

2025 Annual Safety Training Plan

Year 1 Calendar: General Training

MONTH	FOREMAN	SITE/FIELD	SHOP/EMPLOYEE	DRIVERS	OFFICE	BEST PRACTICES
1	Safety Audits	Emergency Response	Emergency Response	Driver Safety and Distracted Driving	Emergency Response	Intro to Personal Safety
2	Hearing Conservation	Machine Guarding	Hearing Conservation	Fire Safety/Fire Extinguisher	Fire Safety/Fire Extinguisher	Loading Dock Safety
3	Confined Spaces/Confined Spaces Permit-Required	Hand and Power Tools	Machine Guarding	Hand and Power Tools	Office Ergonomics	Mosquito, Tick and Vector Born Illnesses
4	Discrimination-Free Workplace	Ladder Safety	Hearing Conservation	Safe Driving Behaviors for CMV's	Discrimination-Free Workplace	Workspace Cleanliness
5	Compressed Gas Safety	Personal Fall Arrest Systems	Industrial Ergonomics	Drug and Alcohol-Free Workplace	Drug and Alcohol-Free Workplace	Safe Material Storage
6	First Aid and CPR	Scaffold Safety	First Aid and CPR	Sexual Harassment for Employees	Sexual Harassment for Employees	Silica Hazards Overview
7	Back Safety and Injury Prevention	Personal Protective Equipment	Personal Protective Equipment	Back Safety and Injury Prevention	Cold, Flu and Transmissible Illness Prevention	Combustible Dust Hazards
8	Overhead and Gantry Cranes	Electrical Safety	Respiratory Protection	Slips, Trips and Falls	Slips, Trips and Falls	Fatigue and Stress Awareness
9	Hazard Communication	Hazard Communication	Hazard Communication	Hazard Communication	First Aid and CPR	Eyewashes and Safety Showers
10	Forklift Operator	Aerial and Scissor Lifts	First Aid and CPR	Cold, Flu and Transmissible Illness	Cold, Flu and Transmissible Illness	Mold and Mildew Awareness
11	First Aid	Forklift Operator	Active Shooter Response	First Aid	Active Shooter Response	Behavior Based-Safety Overview
12	Electrical Safety	Lockout/Tagout	Lockout/Tagout	Workplace Violence	Workplace Violence	Winter Weather Driving

2025 Annual Safety Training Plan

Year 1 Calendar: General Training—Foreman

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Safety Audits	– N/A
2	Hearing Conservation	– New hire training – Annual retraining
3	Confined Spaces and Confined Spaces Permit-Required	– 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	– As determined by employer
5	Compressed Gas Safety	
6	First Aid and CPR	
7	Back Safety and Injury Prevention	
8	Overhead and Gantry Cranes	
9	Hazard Communication	– New hire training – New chemical hazards are introduced to work environment – Workers have not been previously trained on the hazard
10	Forklift Operator	– Prior to permitting an employee to operate a powered industrial truck – At least once every 3 years
11	First Aid	
12	Electrical Safety	

2025 Annual Safety Training Plan

Year 1 Calendar: General Training—Site/Field

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Emergency Response	<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	<ul style="list-style-type: none"> – Prior to use – Annual retraining
3	Hand and Power Tools	
4	Ladder Safety	
5	Personal Fall Arrest Systems	<ul style="list-style-type: none"> – Powered platforms are in use (aerial lifts)
6	Scaffold Safety	
7	Personal Protective Equipment	<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	
9	Hazard Communication	<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	
11	Forklift Operator	<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	<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>

2025 Annual Safety Training Plan

Year 1 Calendar: General Training –Shop/Employee

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Emergency Response	<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	<ul style="list-style-type: none"> – New hire training – Annual retraining
3	Machine Guarding	<ul style="list-style-type: none"> – Prior to use – Annual retraining
4	Hearing Conservation	<ul style="list-style-type: none"> – New hire training – Annual retraining
5	Industrial Ergonomics	<ul style="list-style-type: none"> – As determined by employer
6	First Aid and CPR	
7	Personal Protective Equipment	<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	<ul style="list-style-type: none"> – Train prior to requiring employees to use a respirator in the workplace – Annual retraining
9	Hazard Communication	<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	
11	Active Shooter Response	<ul style="list-style-type: none"> – As determined by employer
12	Lockout/Tagout	<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

2025 Annual Safety Training Plan

Year 1 Calendar: General Training—Drivers

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Driver Safety and Distracted Driving	— As determined by employer
2	Fire Safety/Fire Extinguisher	— New hire training — Annual retraining
3	Hand and Power Tools	
4	Safe Driving Behaviors for CMV's	— As determined by employer
5	Drug and Alcohol-Free Workplace	— As determined by employer
6	Sexual Harassment for Employees	— As determined by employer
7	Back Safety and Injury Prevention	
8	Slips, Trips and Falls	— As determined by employer
9	Hazard Communication	— 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	— As determined by employer
11	First Aid	
12	Workplace Violence	— As determined by employer

2025 Annual Safety Training Plan

Year 1 Calendar: General Training—Office

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Emergency Response	<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	<ul style="list-style-type: none"> – New hire training – Annual retraining
3	Office Ergonomics	<ul style="list-style-type: none"> – As determined by employer
4	Discrimination-Free Workplace	<ul style="list-style-type: none"> – As determined by employer
5	Drug and Alcohol-Free Workplace	<ul style="list-style-type: none"> – As determined by employer
6	Sexual Harassment for Employees	<ul style="list-style-type: none"> – As determined by employer
7	Cold, Flu and Transmissible Illness Prevention	<ul style="list-style-type: none"> – As determined by employer
8	Slips, Trips and Falls	<ul style="list-style-type: none"> – As determined by employer
9	First Aid and CPR	
10	Cold, Flu and Transmissible Illness	<ul style="list-style-type: none"> – As determined by employer
11	Active Shooter Response	<ul style="list-style-type: none"> – As determined by employer
12	Workplace Violence	<ul style="list-style-type: none"> – As determined by employer

2025 Annual Safety Training Plan

Year 1 Calendar: General Training—Best Practices

MONTH	TRAINING TOPIC	TRAINING FREQUENCY
1	Intro to Personal Safety	
2	Loading Dock Safety	
3	Mosquito, Tick and Vector Borne 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	