

Training Matrix for Manager				
		Sponsor	Codes	Hours
	Stress and Safety	SCI	2	2
	Workers Compensation	SCI	2	4
	Ergonomic Awareness	SCI	3	2
	Fire Extinguisher Safety	Fire	3	2
	Office Safety	SCI	3	2
	Safety Awareness and Hazard Recognition	SCI	3	2
	Accident Investigation for Dept Dir & Supervisors	SCI	3	4
	Public Liability for Supervisors	SCI	3	4
	Job Safety Hazard Analysis (JHA) for Supervisors	TBA	AN	4
	Management Styles and Techniques	TBA	AN	4
	Multi-Employer Workplace Liability	SCI	AN	4
	Supervisor Do's and Don'ts	TBA	AN	4
	Preventing Sexual Harassment for Supervisors	NM State	M/AN	4
	Preventing Sexual Harassment for New employees	In House	M/NE	1
	New Employee Orientation covers BP, LOTO, HC	SCI	M/NE	4
	Bloodborne Pathogens for office employee	Fire	M2	1
	Hazard Communication for office employee	SCI	M2	1
	Lockout/Tagout for office employee	SCI	M2	2
	Winter Safety and Winter Driving	SCI	M2	2
	CED II (Coaching the Experienced Driver)	SCI	M2	4
	Workplace Violence for Dept Dir & Supervisors	Police	M2	4
	Preventing Drug and Alcohol in Workplace for Dept Dir and Superviso	SED	M2	4
	Manager Training	NMSIF	M1	8
	CPR/First Aid	SCI	O	8
				81
	Codes:			1
	QP = Qualified Person			81
	AN = As Needed			
	M = Mandatory			
	NE = New Employee			
	O = Optional			
	When a # is placed in the code, that means every so many years.			
	Example : 2 means every 2 years. M2 means mandatory every 2 years			

		Human Resource Safety Training			
		Human Resource Clerk			
		HR 31			
		Training	Sponsor	Codes	
		CPR/First Aid	SCI	O	8
		PPE Personal Protective Equipment	SCI	O	2
		Risk Manager Safety Officer Training	NMSIF	O	8
		Bloodborne Pathogens review for office employee	Fire	M2	1
		CED II (Coaching the Experienced Driver)	SCI	M2	4
		Office Safety	SCI	M2	2
		Preventing Drug and Alcohol in Workplace for employees	SED	M2	1
		Winter Safety and Winter Driving	SCI	M2	2
		Workplace Violence for Employees	Police	M2	2
		Preventing Sexual Harassment for employees	NM State	M/AN	2
		Bloodborne Pathogens	SCI	M2	2
		LOTO-Lockout/Tagout Electrical Safety for Office Employees	SCI	M	1
		Hazard Communication for Office employees	SCI	M	2
		Job Safety Hazard Analysis (JHA) for Employees	SCI	AN	2
		OSHA 300 Recordkeeping	SCI	AN	4
		Public Liability for Employees	SCI	AN	2
		Emergency Preparedness	Fire	4	2
		Safety Awareness and Hazard Recognition	SCI	4	2
		Accident Investigation	SCI	3	2
		Proper Lifting Techniques (Backs and Lifting)	SCI	3	2
		Slips Trips and Falls	SCI	3	2
		Stress and Safety	SCI	3	2
		Workers Compensation	SCI	3	4
		Ergonomic Awareness	SCI	2	2
		Fire Extinguisher Safety	Fire	2	2
		**AED Defibrillator	Fire		
		Hazard Communication for new employees	SCI	M/NE	2
		LOTO-Lockout/Tagout Electrical Safety FOR New Employees	SCI	M/NE	2
		New Employee Orientation	SCI	M/NE	4
		Preventing Sexual Harassment for new employees	In House	M/NE	1
					74
		Codes:			1
		QP = Qualified Person			74
		AN = As Needed			
		M = Mandatory			
		O = Optional			
		When a # is placed in the code, that means every so many years.			
		Example : 2 means every 2 years. M2 means mandatory every 2 years			

Safety Training for Lead Dispatcher					
	Hours	Sponsor		Codes	Hours
Stress and Safety	2	SCI		2	2
Ergonomic Awareness	2	SCI		3	2
Fire Extinguisher Safety	2	FIRE		3	2
Office Safety	2	SCI		3	2
Proper Lifting Techniques (Backs and Lifting)	2	SCI		4	2
Bloodborne Pathogens	2	SCI		M	2
Preventing Sexual Harassment for employees	4	NM State		M/AN	4
Preventing Sexual Harassment for new employees	1	In House		M/NE	1
LOTO-Lockout/Tagout Electrical Safety for new employees	2	SCI		M/NE	2
New Employee Orientation	4	DEPT		M/NE	4
Slips Trips and Falls	2	SCI		M2	2
Preventing Drug and Alcohol in Workplace for DD/S	3	SED		M2	3
Coaching the Emergency Vehicle Operator (Police)	4	SCI		M2	4
Workplace Violence for DD/S	4	Police		M2	4
CPR/First Aid	8	Fire		M2	8
	Subtotal				44
Codes:	# Empl				2
QP = Qualified Person	Total				88
AN = As Needed					
M = Mandatory					
O = Optional					
When a # is placed in the code, that means every so many years.					
Example : 2 means every 2 years. M2 means mandatory every 2 years					

