

# For New Employees

| SPECIALIZED TRAINING                |   |                          |                                     |                            | ✓                                   | OCCUPATIONAL HEALTH AND SAFETY SKILLS   |                              |     | ✓ |
|-------------------------------------|---|--------------------------|-------------------------------------|----------------------------|-------------------------------------|---|------------------------------|-----|---|
| First Day<br>(Before Starting Work) | Pesticide Handling for the Lawn Care Industry               |                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>   |                                     | Accident Prevention Review  | www <input type="checkbox"/> | :30 |   |
|                                     |   |                          |                                     |                            |                                     | Chemical Hazard Communication<br>Hazardous Material Handling                  | www <input type="checkbox"/> | :30 |   |
|                                     |   |                          |                                     |                            |                                     | Hand Safety   | www <input type="checkbox"/> | :30 |   |
| First Week                          | General Lawn Care Part 1 & 2: Mowing, Edging, Line Trimming |                          | <input type="checkbox"/>            |                            |                                     | Equipment, Hand/Power Tool and Machinery<br>Safe Operation, Care and Cleaning | www <input type="checkbox"/> | :30 |   |
|                                     | Lawn Aeration   |                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>   |                                     | Mechanical /Electrical Safety   | www <input type="checkbox"/> | :30 |   |
|                                     | Soils and Fertilizers                                       |                          | <input type="checkbox"/>            |                            |                                     | Riding Mower Safety   | www <input type="checkbox"/> | :30 |   |
|                                     | Landscape Plant & Design                                    |                          | <input type="checkbox"/>            |                            |                                     | Noise and Hearing Loss Prevention   | www <input type="checkbox"/> | :30 |   |
|                                     | Irrigation  |                          | <input type="checkbox"/>            |                            |                                     | On the Job Training (Recognizing Job Hazards)                                 | www <input type="checkbox"/> | :15 |   |
|                                     |   |                          |                                     |                            |                                     | Personal Protective Equipment   | www <input type="checkbox"/> | :30 |   |
|                                     |   |                          |                                     |                            |                                     | Driver Responsibility and Motor Vehicle Record Check<br>(if applicable)       | www <input type="checkbox"/> | :15 |   |
|                                     |   |                          |                                     |                            |                                     | Pledging Safety First Poster  | <input type="checkbox"/>     | :15 |   |
| Within<br>60<br>Days                | Backhoe Operation   | <input type="checkbox"/> |                                     | Flowers and Bulbs          | <input type="checkbox"/>            | OSHA Quick Cards  |                              |     |   |
|                                     | Bucket Truck Operation                                      | <input type="checkbox"/> |                                     | Trees and Shrub Care       | <input checked="" type="checkbox"/> | Chain Saw Safety  | www <input type="checkbox"/> | :05 |   |
|                                     | DTN Weather System  | demonstration            |                                     | Policing of Grounds        | <input type="checkbox"/>            | Sun Protection/Heat Stress  | www <input type="checkbox"/> | :05 |   |
|                                     | Heavy Equipment Operation                                   | <input type="checkbox"/> |                                     | Integrated Pest Management | <input type="checkbox"/>            | Tree Trimming Safety  | www <input type="checkbox"/> | :05 |   |
|                                     | Lubrication Techniques                                      | <input type="checkbox"/> |                                     | Turf Management            | <input type="checkbox"/>            | Portable Ladders  | www <input type="checkbox"/> | :05 |   |
|                                     | Paint Striping<br>Machine Operation                         | <input type="checkbox"/> |                                     | Hard Surface Areas         | <input type="checkbox"/>            | Chipper Machine Safety  | www <input type="checkbox"/> | :05 |   |
|                                     | Stanley Hydraulic Pump                                      | <input type="checkbox"/> |                                     | Snow Removal               | <input type="checkbox"/>            | Child Safety Related Labor Laws   | www <input type="checkbox"/> | :05 |   |

Approximate Time in Minutes :10    Handouts     Booklet     Video     PowerPoint Presentation     Online Materials www



