle weight rating of more than 10,000 pounds?**

- ☐ Alcohol & drugs - driver
- ☐ Alcohol & drugs - supervisor (alcohol)
- ☐ Alcohol & drugs - supervisor (drugs)

**Does your company operate vehicles with a gross vehicle weight rating of 26,001 pounds or more?**

- ☐ Alcohol & drugs - driver
- ☐ Alcohol & drugs - supervisor (alcohol)
- ☐ Alcohol & drugs - supervisor (drugs)

**Does your company operate vehicles that transport hazardous materials in a type or quantity which requires placarding?**

- ☐ Accident Procedures
- ☐ Alcohol & drugs - driver
- ☐ Alcohol & drugs - supervisor (alcohol)
- ☐ Alcohol & drugs - supervisor (drugs)
- ☐ Driver logs
- ☐ Hours of Service: Property-Carrying Vehicles
- ☐ Log Auditing: Property-Carrying Vehicles
- ☐ Preventive maintenance
- ☐ Vehicle breakdown and road repair
- ☐ Vehicle inspections

**Does your company operate vehicles designed or used to transport 9 to 15 passengers (including the driver) for direct compensation within a 75 air mile radius of the driver's work reporting location?**

- ☐ Accident Procedures

**Does your company operate vehicles designed or used to transport 9 to 15 passengers (including the driver) for direct compensation beyond a 75 air mile radius of the driver's work reporting location?**

- ☐ Accident Procedures

- ☐ Driver logs
- ☐ Hours of service: Passenger-Carrying Vehicles
- ☐ Log auditing: Passenger-Carrying Vehicles
- ☐ Preventive maintenance
- ☐ Vehicle breakdown and road repair
- ☐ Vehicle inspections

**Does your company operate vehicles designed to transport more than 15 passengers (including the driver)?**

- ☐ Accident Procedures
- ☐ Alcohol & drugs - driver
- ☐ Alcohol & drugs - supervisor (alcohol)
- ☐ Alcohol & drugs - supervisor (drugs)
- ☐ Driver logs
- ☐ Hours of service: Passenger-Carrying Vehicles
- ☐ Log auditing: Passenger-Carrying Vehicles
- ☐ Preventive maintenance
- ☐ Vehicle breakdown and road repair
- ☐ Vehicle inspections

**Do you have interstate drivers who have less than one year of experience operating a commercial motor vehicle requiring a commercial driver's license?**

- ☐ Entry Level Driver

**Do you want to review safe driving techniques?**

- ☐ Backing
- ☐ Cornering techniques
- ☐ Defensive driving
- ☐ Driving grades
- ☐ Emergency maneuvers
- ☐ Extreme driving conditions
- ☐ Hazard perception
- ☐ Night driving
- ☐ Sharing the highway
- ☐ Skid control
- ☐ Speed and space management
- ☐ Company Vehicle Safety

**Do you want to review driver-specific workplace safety issues?**

- ☐ Back/lifting
- ☐ Slips/trips/falls

**Do you want to review fire prevention?**

- ☐ Fire prevention

**Is professionalism and appropriate customer service an issue with your drivers?**

- ☐ The professional driver

**Does your company ship/transport hazmat?**

- ☐ Hazmat - H.M.R. – Overview

**Does your company have employees requiring hazmat training?**

- ☐ Employee Security
- ☐ Facility Security (General)
- ☐ Hazmat - Bulk Packagings
- ☐ Hazmat - Driver Training and Security
- ☐ Hazmat - Driving and Parking
- ☐ Hazmat - Elevated Temperature Materials
- ☐ Hazmat - Emergency Response Information
- ☐ Hazmat - Hazard Classification
- ☐ Hazmat - H.M.R. - Overview
- ☐ Hazmat - Hazardous Materials Table
- ☐ Hazmat - Hazardous Substances
- ☐ Hazmat - Incident Reporting
- ☐ Hazmat - Labeling - General Information
- ☐ Hazmat - Labeling Guidelines
- ☐ Hazmat - Loading and Unloading
- ☐ Hazmat - Marine Pollutants
- ☐ Hazmat - Marking - General Information
- ☐ Hazmat - Marking Bulk Packagings
- ☐ Hazmat - Marking Non-Bulk Packagings
- ☐ Hazmat - Materials of Trade Exceptions
- ☐ Hazmat - Non-Bulk Packagings
- ☐ Hazmat - Packaging - General Information
- ☐ Hazmat - Placarding exceptions
- ☐ Hazmat - Placarding guidelines
- ☐ Hazmat - Registration



- ☐ Hazmat - Shipping papers - General Information
- ☐ Hazmat - Shipping papers - How To Complete
- ☐ Hazmat - Training for Hazmat Employees
- ☐ RSPA Security Advisory (Obsolete)
- ☐ Safety and Security
- ☐ Trip planning

**Does your company ship/transport quantities of hazmat requiring placards?**

- ☐ Hazmat - Bulk packagings
- ☐ Hazmat - Placarding exceptions
- ☐ Hazmat - Placarding guidelines
- ☐ Hazmat - Registration

**Does your company transport hazardous materials that are only used in support of your business?**

- ☐ Hazmat - Materials of trade exceptions

**Have your employees received security training?**

- ☐ Employee Security
- ☐ Facility Security (General)
- ☐ Safety and Security
- ☐ Hazmat - Driver Training and Security