

Annual Safety Training Plan

Year 1 Calendar: Municipalities

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

Annual Safety Training Plan

Year 1 Calendar: Municipalities—Foreman

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Safety Audits OSHA Required: No OSHA Regulation: None	– N/A
2	Hearing Conservation OSHA Required: Yes OSHA Regulation: 1910.95; 1910.145	– New hire training – Annual retraining
3	Confined Spaces and Confined Spaces Permit-Required 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	Discrimination-Free Workplace OSHA Required: No OSHA Regulation: None	– As determined by employer
5	Compressed Gas Safety OSHA Required: Yes OSHA Regulation: 1910.101	– Not addressed by OSHA
6	First Aid and CPR OSHA Required: Yes OSHA Regulation: 1910.151	– Not addressed by OSHA
7	Back Safety and Injury Prevention OSHA Required: No OSHA Regulation: None	
8	Overhead and Gantry Cranes OSHA Required: Yes OSHA Regulation: 1910.179	– Not addressed by OSHA
9	Hazard Communication 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	Powered Industrial Trucks 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	First Aid OSHA Required: Yes OSHA Regulation: 910.151, Subpart K29 CFR Appendix V to Part 191829 CFR 1910.151, Appendix A	
12	Electrical Safety OSHA Required: Yes OSHA Regulation: 1910.302; 1910.308; 1910.331 - 1910.335	– Not addressed by OSHA

Annual Safety Training Plan

Year 1 Calendar: Municipalities—Site/Field

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Emergency Response OSHA Required: Yes OSHA Regulation: 1917; 1910.35 - 1019.38; 1926.159	<ul style="list-style-type: none"> – Initial training when emergency response plan (ERP) is developed – New hire training – Worker responsibilities or actions change according to ERP – ERP has changed
2	Machine Guarding OSHA Required: No OSHA Regulation: 1910.212; 1910.217	<ul style="list-style-type: none"> – Prior to use – Annual retraining
3	Hand and Power Tools OSHA Required: No OSHA Regulation: 1910 Subpart P, 1910.241, 1910.242, 1910.243, 1910.244, 29 CFR 1926.300, Subpart I	
4	Ladder Safety OSHA Required: No OSHA Regulation: Subpart D Of 29 CFR 1910 (1910.21 - 1910.30)--Walking Working Surfaces	– Not addressed by OSHA
5	Personal Fall Arrest Systems 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	Scaffold Safety OSHA Required: No OSHA Regulation: 1926.450 - 454	
7	Personal Protective Equipment OSHA Required: Yes OSHA Regulation: 1910.132 - 1910.138	<ul style="list-style-type: none"> – 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	Electrical Safety OSHA Required: Yes OSHA Regulation: 1910.302; 1910.308; 1910.331 - 1910.335	– Not addressed by OSHA
9	Hazard Communication OSHA Required: Yes OSHA Regulation: 1910.1200	<ul style="list-style-type: none"> – New hire training – New chemical hazards are introduced to work environment – Workers have not been previously trained on the hazard
10	Aerial and Scissor Lifts OSHA Required: Yes OSHA Regulation: 1910.67; 1910.333; 1910.502; 1926.269	– Not addressed by OSHA
11	Powered Industrial Trucks OSHA Required: Yes OSHA Regulation: 1910.178	<ul style="list-style-type: none"> – Prior to permitting an employee to operate a powered industrial truck – At least once every 3 years
12	Lockout/Tagout OSHA Required: Yes OSHA Regulation: 1910.331; 1910.147	<ul style="list-style-type: none"> – Before exposure – Change in machine – Change in job assignment – New equipment/processes present hazard – Change in energy control procedures <p>After periodic inspections reveal inadequate knowledge or deviations in procedures</p>

Annual Safety Training Plan

Year 1 Calendar: Municipalities – Shop/Employee

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

Annual Safety Training Plan

Year 1 Calendar: Municipalities—Drivers

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Driver Safety and Distracted Driving OSHA Required: No OSHA Regulation: None	– As determined by employer
2	Fire Safety/Fire Extinguisher OSHA Required: Yes OSHA Regulation: 1910.157; 1910.35 – 1910.39	– New hire training – Annual retraining
3	Hand and Power Tools OSHA Required: No OSHA Regulation: 1910 Subpart P, 1910.241, 1910.242, 1910.243, 1910.244, 29 CFR 1926.300, Subpart I	
4	Safe Driving Behaviors for CMV's OSHA Required: No OSHA Regulation: None	– As determined by employer
5	Drug and Alcohol-Free Workplace OSHA Required: No OSHA Regulation: None	– As determined by employer
6	Sexual Harassment for Employees OSHA Required: No OSHA Regulation: None	– As determined by employer
7	Back Safety and Injury Prevention OSHA Required: No OSHA Regulation: None	
8	Slips, Trips and Falls OSHA Required: No OSHA Regulation: 1910.21, 1910.22, 1910.23, 1910.24	– As determined by employer
9	Hazard Communication 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	Cold, Flu and Transmissible Illness OSHA Required: No OSHA Regulation: N/A	– As determined by employer
11	First Aid OSHA Required: OSHA Regulation: 910.151, Subpart K29 CFR Appendix V to Part 191829 CFR 1910.151, Appendix A	
12	Workplace Violence OSHA Required: No OSHA Regulation: None	– As determined by employer

Annual Safety Training Plan

Year 1 Calendar: Municipalities—Office

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

Annual Safety Training Plan

Year 1 Calendar: Municipalities—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	