

# Annual Safety Training Plan



## Year 1 Calendar: Manufacturing and Construction

MONTH	FOREMAN	SITE/FIELD	SHOP/EMPLOYEE	DRIVERS	OFFICE	BEST PRACTICES
1	<b>Safety Audits</b> OSHA Required: No OSHA Regulation: None	<b>Hand and Power Tools</b> OSHA Required: No OSHA Regulation: 1910 Subpart P, 1910.241, 1910.242, 1910.243, 1910.244, 29 CFR 1926.300, Subpart I	<b>Emergency Response</b> OSHA Required: Yes OSHA Regulation: 1917; 1910.35 – 1019.38; 1926.159	<b>Driver Safety and Distracted Driving</b> OSHA Required: No OSHA Regulation: None	<b>Emergency Response</b> OSHA Required: Yes OSHA Regulation: 1917; 1910.35 – 1019.38; 1926.159	<b>Intro to Personal Safety</b>
2	<b>Hearing Conservation</b> OSHA Required: Yes OSHA Regulation: 1910.95; 1910.145	<b>Machine Guarding</b> OSHA Required: No OSHA Regulation: 1910.212; 1910.217	<b>Hearing Conservation</b> OSHA Required: Yes OSHA Regulation: 1910.95; 1910.145	<b>Fire Safety/Fire Extinguisher</b> OSHA Required: Yes OSHA Regulation: 1910.157; 1910.35 – 1910.39	<b>Fire Safety/Fire Extinguisher</b> OSHA Required: Yes OSHA Regulation: 1910.157; 1910.35 – 1910.39	<b>Loading Dock Safety</b>
3	<b>Confined Spaces/Confined Spaces Permit-Required</b> OSHA Required: Yes OSHA Regulation: 1910.146	<b>Hand and Power Tools</b> OSHA Required: No OSHA Regulation: 1910 Subpart P, 1910.241, 1910.242, 1910.243, 1910.244, 29 CFR 1926.300, Subpart I	<b>Machine Guarding</b> OSHA Required: No OSHA Regulation: 1910.212; 1910.217	<b>Hand and Power Tools</b> OSHA Required: No OSHA Regulation: 1910 Subpart P, 1910.241, 1910.242, 1910.243, 1910.244, 29 CFR 1926.300, Subpart I	<b>Office Ergonomics</b> OSHA Required: No OSHA Regulation: None	<b>Mosquito, Tick and Vector Borne Illnesses</b>
4	<b>Asbestos Awareness</b> OSHA Required: Yes OSHA Regulation: 1910.1001; 1926.1101	<b>Ladder Safety</b> OSHA Required: No OSHA Regulation: Subpart D Of 29 CFR 1910 (1910.21 - 1910.30)--Walking Working Surfaces	<b>Hearing Conservation</b> OSHA Required: Yes OSHA Regulation: 1910.95; 1910.145	<b>Safe Driving Behaviors for CMV's</b> OSHA Required: No OSHA Regulation: None	<b>Discrimination-Free Workplace</b> OSHA Required: No OSHA Regulation: None	<b>Workspace Cleanliness</b>
5	<b>Compressed Gas Safety</b> OSHA Required: Yes OSHA Regulation: 1910.101	<b>Personal Fall Arrest Systems</b> OSHA Required: Yes OSHA Regulation: 1910.21, 1910.22, 1910.23, 1910.27, 1910.28, 1910.29, 1910.30, 1910.66, 1910.67, 1910.68, 1910.140	<b>Industrial Ergonomics</b> OSHA Required: No OSHA Regulation: None	<b>Drug and Alcohol-Free Workplace</b> OSHA Required: No OSHA Regulation: None	<b>Drug and Alcohol-Free Workplace</b> OSHA Required: No OSHA Regulation: None	<b>Safe Material Storage</b>