Safety Training for Fire Admin Secretary				
		Sponsor	Codes	Hours
Ergonomic Awareness	SCI	2	2	
Office Safety	SCI	2	2	
Job Safety Hazard Analysis (JHA) for Employees	SCI	3	2	
Proper Lifting Techniques (Backs and Lifting)	SCI	3	2	
Slips Trips and Falls	SCI	3	2	
Stress and Safety	SCI	3	2	
CPR/First Aid (with EMS)	In House	O	8	
Bloodborne Pathogens Rewiew for Office employee	In House	AN	1	
Fire Extinguisher Safety	In House	AN	2	
Managing the Fire (Anger Management)	TBA	AN	4	
Workers Compensation	SCI	AN	4	
Sexual Harrassment	NM State	M/AN	2	
New Employee Orientation	SCI	M/NE	4	
Preventing Drug and Alcohol in Workplace for employees	SED	M2	2	
Winter Safety and Winter Driving	SCI	M2	2	
Workplace Violence for Employees	Police	M2	2	
CED II (Coaching the Experienced Driver)	SCI	M2		
**AED Defibrillator	In House		2	
Public Liability for Employees			2	
Weapons of Mass Destruction (Responder awareness)	SCI		4	
**CPR/FA with American Heart Assoc	In House		8	
			59	
			1	
Codes:			59	
QP = Qualified Person				
AN = As Needed				
M = Mandatory				
O = Optional				
When a # is placed in the code, that means every so many years.				
Example : 2 means every 2 years. M2 means mandatory every 2 years				

Safety Training for Forestry Forestry Technician

	Class Hours	Training	Codes	# of Hours
Defensive Driving DDC-8	8	Police	O	8
Workers Compensation	4	SCI	O	4
CED II (Coaching the Experienced Driver)	4	SCI	M2	4
Preventing Drug and Alcohol in Workplace for employees	1	SED	M2	1
Winter Safety and Winter Driving	2	SCI	M2	2
Workplace Violence for Employees	2	Police	M2	2
Preventing Sexual Harassment for employees - Review	2	NM State	M/AN	2
Bloodborne Pathogens	2	SCI	M	2
Hazard Communication	2	SCI	M	2
Safety Awareness and Hazard Recognition	2	SCI	AN	2
Fire Extinguisher Safety	1	Fire	AN	1
Accident Investigation	2	SCI	4	2
Slips Trips and Falls	2	SCI	4	2
Emergency Preparedness	2	SCI	3	2
Ergonomic Awareness	2	SCI	3	2
Eye and Face Safety	2	SCI	3	2
Office Safety	2	SCI	3	2
Proper Lifting Techniques (Backs and Lifting)	2	SCI	3	2
CPR/First Aid	8	Fire	2	8
Hand and Power Tools	2	SCI	2	2
PPE Personal Protective Equipment	2	SCI	2	2
Tree Trimming and Chain Saw Safety	2	SCI	2	2
Uniform Traffic Control Awareness	2			
New Employee Orientation	4	SCI	M/NE	4
Preventing Sexual Harassment for New Employees	1	In House	M/NE	
Lines below are for you to add classes you need that are not on this list.				
	Subtotal			62
	# Empl			1
	Total			62

Codes:

QP = Qualified Person

AN = As Needed

O = Optional

M = Mandatory

When a # is placed in the code, that means every so many years.

Example : 2 means every 2 years. M2 means Mandatory every

2 years.