## TARGET AUDIENCE

Groundskeepers



Learning Map for  
Groundskeeping Employees

# To Be Completed Annually

| SPECIALIZED TRAINING  | OCCUPATIONAL HEALTH AND SAFETY SKILLS   | CUSTOMER SERVICE SKILLS   | LIFE SKILLS   |
|---|---|---|---|
| Review annual training topics according to trade and license requirements | <b>SEPTEMBER</b><br>Preventing Slips, Trips & Falls<br>:30  | Introduction to Focus on Service Spirit<br>:30                    | Succeeding at Work<br>:30   |
| Vendor Training   | Ladder Safety<br>:15  | Who Are Our Customers<br>:30                                      | Working With Others in a Diverse Workforce<br>:30   |
| Unit Specific Training  | Lockout/Tagout for authorized and affected employees<br>:30   | Knowing Your Business, Facility & Department<br>:30               | Preventing Sexual Harassment - Session I<br>:30   |
|   | <b>OCTOBER</b><br>Fire Safety<br>:30  | Specific Needs of Customers<br>:30                                | Preventing Sexual Harassment - Session II<br>:30  |
|   | Disaster Plan and Emergency Evacuation<br>:30   | Moments of Truth<br>:30   | Equal Employment Opportunity: Creating an Environment of Respect & Fair Treatment - Session I<br>:40  |
|   | <b>NOVEMBER</b><br>First Aid/CPR Certification (one person per shift)<br>Certification Class<br>8 hours | Great Customer Service<br>:30                                     |   |
|   | Return to Work Transitional Duty<br>:15   | A Picture is Worth a Thousand Words<br>:30                        | Equal Employment Opportunity: Creating an Environment of Respect & Fair Treatment - Session II<br>:24 |
|   | Asbestos Awareness (if applicable)<br>:30   | Verbal & Non-Verbal Communication<br>:30                          |   |
|   | Back Injury Prevention<br>:30   | Service Recovery/Managing Successful Customer Interactions<br>:40 | Diversity Awareness for Frontline Employees<br>:2 hrs. 40 min.  |
|   | <b>DECEMBER</b><br>Slip, Trip, and Fall Prevention<br>:30   | Delivering Service as a Team<br>:30                               |   |
|   | Ladder Safety<br>:15  |   |   |
|   | <b>JANUARY</b><br>Personal Protective Equipment<br>:30  |   |   |
|   | Cold Weather Safety<br>:05  |   |   |
|   | <b>FEBRUARY</b><br>Vehicle Safety (if applicable)<br>:30  |   |   |
|   | Bloodborne Pathogens (if applicable)<br>:30   |   |   |
|   | <b>MARCH</b><br>Mechanical/Electrical Safety<br>:30   |   |   |
|   | <b>APRIL</b><br>Chemical Hazard Communication and Hazardous Material Handling<br>:30                    |   |   |
|   | <b>MAY</b><br>Landscape and Horticultural Hazards & Solutions<br>:30                                    |   |   |
|   | <b>JUNE</b><br>Workplace Violence<br>:30  |   |   |
|   | Hot Weather Safety<br>:15   |   |   |
|   | <b>JULY</b><br>Noise and Hearing Loss Prevention<br>:30   |   |   |
|   | <b>AUGUST</b><br>Identifying and Controlling Workplace Hazards<br>:30                                   |   |   |
|   | Back Injury Prevention<br>:30   |   |   |
|   | <b>ANNUALLY</b><br>Preventing Compressed Gas Hazards (if applicable)<br>:30                             |   |   |
|   | Powered Industrial Truck (if applicable)<br>SEE BELOW   |   |   |
|   | Pesticides & Chemicals<br>:30   |   |   |
|   | Accident Prevention Review<br>:30   |   |   |
|   | Mechanical/Electrical Safety<br>:30   |   |   |
|   | Equipment, Hand & Power Tool and Machinery Safe Operations, Care & Cleaning<br>:30                      |   |   |

Approximate Time in Minutes :10

Booklet

Handouts

Video

DVD

Power Point Presentation

Online Materials

Powered Industrial Truck: Initial 3-4 hours  
 Annual Refresher :60 minutes  
 Recertification every 3 years