6	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	<b>Scaffold Safety</b> OSHA Required: No OSHA Regulation: 1926.450 – 454	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	<b>Sexual Harassment for Employees</b> OSHA Required: No OSHA Regulation: None	<b>Sexual Harassment for Employees</b> OSHA Required: No OSHA Regulation: None	<b>Silica Hazards Overview</b>
7	<b>Back Safety and Injury Prevention</b> OSHA Required: No OSHA Regulation: None	<b>Personal Protective Equipment</b> OSHA Required: Yes OSHA Regulation: 1910.132 – 1910.138	<b>Personal Protective Equipment</b> OSHA Required: Yes OSHA Regulation: 1910.132 – 1910.138	<b>Back Safety and Injury Prevention</b> OSHA Required: No OSHA Regulation: None	<b>Cold, Flu and Transmissible Illness Prevention</b> OSHA Required: No OSHA Regulation: None	<b>Combustible Dust Hazards</b>
8	<b>Overhead and Gantry Cranes</b> OSHA Required: Yes OSHA Regulation: 1910.179	<b>Electrical Safety</b> OSHA Required: Yes OSHA Regulation: 1910.302; 1910.308; 1910.331 - 1910.335	<b>Respiratory Protection</b> OSHA Required: Yes OSHA Regulation: 1910.134	<b>Slips, Trips and Falls</b> OSHA Required: No OSHA Regulation: 1910.21, 1910.22, 1910.23, 1910.24	<b>Slips, Trips and Falls</b> OSHA Required: No OSHA Regulation: 1910.21, 1910.22, 1910.23, 1910.24	<b>Fatigue and Stress Awareness</b>
9	<b>Hazard Communication</b> OSHA Required: Yes OSHA Regulation: 1910.1200	<b>Hazard Communication</b> OSHA Required: Yes OSHA Regulation: 1910.1200	<b>Hazard Communication</b> OSHA Required: Yes OSHA Regulation: 1910.1200	<b>Hazard Communication</b> OSHA Required: Yes OSHA Regulation: 1910.1200	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	<b>Eyewashes and Safety Showers</b>
10	<b>Forklift Operator</b> OSHA Required: Yes OSHA Regulation: 1910.178	<b>Aerial and Scissor Lifts</b> OSHA Required: Yes OSHA Regulation: 1910.67; 1910.333; 1910.502; 1926.269	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	<b>Cold, Flu and Transmissible Illness</b> OSHA Required: No OSHA Regulation: N/A	<b>Mold and Mildew Awareness</b>
11	<b>First Aid</b> OSHA Required: Yes OSHA Regulation: 910.151, Subpart K29 CFR Appendix V to Part 191829 CFR 1910.151, Appendix A	<b>Forklift Operator</b> OSHA Required: Yes OSHA Regulation: 1910.178	<b>Lockout/Tagout</b> OSHA Required: Yes OSHA Regulation: 1910.331; 1910.147	<b>First Aid</b> OSHA Required: Yes OSHA Regulation: 910.151, Subpart K29 CFR Appendix V to Part 191829 CFR 1910.151, Appendix A	<b>Active Shooter Response</b> OSHA Required: No OSHA Regulation: None	<b>Behavior Based-Safety Overview</b>
12	<b>Electrical Safety for Construction</b> OSHA Required: Yes OSHA Regulation: 1910.302; 1910.308; 1910.331 - 1910.335	<b>Electrical Safety for Construction</b> OSHA Required: Yes OSHA Regulation: 1910.302; 1910.308; 1910.331 - 1910.335	<b>Lockout/Tagout</b> OSHA Required: Yes OSHA Regulation: 1910.331; 1910.147	<b>Workplace Violence</b> OSHA Required: No OSHA Regulation: None	<b>Workplace Violence</b> OSHA Required: No OSHA Regulation: None	<b>Winter Weather Driving</b>