Safety Training Matrix

Safety Training for Street & Vehicle Maintenance																				Vehicle	Vehicle	Heavy			
Training	Hours for Class	Sponsor	Codes	Department Director	Codes	Supervisor	Codes	Foreman	Codes	Equipment Operator	Codes	Truck Driver	Codes	Traffic Inspector	Codes	Maintenance Worker	Codes	Secretary	Codes	Maintenance Foreman	Codes	Maintenance Mechanic	Codes	Equipment Mechanic	
Accident Investigation	2	SCI												AN	2										
Accident Investigation for DD/Supervisors	4	SCI	M/AN	4	M/AN	4	M/AN	4												M/AN	4				
Asbestos Awareness	2	SCI													AN	2									
Bloodborne Pathogens	2	SCI	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2				M/AN	2	M/AN	2	M/AN	2
Bloodborne Pathogens review for office employee	1	Fire																2	1						
CED II (Coaching the Experienced Driver)	4	SCI	M2	4	M2	4	M2	4					M2	4	M2	4	M2		4	M2	4	M2	4	M2	4
Coaching the Straight Truck Driver	4	SCI							M2		4	M2	4												
Confined Space-Qualified/Competent	8	SCI							8																
CPR/First Aid	8	Fire			2	8	2	8	2	8	2	8	2	8	2	8							2	8	2
Defensive Driving DDC-8	8	TBA							O	8	O	8													
Electrical and Lockout/Tagout	4	SCI	M/AN	4	M/AN	4	M/AN	4	M/AN	4	M/AN	4	M/AN	4	M/AN	4				M/AN	4	M/AN	4	M/AN	4
Electrical Safety	2	SCI								3	2								3	2					
Emergency Preparedness	2	SCI								3	2														
Ergonomic Awareness	2	SCI																	2	2					
Eye and Face Safety	2	SCI				2		2	2	2	2	2	2			2			2	2					
Fall Protection (Qualified Person)	8	SCI							M	8						M			8						
Fire Extinguisher Safety	2	Fire					3	2	3	2	3	2	3	2		3	2	3	2						
Forklift Safety Straight Truck (Classes 1-6) with additional hands on	4	SCI					2	4	2	4												2	4	2	4
Hand and Power Tools	2	SCI								2	2														
Hazard Communication	2	SCI	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2				M/AN	2	M/AN	2	M/AN	2
Hearing Conservation Awareness	2	SCI							2	2															
Heavy Equipment Safety Awareness	2	SCI							2	2	2	2	2												
Job Safety Hazard Analysis (JHA) for DD/Supervisors	4	SCI			3	4																			
Job Safety Hazard Analysis (JHA) for Employees	2	SCI	3	2			3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3	2	3
Ladder Safety	2	SCI								3	2														
LOTO-Lockout/Tagout Electrical Safety	2	SCI	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2				M/AN	2	M/AN	2	M/AN	2
Management Styles and Techniques	4	TBA	AN	4	AN	4																			
Managing the Fire (Anger Management)	4	TBA							AN	4	AN	4	AN	4	AN	4			AN	4					
Multi-Employer Workplace Liability	4	SCI	AN	4			AN	4	AN	4															
New Employee Orientation	4	SCI	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE
Office Safety	2	SCI	2	2	2	2												2	2	2	2				
OSHA Inspection Procedures	2	SCI																							
PPE Personal Protective Equipment	2	SCI					2	2	2	2	2	2	2										3	2	3
Preventing Drug/Alcohol in Workplace for DD/Supervisors	2	SED	M2	2	M2	2														M/AN	2				2
Preventing Drug/Alcohol in Workplace for employees	2	SED					M2	2	M2	2	M2	2	M2	2	M2	2	M2	2				M2	2	M2	2
Preventing Sexual Harassment for DD/Supervisors	4	NM State	M/AN	4	M/AN	4														M/AN	4				
Preventing Sexual Harassment for employees	2	NM State					M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2				M/AN	2	M/AN	2
Proper Lifting Techniques (Backs and Lifting)	2	SCI								3	2								3	2	3	2	3	2	3
Public Liability for Employees	2	SCI					AN	2	AN	2			AN	2											
Public Liability for Supervisors	4	SCI	3	4	3	4	3	4													3	4			
Respiratory Protection	2	SCI																							
Safety Awareness and Hazard Recognition	2	SCI						2	2	2	2	2	2	2	2	2	2	2	2	2					
Site Inspection Procedures for DD/Supervisors	4	SCI	AN	4	3	4	3	4																	
Slips Trips and Falls	2	SCI								2	2	2	2												
Stress and Safety	2	SCI							AN	2								AN	2						
Supervisor Do's and Don'ts	4	SCI	3	4	3	4	3	4													3	4			
Tree Trimming and Chain Saw Safety	2	SCI																							
Trenching and Excavation-Qualified/Competent	8	SCI					AN	8	AN	8	AN	8	AN	8	AN	8									
Uniform Traffic Control Awareness	2	SCI								2	2	2	2												
Weapons of Mass Destruction (employee awareness)	2	SCI								O	2									O					2
Weapons of Mass Destruction (Responder awareness)	4	SCI											AN	4											
Welding and Cutting Safety	2	SCI								2	2	2	2												
Winter Safety and Winter Driving	2	SCI	M2	2	M2	2	M2	2	M2	2	M2	2	M2	2	M2	2	M2	2			2	M2	2	M2	2
Workers Compensation	4	SCI								AN	4									AN	4				
Workplace Violence for DD/Supervisors	4	Police	M2	4	M2	4	M2	4																	
Workplace Violence for Employees	2	Police								M2	2	M2	2	M2	2	M2	2	M2	2						
Subtotal				62		64		92		108		74		50		70		48			56		52		52
Codes:	# Empl			1		1		1		5		2		1		3		1			1		1		1
QP = Qualified Person	Total			62		64		92		540		148		50		210		48			56		52		52
AN=As Needed																									
O = Optional																									
M = Mandatory each year																									
M w/ a # = Mandatory each year EX: M2 is mandatory every 2 years etc.																									

