



Safety Training Matrix

SUNY New Paltz Safety Training Requirements

The following matrix has been edited to reflect the types of work tasks employees are most likely to engage for which PESHAs requires specific safety training. This is not the complete list of required training. If you have any doubts about a work task or exposure that may require training contact EHS at x-3310.

Safety Training Topic	Safety Manual Reference	*Frequency of Training	**Type of Training	Who Should Have Training
Accident Reporting	http://www.newpaltz.edu/ehs/accident_investigation.html http://www.newpaltz.edu/ehs/safety_injury.html	Initial	Read Manual Sections	All Employees
Arc Flash	http://www.newpaltz.edu/ehs/safety_arcflash.html	Initial/Updates	Read Safety Manual and Classroom	High Voltage Employees, electricians
Asbestos Awareness /	http://www.newpaltz.edu/ehs/safety_asbestos.html	Initial/ Annual	Read Manual Section/Classroom	FDC, FOC, IT, employees who are engaged in maintenance, cleaning of buildings
Back Safety / Lifting Safety	http://www.newpaltz.edu/ehs/safety_backinjuries.html	Initial	Read Manual Section	Employees who lift (Most employees)
Bloodborne Pathogens	http://www.newpaltz.edu/ehs/safety_bloodborne.html	Initial/Annual	Read Manual Section and classroom	Custodial, Janitors, UPD, Student Health, Plumbers, Staff at Speech and Hearing Clinic, employees who administer First Aid
Chemical Hygiene for Laboratories	http://www.newpaltz.edu/ehs/safety_lab.html	Initial/ Annual Updates	Read Manual Section/Classroom	Laboratory Personnel
Confined Spaces	http://www.newpaltz.edu/ehs/safety_confspaces.html	Initial/ Updates	Read Manual Section and classroom	Entrant / Attendant / Entry Supervisor / Those who enter Confined Spaces
CPR AED		Initial every two years	Classroom	Employees required to provide AED
Electric Cart and small vehicle use	http://www.newpaltz.edu/ehs/safety_electric_cart.html	Initial/Updates	Read Safety Manual	Employees who Drive Carts
Electrical Safety	http://www.newpaltz.edu/ehs/safety_electrical.html	Initial	Read Manual Section	Electricians and other Electrical Workers
Elevating Work Platforms and Aerial Devices	http://www.newpaltz.edu/ehs/aerialsafety.pdf	Initial every Three Years	Read Safety Manual and	Users of Lifts

(Scissor Lifts, Boom Lifts)			Classroom	
Emergency Action Plan	http://www.newpaltz.edu/emergency/responseplan.html	Initial/Update	Read Emergency Procedure PDF	All Employees
Excavation / Trenching / Shoring	http://www.newpaltz.edu/ehs/trenching.pdf	Initial/Updates	Read Manual Section and Classroom	Employees in and around trenches etc.
Fire Safety and Prevention Plan	http://www.newpaltz.edu/firesafety/marshal.html http://www.fireextinguishertraining.com/	Initial / Updates	Read Manual Section and Classroom	Employees exposed to fire hazards
Flaggers (Traffic Control)		Initial	Classroom	Flaggers / Field / Grounds Worker
Forklift Safety		Initial & Every Three years	Classroom	Forklift Drivers
Hazard Communication- Right to Know	http://www.newpaltz.edu/ehs/safety_haz_comm.html	Initial and Annually there after	Classroom and Read Manual Section	Employees using/exposed to chemicals
Hearing Conservation	http://www.newpaltz.edu/ehs/safety_noise.html	Initial/Annual	Read Manual Section/Classroom	Employees exposed to 85 db or above
Ladder Safety	http://www.newpaltz.edu/ehs/safety_ladder.html	Initial/Updates	Read Manual Section/Classroom	Employees who use ladders as part of their job
Lock Out / Tag Out	http://www.newpaltz.edu/ehs/safety_lockout.html	Initial/Updates	Read Manual Section and Classroom	Electricians, Plumbers, HVAC Maintenance. Anyone who applies Lock out tag out device while Servicing Equipment
Machine Guarding and small power tools Safety	http://www.newpaltz.edu/ehs/safety_tools.html	Initial/Updates	Read Manual	Employees using powered hand tools
Personal Protective Equipment	http://www.newpaltz.edu/ehs/safety_ppe.html http://www.newpaltz.edu/ehs/safety_gloveguide.html	Initial/Updates	Read Manual Section and Classroom	PPE Users
Respiratory Protective Equipment	http://www.newpaltz.edu/ehs/safety_respiratory.html	Initial/Annual	Fit Tests Annually Read Manual Section	Respirator wearers
Safety Instructions for Employees	http://www.newpaltz.edu/ehs/safety_general.html	Initial	Read Manual Section	All employees
Scaffolds		Initial/ Updates	Classroom	Those employees who erect or use scaffolds
Sun Safety	http://www.newpaltz.edu/ehs/sunsafety.pdf	Initial	Read Safety Section	Grounds Employees, Athletics and those routinely exposed sun
Welding	http://www.newpaltz.edu/ehs/safety_welding.html	Initial	Read Manual Section	Employees Operating Welding Equipment

* Frequency of Training (minimum training) with updates to standard or additional training scheduled by EHS

** Type of Training – Read Safety Manual Section and classroom where indicated. Some are read manual only but maybe substituted with additional classroom training when warranted.