# Annual Safety Training Plan



Year 1 Calendar: Manufacturing and Construction—Foreman

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	<b>Safety Audits</b> OSHA Required: No OSHA Regulation: None	– N/A
2	<b>Hearing Conservation</b> OSHA Required: Yes OSHA Regulation: 1910.95; 1910.145	– New hire training – Annual retraining
3	<b>Confined Spaces and Confined Spaces Permit-Required</b> OSHA Required: Yes OSHA Regulation: 1910.146	– Initial training when assigned to confined space duties – Retrain before there is a change in assigned duties – Permit space operations are changed to present a hazard for which any worker has not previously received training – There are deviations from the permit space entry procedures required by law – There are inadequacies in the worker’s knowledge or use of procedures
4	<b>Asbestos Awareness</b> OSHA Required: Yes OSHA Regulation: 1910.1001; 1926.1101	– New hire training – Annual retraining
5	<b>Compressed Gas Safety</b> OSHA Required: Yes OSHA Regulation: 1910.101	– Not addressed by OSHA
6	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	– Not addressed by OSHA
7	<b>Back Safety and Injury Prevention</b> OSHA Required: No OSHA Regulation: None	
8	<b>Overhead and Gantry Cranes</b> OSHA Required: Yes OSHA Regulation: 1910.179	– Not addressed by OSHA
9	<b>Hazard Communication</b> OSHA Required: Yes OSHA Regulation: 1910.1200	– New hire training – New chemical hazards are introduced to work environment – Workers have not been previously trained on the hazard
10	<b>Forklift Operator</b> OSHA Required: Yes OSHA Regulation: 1910.178	– Prior to permitting an employee to operate a powered industrial truck – At least once every 3 years
11	<b>First Aid</b> OSHA Required: OSHA Regulation: 910.151, Subpart K29 CFR Appendix V to Part 191829 CFR 1910.151, Appendix A	
12	<b>Electrical Safety for Construction</b> OSHA Required: Yes OSHA Regulation: 1910.302; 1910.308; 1910.331 - 1910.335	– Not addressed by OSHA

# Annual Safety Training Plan



Year 1 Calendar: Manufacturing and Construction—Site/Field

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	<b>Hand and Power Tools</b> OSHA Required: No OSHA Regulation: 1910 Subpart P, 1910.241, 1910.242, 1910.243, 1910.244, 29 CFR 1926.300, Subpart I	
2	<b>Machine Guarding</b> OSHA Required: No OSHA Regulation: 1910.212; 1910.217	– Prior to use – Annual retraining
3	<b>Hand and Power Tools</b> OSHA Required: No OSHA Regulation: 1910 Subpart P, 1910.241, 1910.242, 1910.243, 1910.244, 29 CFR 1926.300, Subpart I	
4	<b>Ladder Safety</b> OSHA Required: No OSHA Regulation: Subpart D Of 29 CFR 1910 (1910.21 - 1910.30)--Walking Working Surfaces	– Not addressed by OSHA
5	<b>Personal Fall Arrest Systems</b> OSHA Required: Yes OSHA Regulation: 1910.21, 1910.22, 1910.23, 1910.27, 1910.28, 1910.29, 1910.30, 1910.66, 1910.67, 1910.68, 1910.140	– Powered platforms are in use (aerial lifts)
6	<b>Scaffold Safety</b> OSHA Required: No OSHA Regulation: 1926.450 – 454	
7	<b>Personal Protective Equipment</b> OSHA Required: Yes OSHA Regulation: 1910.132 – 1910.138	– New hire training – Changes in the workplace render previous training obsolete – Changes in the types of PPE to be used render previous training obsolete – Inadequacies in worker knowledge or use of assigned PPE
8	<b>Electrical Safety</b> OSHA Required: Yes OSHA Regulation: 1910.302; 1910.308; 1910.331 - 1910.335	– Not addressed by OSHA
9	<b>Hazard Communication</b> OSHA Required: Yes OSHA Regulation: 1910.1200	– New hire training – New chemical hazards are introduced to work environment – Workers have not been previously trained on the hazard
10	<b>Aerial and Scissor Lifts</b> OSHA Required: Yes OSHA Regulation: 1910.67; 1910.333; 1910.502; 1926.269	– Not addressed by OSHA
11	<b>Forklift Operator</b> OSHA Required: Yes OSHA Regulation: 1910.178	– Prior to permitting an employee to operate a powered industrial truck – At least once every 3 years
12	<b>Electrical Safety for Construction</b> OSHA Required: Yes OSHA Regulation: 1910.302; 1910.308; 1910.331 - 1910.335	– Not addressed by OSHA