Safety Training for Library
 Library Aide Part Time 19 hrs per week
 Library/100
 Training

	Sponsor	Codes	# of Hours
Public Liability for Employees	SCI	O	2
Preventing Drug and Alcohol in Workplace for employees	SED	M2	1
Workplace Violence for employees	Police	M2	4
Bloodborne Pathogens for the Office Employee	Fire	M	1
Hazard Communications for the Office Employee	SCI	M	2
LOTO for the Office Employee	SCI	M	1
Preventing Sexual Harassment for employees	NM State	M/AN	2
Managing the Fire (Anger Management)	TBA	AN	4
CPR/First Aid	Fire	3	8
Ladder Safety	SCI	3	2
Proper Lifting Techniques (Backs and Lifting)	SCI	3	2
Slips Trips and Falls	SCI	3	2
Ergonomic Awareness	SCI	2	2
Fire Extinguisher Safety	Fire	2	1
Office Safety	SCI	2	2
Stress and Safety	SCI	2	2
New Employee Orientation	SCI	M/NE	4
Preventing Sexual Harassment for new employees	In House	M/NE	1
			43
			1
			43

Codes:

QP = Qualified Person

AN = As Needed

M = Mandatory

NE = New Employee

O = Optional

When a # is placed in the code, that means every so many years.

Example : 2 means every 2 years. M2 means mandatory every 2 years

Safety Training Matrix

Training Safety Matrix for Engineering						Position		Title
Training	Hours for Class	Sponsor	Codes	Deputy Manager	Codes	System Coordinator	Codes	Secretary
**AED Defibrillator	?							
Accident Investigation for DD/Supervisors	4	SCI						
Bloodborne Pathogens review for office employee	1	Fire	2	1	2	1	2	1
CED II (Coaching the Experienced Driver)	4	SCI	M2	4	M2	4		
CPR/First Aid (with EMS)	8	Fire					2	8
Electrical Safety	2	SCI					AN	2
Ergonomic Awareness	2	SCI	2	2	2	2	2	2
Eye and Face Safety	2	SCI				AN	2	
Fire Extinguisher Safety	2	Fire	3	2	3	2	3	2
Job Safety Hazard Analysis (JHA) for Employees	2	SCI				AN	2	
Job Safety Hazard Analysis (JHA) for DD/Supervisors	4	SCI	AN	4				
Management Styles and Techniques	4	TBA	AN	4				
Managing the Fire (Anger Management)	4	TBA						
New Employee Orientation	4	SCI	M/NE	4	M/NE	4	M/NE	4
Office Safety	2	SCI	2	2	2	2	2	2
Preventing Drug and Alcohol in Workplace for employees	2	SED				M2	2	2
Preventing Drug/Alcohol in Workplace for DD/Supervisors	4	SED	M2	4			M2	2
Preventing Sexual Harassment for DD/Supervisors	4	NM State	M/AN	4				
Preventing Sexual Harassment for employees	2	NM State			M/AN	2	M/AN	2
Proper Lifting Techniques (Backs and Lifting)	2	SCI				2		
Public Liability for Employees	2	SCI						
Public Liability for Supervisors	4	SCI		4				
Site Inspection Procedures for DD/Supervisors	4	SCI	AN	4				
Slips Trips and Falls	2	SCI			2	2	2	2
Supervisor Do's and Don'ts	4	TBA		4				
Winter Safety and Winter Driving	2	SCI	M2	2	M2	2	M2	2
Workers Compensation	4	SCI						
Workplace Violence for DD/Supervisors	4	Police	M2	4				
Workplace Violence for Employees	4	Police			M2	2	M2	2
Lines below are for you to add classes you need that are not on this list.								
	Subtotal			49		31		31
	#							
Codes:	Employ			1		1		1
QP = Qualified Person	Total			49		31		31
M = Mandatory each year								
AN = as needed								
O = Optional								
M w/ a # means mandatory every # of yrs.								
EX: M2 = mandatory every 2 years								

Safety Training Matrix for Airport Director					
	Sponsor		Codes	Hours	
Ergonomic Awareness	SCI		3	2	
Office Safety	SCI		3	2	
Fire Extinguisher Safety	Fire		AN	2	
Electrical Safety	SCI		AN	2	
Emergency Preparedness	SCI		AN	2	
Weapons of Mass Destruction (employee awareness)	SCI		AN	2	
Management Styles and Techniques	TBA		AN	4	
Public Liability for DD/Supervisors	SCI		AN	4	
Site Inspection Procedures for DD/Supervisors	SCI		AN	4	
Supervisor Do's and Don'ts	TBA		AN	4	
Accident Investigation for DD/Supervisors	SCI		M/AN	4	
Preventing Sexual Harassment for DD/Supervisors	NM State		M/AN	4	
Preventing Sexual Harassment for New Employees	HR		M/NE	1	
LOTO-Electrical and Lockout/Tagout Safety	SCI		M/NE	4	
New Employee Orientation	SCI		M/NE	4	
Hazard Communication	SCI		M2	2	
Preventing Drug and Alcohol in Workplace for DD/Supervisors	SED		M2	2	
Winter Safety and Winter Driving	SCI		M2	2	
CED II (Coaching the Experienced Driver)	SCI		M2	4	
Coaching the Emergency Vehicle Operator (Airport)	SCI at Airport		M2	4	
Workplace Violence for DD/Supervisors	Police		M2	4	
ARFF Driving School	Osh Kosh/DFW		NE	40	
Basic ARFF School	DFW/C.Stn		NE	40	
Advanced ARFF School	DFW/C.Stn		O	40	
**AED Defibrillator	FR ENMU at Airport		QP	2	
Bloodborne Pathogens	FR SCI at Airport		QP	2	
CPR/FA with American Heart Assoc	FR ENMU at Airport		QP/M2	8	
				195	
Codes:				1	
QP = Qualified Person				195	
AN = As Needed					
M = Mandatory					
O = Optional					
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Safety Training Matrix

