

For New Employees

SPECIALIZED TRAINING				✓	OCCUPATIONAL HEALTH AND SAFETY SKILLS				✓
First Day (Before Starting Work)					Accident Prevention Review	www <input type="checkbox"/> <input type="checkbox"/> :20	Hand Safety	www <input type="checkbox"/> :30	
					Chemical Hazard Communication	www <input type="checkbox"/> <input type="checkbox"/> :30	Facility Fire Safety	www <input type="checkbox"/> :30	
					Hazardous Material Training	www <input type="checkbox"/> <input type="checkbox"/> :30			
First Week	Basic Pump Systems & Equipment Training		<input type="checkbox"/>		Equipment, Hand/Power Tool and Machinery Safe Operation, Care and Cleaning				www <input type="checkbox"/> <input type="checkbox"/> :30
	Generator/Emergency Power Systems		<input type="checkbox"/>		Equipment & Utility Management and Life Safety				www <input type="checkbox"/>
	Emergency Power Units & Critical Branch Circuits		<input type="checkbox"/>		Mechanical /Electrical Safety				www <input type="checkbox"/> <input type="checkbox"/> :30
					Elevator Safety				www <input type="checkbox"/>
					On the Job Training (Recognizing Job Hazards)				www <input type="checkbox"/> <input type="checkbox"/> :15
					Personal Protective Equipment				www <input type="checkbox"/> <input type="checkbox"/> :30
					Driver Responsibility and Motor Vehicle Record Check				www <input type="checkbox"/> <input type="checkbox"/> :15
				Pledging Safety First Poster				<input type="checkbox"/> :10	
				Respirator Care and Usage (if applicable): Osha Checklist For Respiratory Protection Program + Appendix D For Dust Masks				www <input type="checkbox"/> :30	
Within 60 Days	Refrigeration Equipment	<input type="checkbox"/>	Boiler Operating Procedures	<input type="checkbox"/>	Appliance & Power Equipment Repair & Maintenance Safety				www <input type="checkbox"/>
	HVAC	<input type="checkbox"/>	Domestic Water Systems & Equipment	<input type="checkbox"/>	Vehicle Safety & Maintenance				www <input type="checkbox"/>
	Air Conditioning Equipment	<input type="checkbox"/>	Pumping Systems & Equipment	<input type="checkbox"/>	OSHA Quick Cards				
	Air Handling Units	<input type="checkbox"/>	PBX/Switchboard & Telecomm. Equipment	<input type="checkbox"/>	Electrical Safety	www <input type="checkbox"/> :05	Fall Protection Tips	www <input type="checkbox"/> :05	
	Vacuum/Air Compressor Unit Auxiliary Equipment	<input type="checkbox"/>			Carbon Monoxide	www <input type="checkbox"/> :05	Child Labor Laws and Safety	www <input type="checkbox"/> :05	
	Venting & Exhaust Systems	<input type="checkbox"/>			Permit Required Confined Spaces	www <input type="checkbox"/> :05	Portable Ladder Safety	www <input type="checkbox"/> :05	

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



TARGET AUDIENCE

- Maintenance positions including:
- General Maintenance Worker
 - Maintenance Carpenter
 - Maintenance Electrician
 - Maintenance Mechanic – Automotive
 - Maintenance Mechanic – HVAC
 - Maintenance Mechanic Plumber
 - Maintenance Painter
 - Stationary Engineer
 - Maintenance Technician



Learning Map for
Maintenance 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		SEPTEMBER Lockout/Tagout for authorized and affected employees :30	Introduction to Focus on Service Spirit :30	Succeeding at Work :30
Unit Specific Training		Ladder Safety :15	Who Are Our Customers :30	Working With Others in a Diverse Workforce :30
Vendor Training		Preventing Slips, Trips and Falls :30	Knowing Your Business, Facility & Department :30	Preventing Sexual Harassment - Session I :30
		OCTOBER Fire Safety :30	Specific Needs of Customers :30	Preventing Sexual Harassment - Session II :30
		Disaster Plan and Emergency Evacuation :30	Moments of Truth :30	Equal Employment Opportunity: Creating an Environment of Respect & Fair Treatment - Session I :40
		NOVEMBER First Aid/CPR Certification (one person per shift) Certification Class 8 hours	Great Customer Service :30	
		Return to Work Transitional Duty :15	A Picture is Worth a Thousand Words :30	Equal Employment Opportunity: Creating an Environment of Respect & Fair Treatment - Session II :24
		Asbestos Awareness (if applicable) :30	Verbal & Non-Verbal Communication :30	
		Back Injury Prevention :30	Service Recovery/Managing Successful Customer Interactions :40	Diversity Awareness for Frontline Employees 2 hrs. 40 min.
		DECEMBER Slip, Trip, and Fall Prevention :30	Delivering Service as a Team :30	
		Ladder Safety :15		
		JANUARY Cold Weather Safety :05		
		Personal Protective Equipment :30		
		FEBRUARY Vehicle Safety and maintenance :30		
		MARCH Bloodborne Pathogens (if applicable) :30		
		Confined Space :30		
		Mechanical /Electrical Safety :30		
		APRIL Chemical Hazard Communication and Hazardous Material Handling :30		
		MAY Equipment and Machinery Safe Operation, Care & Cleaning :30		
		Noise and Hearing Loss Prevention :30		
		JUNE Workplace Violence :30		
		Hot Weather Safety :15		
		JULY Preventing Compressed Gas Hazards (if applicable) :30		
		AUGUST Identifying and Controlling Workplace Hazards :30		
		Back Injury Prevention :30		
		ANNUALLY Powered Industrial Truck (if applicable) SEE BELOW		
		Respirator Care and Usage (if applicable): OSHA Checklist for Respiratory Protection Program :30		
		Accident Prevention Review :30		
		Tuberculosis Precautions (if applicable) :30		
		Preventing Compressed Gas Hazards :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