# Annual Safety Training Plan



Year 1 Calendar: Manufacturing and Construction—Shop/Employee

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	<b>Emergency Response</b> OSHA Required: Yes OSHA Regulation: 1917; 1910.35 - 1019.38; 1926.159	<ul style="list-style-type: none"> <li>– Initial training when emergency response plan (ERP) is developed</li> <li>– New hire training</li> <li>– Worker responsibilities or actions change according to ERP</li> <li>– ERP has changed</li> </ul>
2	<b>Hearing Conservation</b> OSHA Required: Yes OSHA Regulation: 1910.95; 1910.145	<ul style="list-style-type: none"> <li>– New hire training</li> <li>– Annual retraining</li> </ul>
3	<b>Machine Guarding</b> OSHA Required: No OSHA Regulation: 1910.212; 1910.217	<ul style="list-style-type: none"> <li>– Prior to use</li> <li>– Annual retraining</li> </ul>
4	<b>Hearing Conservation</b> OSHA Required: Yes OSHA Regulation: 1910.95; 1910.145	<ul style="list-style-type: none"> <li>– New hire training</li> <li>– Annual retraining</li> </ul>
5	<b>Industrial Ergonomics</b> OSHA Required: No OSHA Regulation: None	<ul style="list-style-type: none"> <li>– As determined by employer</li> </ul>
6	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	<ul style="list-style-type: none"> <li>– Not addressed by OSHA</li> </ul>
7	<b>Personal Protective Equipment</b> OSHA Required: Yes OSHA Regulation: 1910.132 - 1910.138	<ul style="list-style-type: none"> <li>– New hire training</li> <li>– Changes in the workplace render previous training obsolete</li> <li>– Changes in the types of PPE to be used render previous training obsolete</li> <li>– Inadequacies in worker knowledge or use of assigned PPE</li> </ul>
8	<b>Respiratory Protection</b> OSHA Required: Yes OSHA Regulation: 1910.134	<ul style="list-style-type: none"> <li>– Train prior to requiring employees to use a respirator in the workplace</li> <li>– Annual retraining</li> </ul>
9	<b>Hazard Communication</b> OSHA Required: Yes OSHA Regulation: 1910.1200	<ul style="list-style-type: none"> <li>– New hire training</li> <li>– New chemical hazards are introduced to work environment</li> <li>– Workers have not been previously trained on the hazard</li> </ul>
10	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	<ul style="list-style-type: none"> <li>– Not addressed by OSHA</li> </ul>
11	<b>Lockout/Tagout</b> OSHA Required: Yes OSHA Regulation: 1910.331; 1910.147	<ul style="list-style-type: none"> <li>– Before exposure</li> <li>– Change in machine</li> <li>– Change in job assignment</li> <li>– New equipment/processes present hazard</li> <li>– Change in energy control procedures</li> <li>– After periodic inspections reveal inadequate knowledge or deviations in procedures</li> </ul>
12	<b>Lockout/Tagout</b> OSHA Required: Yes OSHA Regulation: 1910.331; 1910.147	<ul style="list-style-type: none"> <li>– Before exposure</li> <li>– Change in machine</li> <li>– Change in job assignment</li> <li>– New equipment/processes present hazard</li> <li>– Change in energy control procedures</li> <li>– After periodic inspections reveal inadequate knowledge or deviations in procedures</li> </ul>