Training Safety Matrix for Solid Waste													Operator		Maint Support		Heavy Equipment	
Training	Hours for Class	Sponsor	Codes	Director	Codes	Supervisor	Codes	Secretary	Codes	Driver	Codes	Technician	Codes	Mechanic	Codes	SW Worker		
**AED Defibrillator	?	Fire																
Accident Investigation	2	SCI		2		2												
Accident Investigation for DD/Supervisors	4	SCI	M/AN	4	M/an	4												
Bloodborne Pathogens	2	SCI	3	2	3	2			3	2	3	2	3	2	3	2		
Bloodborne Pathogens review for Office employe	1	Fire				2		1										
CED II (Coaching the Experienced Driver)	4	SCI	M2	4	M2	4	M2	4	M2	4	M2	4	M2	4	M2	4		
Coaching the Straight Truck Driver	4	SCI				4			M2	4	M2	4	M2	4				
CPR/First Aid	8	SCI	O2	8	O2	8	O2	8	O2	8	O2	8	O2	8	O2	8		
DOT Drug/Alcohol Awareness for Employee:	2	SED							M2	2	M2	2	M2	2	M2	2		
DOT Drug/Alcohol Awareness for Supervisors	2	SED	M2	4	M2	4												
Electrical Safety	2	SCI										3	2	3	2			
Emergency Preparedness	2	SCI																
Ergonomic Awareness	2	SCI				2		2								2		
Eye and Face Safety	2	SCI				2		2		2	2	2	2	2	2	2		
Fall Protection (Qualified Person)	8	SCI																
Fire Extinguisher Safety	2	Fire	3	2	3	2	3	2	3	2	3	2	3	2	3	2		
Hand and Power Tools	2	SCI				3						3	2	3	2	3		
Hazard Communication	2	SCI	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2		
Hearing Conservation Awareness	2	SCI	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
Heavy Equipment Safety Awareness:	2	SCI				2			2	2	2	2	2	2	0	2		
Job Safety Hazard Analysis (JHA) for DD/Supervisors	4	SCI	3	4	3	4												
Ladder Safety	2	SCI				3						3	2	3	2	3		
LOTO-Lockout/Tagout Electrical Safety	2	SCI										M/AN	4	M/AN	4			
Management Styles and Technique:	4	TBA	AN	4	AN	4												
New Employee Orientator	4	SCI	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4	M/NE	4		
Office Safety	2	SCI	3	2	3	2	2											
PPE Personal Protective Equipmen	2	SCI	2	2	2	2	2			2				2		2		
Preventing Drug and Alcohol in Workplace for DD/Supervisor	2	SED	M2	2	M2	2												
Preventing Drug and Alcohol in Workplace for employee	2	SED					M2	2	M2	2	M2	2	M2	2	M2	2		
Preventing Sexual Harassment for DD/Supervisors	4	NM State	M/AN	4	M/AN	4												
Preventing Sexual Harassment for employee:	2	NM State					M/AN	2	M/AN	2	M/AN	2	M/AN	2	M/AN	2		
Proper Lifting Techniques (Backs and Lifting	2	SCI	M	2	M	2	M	2	M	2	M	2	M	2	M	2		
Public Liability for DD/Supervisors	4	SCI	AN	4	AN	4												
Public Liability for Employee:	2	SCI					AN	2	AN	2	AN	2	AN	2	AN	2		
Respirator Protection	2	SCI										3	2	2	2			
Respiratory Protection	2	SCI										2	2	2	2			
Safety Awareness and Hazard Recognitor	2	SCI	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
Site Inspection Procedures for DD/Supervisors	4	SCI	3	4	3	4												
Slips Trips and Falls	2	SCI	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
Stress and Safety	2	SCI	3	2	3	2	3	2	3	2	3	2	3	2	3	2		
Supervisor Do's and Don'ts	4	TBA	3	2	3	2												
Welding and Cutting Safety	2	SCI										2	2	2	2			
Winter Safety and Winter Driving	2	SCI	M2	2	M2	2	M2		M2	2	M2	2	M2	2	M2	2		
Workers Compensation	4	SCI	AN	4	AN	4												
Workplace Violence for DD/Supervisors	4	Police	M2	4	M2	4												
Workplace Violence for Employees	2	Police					M2	4	M2	4	M2	4	M2	4				
Lines below are for you to add classes you need that are not on this list.																		
	Subtotal			80		96		45		56		74		72		54		
Codes:	# Employ			1		1		1		10		1		1		4		
QP = Qualified Person	Total			80		96		45		560		74		72		216		
AN = As Needed																		
M = Mandatory																		
O = Optional																		
When a # is placed in the code, that means every so many years.																		
Example : 2 means every 2 years. M2 means mandatory every 2 year																		

