

2025 Annual Safety Training Plan

Year 1 Calendar: Landscaping

MONTH	FOREMAN*	SITE/FIELD/SHOP	DRIVERS**	OFFICE
1	<ul style="list-style-type: none"> Safety Audits 	<ul style="list-style-type: none"> First Aid Cold Stress Slips, Trips & Falls Fall Protection 	<ul style="list-style-type: none"> Driver Safety and Distracted Driving 	<ul style="list-style-type: none"> Emergency Response
2	<ul style="list-style-type: none"> Behavior Based Safety 	<ul style="list-style-type: none"> Machine Guarding Hearing Conservation Fire Safety/Fire Extinguisher 		<ul style="list-style-type: none"> Fire Safety/Fire Extinguisher
3	<ul style="list-style-type: none"> Conflict De-escalation 	<ul style="list-style-type: none"> Hand and Power Tools Mosquito, Tick and Vector Borne Illnesses Chippers/Shredders Stump Grinders 		<ul style="list-style-type: none"> Office Ergonomics
4	<ul style="list-style-type: none"> Discrimination-Free Workplace 	<ul style="list-style-type: none"> Ladder Safety Lifting Trenching & Irrigation Chainsaws 	<ul style="list-style-type: none"> Safe Driving Behaviors for CMV's 	<ul style="list-style-type: none"> Discrimination-Free Workplace
5	<ul style="list-style-type: none"> Compressed Gas Safety Fuel Spill 	<ul style="list-style-type: none"> Riding Lawn Mowers Push Lawn Mowers String Trimmers and Edgers Drug and Alcohol-Free Workplace 		<ul style="list-style-type: none"> Drug and Alcohol-Free Workplace
6	<ul style="list-style-type: none"> First Aid and CPR 	<ul style="list-style-type: none"> Heat Stress GHS Hazardous Plants Skid Steer Loaders 		<ul style="list-style-type: none"> Sexual Harassment for Employees
7	<ul style="list-style-type: none"> Back Safety and Injury Prevention 	<ul style="list-style-type: none"> Personal Protective Equipment Forks, Spades, Hoes Blades Sharpening Electrical Safety 	<ul style="list-style-type: none"> Back Safety and Injury Prevention 	<ul style="list-style-type: none"> Cold, Flu and Transmissible Illness Prevention
8	<ul style="list-style-type: none"> Sexual Harassment (Manager) 	<ul style="list-style-type: none"> Lockout/Tagout Workplace Violence Pesticides 		<ul style="list-style-type: none"> Slips, Trips and Falls
9	<ul style="list-style-type: none"> Accident Reporting 	<ul style="list-style-type: none"> Workplace Cleanliness Leaf Blowers Fire Safety/Fire Extinguisher 		<ul style="list-style-type: none"> First Aid and CPR
10	<ul style="list-style-type: none"> Workplace Violence (Manager) 	<ul style="list-style-type: none"> Aerial and Scissor Lifts Fatigue & Stress Awareness Confined Spaces / Permit-Required 		<ul style="list-style-type: none"> Cold, Flu and Transmissible Illness
11	<ul style="list-style-type: none"> Accident Investigations 	<ul style="list-style-type: none"> Active Shooter Response Sexual Harassment Mold and Mildew Awareness 		<ul style="list-style-type: none"> Active Shooter Response
12	<ul style="list-style-type: none"> Electrical Safety 	<ul style="list-style-type: none"> Cold, Flu and Transmissible Illness Safe Materials Storage Winter Weather Driving 		<ul style="list-style-type: none"> Workplace Violence

Notes

(*) If the foreman/supervisor is a part of a work team, it is recommended that the foreman/supervisor take these training courses in addition to the workplace/hazard training of site/field/shop employees.
 (**) If the driver is a part of a work team, it is recommended that the foreman/supervisor take these training courses in addition to the workplace/hazard training of site/field/shop employees.

Regulation requires training on all equipment and the safety hazards associated with said equipment. If you make use of forklifts or other heavy-duty equipment, regulations may require you to be certified for operations and inspections, this training may be required annually or every 3 years. Any person(s) is required by law to be trained on the safe operation of any and all equipment BEFORE operating equipment, and a record of that training must be made available in the event of an inspection/audit.

Depending on your jurisdiction, the following topics are annually required training: Workplace Violence, Sexual Harassment, GHS, and Heat Stress.