# Annual Safety Training Plan



## Year 1 Calendar: Manufacturing and Construction—Drivers

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	<b>Driver Safety and Distracted Driving</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
2	<b>Fire Safety/Fire Extinguisher</b> OSHA Required: Yes OSHA Regulation: 1910.157; 1910.35 – 1910.39	– New hire training – Annual retraining
3	<b>Hand and Power Tools</b> OSHA Required: No OSHA Regulation: 1910 Subpart P, 1910.241, 1910.242, 1910.243, 1910.244, 29 CFR 1926.300, Subpart I	
4	<b>Safe Driving Behaviors for CMV's</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
5	<b>Drug and Alcohol-Free Workplace</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
6	<b>Sexual Harassment for Employees</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
7	<b>Back Safety and Injury Prevention</b> OSHA Required: No OSHA Regulation: None	
8	<b>Slips, Trips and Falls</b> OSHA Required: No OSHA Regulation: 1910.21, 1910.22, 1910.23, 1910.24	– As determined by employer
9	<b>Hazard Communication</b> OSHA Required: Yes OSHA Regulation: 1910.1200	– New hire training – New chemical hazards are introduced to work environment – Workers have not been previously trained on the hazard
10	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	– Not addressed by OSHA
11	<b>First Aid</b> OSHA Required: OSHA Regulation: 910.151, Subpart K29 CFR Appendix V to Part 191829 CFR 1910.151, Appendix A	
12	<b>Workplace Violence</b> OSHA Required: No OSHA Regulation: None	– As determined by employer

# Annual Safety Training Plan



Year 1 Calendar: Manufacturing and Construction—Office

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	<b>Emergency Response</b> OSHA Required: Yes OSHA Regulation: 1917; 1910.35 - 1019.38; 1926.159	<ul style="list-style-type: none"> <li>– Emergency response plan (ERP) is developed</li> <li>– New hire training</li> <li>– Worker responsibilities or actions change according to ERP</li> <li>– ERP has changed</li> </ul>
2	<b>Fire Safety/Fire Extinguisher</b> OSHA Required: Yes OSHA Regulation: 1910.157; 1910.35 - 1910.39	<ul style="list-style-type: none"> <li>– New hire training</li> <li>– Annual retraining</li> </ul>
3	<b>Office Ergonomics</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
4	<b>Discrimination-Free Workplace</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
5	<b>Drug and Alcohol-Free Workplace</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
6	<b>Sexual Harassment for Employees</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
7	<b>Cold, Flu and Transmissible Illness Prevention</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
8	<b>Slips, Trips and Falls</b> OSHA Required: No OSHA Regulation: 1910.21, 1910.22, 1910.23, 1910.24	– As determined by employer
9	<b>First Aid and CPR</b> OSHA Required: Yes OSHA Regulation: 1910.151	– Not addressed by OSHA
10	<b>Cold, Flu and Transmissible Illness</b> OSHA Required: No OSHA Regulation: N/A	– As determined by employer
11	<b>Active Shooter Response</b> OSHA Required: No OSHA Regulation: None	– As determined by employer
12	<b>Workplace Violence</b> OSHA Required: No OSHA Regulation: None	– As determined by employer

# Annual Safety Training Plan



Year 1 Calendar: Manufacturing and Construction—Best Practices

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Intro to Personal Safety	
2	Loading Dock Safety	
3	Mosquito, Tick and Vector Born Illnesses	
4	Workspace Cleanliness	
5	Safe Material Storage	
6	Silica Hazards Overview	
7	Combustible Dust Hazards	
8	Fatigue and Stress Awareness	
9	Eyewashes and Safety Showers	
10	Mold and Mildew Awareness	
11	Behavior Based-Safety Overview	
12	Winter Weather Driving	