Training Matrix for GIS Technician				
	Sponsor		Codes	Hours
Office Safety	SCI		2	2
Proper Lifting Techniques (Backs and Lifting)	SCI		2	2
Slips Trips and Falls	SCI		2	2
Preventing Sexual Harassment for employees	NM State		M/AN	2
New Employee Orientation	SCI		M/NE	4
Preventing Drug and Alcohol in Workplace for employees	SED		M2	2
Winter Safety and Winter Driving	SCI		M2	2
Workplace Violence for Employees	Police		M2	2
Defensive Driving DDC-8	TBA		O	8
CPR/First Aid	Fire		O2	8
Bloodborne Pathogens review for Office employee	Fire			1
Ergonomic Awareness	SCI			2
Fire Extinguisher Safety	Fire			2
Job Safety Hazard Analysis (JHA) for Employees	SCI			2
CED II (Coaching the Experienced Driver)	SCI			4
Managing the Fire (Anger Management)	TBA			4
				49
Codes:				1
QP = Qualified Person				49
AN = As Needed				
M = Mandatory				
O = Optional				
When a # is placed in the code, that means every so many years.				
Example : 2 means every 2 years. M2 means mandatory every 2 years				

Safety Training for Asst Purchasing Agent			
	Sponsor	Codes	Hours
Ergonomic Awareness	SCI	2	2
Office Safety	SCI	2	2
Proper Lifting Techniques (Backs and Lifting)	SCI	2	2
Emergency Preparedness	SCI	3	2
Job Safety Hazard Analysis (JHA) for Employees	SCI	3	2
PPE Personal Protective Equipment	SCI	3	2
Slips Trips and Falls	SCI	3	2
Forklift Safety All Terrain (Class 7) with additional hands-on	SCI	3	8
Bloodborne Pathogens review for office employees	Fire	AN	1
Accident Investigation	SCI	AN	2
Electrical and Lockout/Tagout	SCI	O	2
Hearing Conservation Awareness	SCI	AN	2
Public Liability for Employees	SCI	AN	2
Safety Awareness and Hazard Recognition	SCI	AN	2
Stress and Safety	SCI	AN	2
Weapons of Mass Destruction (employee awareness)	SCI	AN	2
Hazard Communication	SCI	M/AN	2
LOTO for Office Employee	SCI	M/AN	1
Preventing Sexual Harassment for employees	NM State	M/AN	2
Preventing Sexual Harassment for new employees	HR	M/NE	1
New Employee Orientation	SCI	M/NE	4
Preventing Drug and Alcohol in Workplace for employees	SED	M2	2
Winter Safety and Winter Driving	SCI	M2	2
Workplace Violence for Employees	Police	M2	2
CED II (Coaching the Experienced Driver)	SCI	M2	4
Defensive Driving DDC-6	TBA	O	6
CPR/First Aid	TBA	O	8
Fire Extinguisher Safety	Fire		2
Dealing with Difficult People	TBA		4
Customer Service	Non Safety		X
Motivational Speaker for Employees	Non Safety		X
			77
Codes:			1
QP = Qualified Person			77
AN = As Needed			
M = Mandatory			
NE = New Employee			
O = Optional			
When a # is placed in the code, that means every so many years.			
Example : 2 means every 2 years. M2 means mandatory every 2 years			

Safety Training Matrix

Training Safety Matrix for Convention Center			Job	Position	Title	
Training	Hours for Class	Training	RCC Building Supervisor	Office Manager	Convention Technician	Show Hand
			Codes	Codes	Codes	
**AED Defibrillator	?	Fire Dept.				
Accident Investigation	2	SCI				
Accident Investigation for DD/Supervisors	4	SCI	3			
Bloodborne Pathogens	2	SCI		2	2	2
CED II (Coaching the Experienced Driver)	4	SCI	M2	M2	M2	
CPR/First Aid	8	Fire Dept.		8	8	
Electrical and Lockout/Tagout	4	SCI	M2		M2	
Electrical Safety	2	SCI	2		2	2
Emergency Preparedness	2	SCI	3			
Ergonomic Awareness	2	SCI	3	2	3	2
Eye and Face Safety	2	SCI	3	2	3	2
Fire Extinguisher Safety	2	Fire Dept.	3	2	3	2
Forklift Safety Straight Truck (Classes 1-6) with additional hands on	4	SCI			3	4
Hand and Power Tools	2	SCI	3		3	2
Hazard Communication	2	SCI	M/AN	M/AN	M/AN	M/AN
Hearing Conservation Awareness	2	SCI	3		3	2
Job Safety Hazard Analysis (JHA) for Employees	2	SCI	AN		AN	2
Job Safety Hazard Analysis (JHA) for Supervisors	4	SCI	3			
Kitchen Safety	2	SCI	2		2	2
Ladder Safety	2	SCI	2		2	2
Managing the Fire (Anger Management)	4	TBA	AN			
Multi-Employer Workplace Liability	4	SCI	AN			
New Employee Orientation	4	SCI	M/NE	M/NE	M/NE	M/NE
Office Safety	2	SCI	3	2		
PPE Personal Protective Equipment	2	SCI	3	2	AN	2
Preventing Drug and Alcohol in Workplace for employees	2	SED		M2	M2	M2
Preventing Drug/Alcohol in Workplace for DD/Supervisors	4	SED	M2			
Preventing Sexual Harassment for DD/Supervisors	4	State NM	M2			
Preventing Sexual Harassment for employees	2	State NM		M2	M2	M2
Proper Lifting Techniques (Backs and Lifting)	2	SCI		2	2	2
Public Liability for DD/Supervisors	4	SCI	AN			
Public Liability for Employees	2	SCI		AN		
Respiratory Protection	2	SCI	AN		AN	2
Safety Awareness and Hazard Recognition	2	SCI	AN		AN	2
Site Inspection Procedures for DD/Supervisors	4	SCI	3			
Slips Trips and Falls	2	SCI			2	2
Stress and Safety	2	SCI	3	2	3	2
Supervisor Do's and Don'ts	4	SCI	3			
Uniform Traffic Control Awareness	2	SCI	O			
Winter Safety and Winter Driving	2	SCI	M2	M2	M2	O
Workers Compensation	4	SCI	AN			
Workplace Violence for DD/Supervisors	4	Police	M2			
Workplace Violence for Employees	2	Police		M2	M2	M2
Lines below are for you to add classes you need that are not on this list.						
	Subtotal		112	48	66	42
Codes:	# Employ		1	1	3	0
QP = Qualified Person	Total		112	48	198	0
AN = As Needed						
M = Mandatory						
O = Optional						
Blank in the code or no # after the M means annually						
When a # is placed in the code, that means every so many years.						
Example : 2 means every 2 years. M2 means mandatory every 2 years						

Training Safety Matrix for WWTP Chief Plant Operator				
	Sponsor		Codes	Hours
PPE Personal Protective Equipment	SCI		2	2
Respirator Protection	SCI		2	2
Respiratory Protection	SCI		2	2
Accident Investigation	SCI		3	2
Emergency Preparedness	SCI		3	2
Ergonomic Awareness	SCI		3	2
Eye and Face Safety	SCI		3	2
Proper Lifting Techniques (Backs and Lifting)	SCI		3	2
Safety Awareness and Hazard Recognition	SCI		3	2
Slips Trips and Falls	SCI		3	2
Job Safety Hazard Analysis (JHA) for DD/Supervisors	SCI		3	4
Fire Extinguisher Safety	Fire		AN	2
Office Safety	SCI		AN	2
Electrical and Lockout/Tagout	SCI		AN	4
Management Styles and Techniques	TBA		AN	4
Supervisor Do's and Don'ts	SCI		AN	4
CPR/First Aid	Fire		AN	8
Preventing Sexual Harassment for DD/Supervisors	State NM		M/AN	4
New Employee Orientation	TBA		M/NE	4
Bloodborne Pathogens	SCI		M2	2
Hazard Communication	SCI		M2	2
Winter Safety and Winter Driving	SCI		M2	2
CED II (Coaching the Experienced Driver)	SCI		M2	4
Preventing Drug/Alcohol in Workplace for DD/Supervisors	SED		M2	4
Defensive Driving DDC-6	TBA		O	6
Confined Space-Qualified/Competent	SCI		QP	8
Fall Protection (Qualified Person)	SCI		QP	8
Accident Investigation for DD/Supervisors	SCI			4
Public Liability for Supervisors	SCI			4
Site Inspection Procedures for supervisors	SCI			4
Workplace Violence for Supervisors	Police			4
				108
QP = Qualified Person				1
AN = As Needed				108
M = Mandatory				
O = Optional				
Blank in the code or no # after the M means annually				
When a # is placed in the code, that means every so many years.				
Example : 2 means every 2 years. M2 means mandatory every 2 years				

Training Matrix for PT RSVP Coordinator 90				
	Sponsor		Codes	Hours
Kitchen Safety	SCI		2	2
Office Safety	SCI		2	2
Proper Lifting Techniques (Backs and Lifting)	SCI		2	2
CPR/First Aid	FIRE		2	8
Emergency Preparedness	SCI		3	2
Ergonomic Awareness	SCI		3	2
Fire Extinguisher Safety	FIRE		3	2
Safety Awareness and Hazard Recognition	SCI		3	2
Slips Trips and Falls	SCI		3	2
Job Safety Hazard Analysis (JHA) for Employees	SCI		AN	2
Public Liability for Employees	SCI		AN	2
Stress and Safety	SCI		AN	2
Bloodborne Pathogens	SCI		M/AN	2
Hazard Communication	SCI		M/AN	2
Preventing Sexual Harassment for employees	NM State		M/AN	2
New Employee Orientation	SCI		M/NE	4
Preventing Drug and Alcohol in Workplace for employees	SED		M2	2
Winter Safety and Winter Driving	SCI		M2	2
Workplace Violence for Employees	Police		M2	2
CED II (Coaching the Experienced Driver)	SCI		M2	4
Defensive Driving DDC-6	TBA		O	6
				56
QP = Qualified Person				1
AN = As Needed				56
M = Mandatory				
O = Optional				
Blank in the code or no # after the M means annually				
When a # is placed in the code, that means every so many years.				
Example : 2 means every 2 years. M2 means mandatory every 2 years				

Training Matrix for Temporary Cashier			
	Sponsor		Hours
Preventing Sexual Harassment for new employees	HR		1
Bloodborne Pathogens	SCI		2
Eye and Face Safety	SCI		2
Fire Extinguisher Safety	FIRE		2
Hazard Communication	SCI		2
PPE Personal Protective Equipment	SCI		2
Preventing Drug and Alcohol in Workplace for employees	SED		2
Preventing Sexual Harassment for employees	NM State		2
Proper Lifting Techniques (Backs and Lifting)	SCI		2
Slips Trips and Falls	SCI		2
Workplace Violence for Employees	Police		2
New Employee Orientation	SCI		4
** Since these positions are occupied only for a short Period of time, many of these trainings will be completed in house.			25
			1
			25

Safety Training Matrix

10/20/2009 9:45 AM

Training	Codes	Hours for Class
Accident Investigation		2
Asbestos Awareness		2
Bloodborne Pathogens		2
CED II (Coaching the Experienced Driver)		4
Confined Space-Qualified/Competent		8
CPR/First Aid (with EMS)		8
Electrical and Lockout/Tagout		4
Electrical Safety		2
Emergency Preparedness		2
Ergonomic Awareness		2
Eye and Face Safety		2
Fall Protection (Qualified Person)		8
Fire Extinguisher Safety		2
Forklift Safety All Terrain (Class 7) with additional hands-on		8
Forklift Safety Straight Truck (Classes 1-6) with additional hands on		4
Hand and Power Tools		2
Hazard Communication		2
Hearing Conservation Awareness		2
Heavy Equipment Safety Awareness		2
Job Safety Hazard Analysis (JHA) for Employees		2
Ladder Safety		2
Lead Exposure Awareness		2
LOTO-Lockout/Tagout Electrical Safety		2
Management Styles and Techniques		4
Multi-Employer Workplace Liability		4
New Employee Orientation		4
Office Safety		2
OSHA 10 Construction		10
OSHA 10 General Industry		10
OSHA 300 Recordkeeping		4
OSHA Inspection Procedures		2
PPE Personal Protective Equipment		2
Preventing Drug and Alcohol in Workplace for employees		2
Preventing Sexual Harassment for employees		2
Proper Lifting Techniques (Backs and Lifting)		2
Public Liability for Employees		2
Respiratory Protection		2
Safety Awareness and Hazard Recognition		2
Scaffold Safety -Qualified/Competent		8
Site Inspection Procedures for supervisors		4
Slips Trips and Falls		2
Steel Erection Qualified Person		8
Stress and Safety		2
Supervisor Do's and Don'ts		4
Tree Trimming and Chain Saw Safety		2
Trenching and Excavation-Qualified/Competent		8
Welding and Cutting Safety		2
Winter Safety and Winter Driving		2
**AED Defibrillator		?
Coaching the Emergency Vehicle Operator (Ambulance)		6
Coaching the Emergency Vehicle Operator (Police)		4
Coaching the Emergency Vehicle Operator (Fire)		4
**CPR/FA with American Heart Assoc		8
**CPR/FA with National Safety Council		8
Coaching the Straight Truck Driver		4
DOT Drug/Alcohol Awareness for Employees		2
DOT Drug/Alcohol Awareness for Supervisors		4
Defensive Driving DDC-8		8
Defensive Driving DDC-6		6
Job Safety Hazard Analysis (JHA) for Employees		2 or can be variable
Job Safety Hazard Analysis (JHA) for Supervisors		4 or can be variable
Kitchen Safety		2
OSHA 500		40 hours
RF Emissions Awareness		2
OSHA 501		40 hours
Public Liability for Employees		2
OSHA 30 General Industry		30
Respirator Protection		2 or can be variable
Prev. Drug/Alcohol in Workplace for Supervisors		4
Managing the Fire (Anger Management)		4
Prev. Sexual Harassment for Supervisors		4
Uniform Traffic Control Awareness		2
Weapons of Mass Destruction (employee awareness)		2
Weapons of Mass Destruction (Responder awareness)		4
Weapons of Mass Destruction (EMS)		8
Workplace Violence for Employees		2
Public Liability for Supervisors		4
Workers Compensation		4
Workplace Violence for Supervisors		4
Accident Investigation for Supervisors/Owners/Foreman		4
Aerial Lift (Bucket Truck) Qualified Person		8
OSHA 30 Construction		30