**This document is a reference for monthly risk-based and OSHA required training topics to provide to your employees.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Month* |  | ***Safety talk\*******Safety training \**** | *Training topic* | *Reference* | *Training to include* |
| *January* |  | ✓ | Hand and power tools | 29 CFR 1910.242 | * Choosing the appropriate tool for the job
* Inspection of equipment
* Maintenance
* Lockout/tagout procedures
* Personal protective equipment
 |
|  | ✓ | Personal protection equipment (PPE) | 29 CFR 1920.132 | * General and specific PPE utilized by employees during work tasks
 |
| ✓ |  | Hearing conservation | 29 CFR 1910.95 | * When hearing protection should be worn (ex. When operating power tools and power saws)
* Types of hearing protection and when to wear it properly
 |
| *February* | ✓ |  | Electrical safety | 29 CFR 1910.333 and 29 CFR 1910.332 | * Portable electric tools and cords
* Fixed electrical sources
 |
| ✓ |  | Lockout tagout | 29 CFR 1910.147 | * Employees responsible for operating or servicing your equipment must be trained in the application and value of this program
 |
| *March* |  | ✓ | Material handling | Risk based | * Manual lifting is a last resort
* Lifting devices and machinery should be used when possible
* If manual lifting is necessary address proper lifting mechanics, team lifting, etc.
 |
| ✓ |  | Heavy equipment | Risk based | * Training should be covered on the specific equipment being used
 |
| ✓ |  | Trenching and excavations | 29 CFR 1926.651 | * Should be performed in the event excavations are performed at 4ft or deeper
 |
| *April* | ✓ |  | Emergency evacuation plan | 29 CFR 1910.38 | * Identifying a primary individual to monitor weather conditions and inform employees of potential hazards
* Identify a local storm shelter to be used in the event of anticipated hazardous weather conditions (ex. tornado), and provide employees with directions
 |
|  | ✓ | First aid and CPR | 29 CFR 1910.151 | * Actions to be taken by trained personnel only
* When and who to contact for an emergency
 |
|  | ✓ | Portable ladders | 29 CFR 1926.1060 | * Proper ladder use
* Inspections
* Setting up a ladder
* Anchoring
* Safe positioning
* Considering ground or surface conditions etc.
 |
| *May* |  | ✓ | Extreme temperatures | Risk based | * Include hazards and controls related to working in extreme heat conditions
 |
| ✓ |  | Driving | Risk based | * Cover driving expectations
* Seat belt
* Hands free cell phone use
* Distracted driving
* Driving prepared
 |
|  | ✓ | Slips, trips and falls | Risk based | * Effective footwear for the job
* Appropriate housekeeping practices
* Considering weather conditions that can cause jobsite terrain to be hazardous
 |
| *June* | ✓ |  | Confined space and permit required confined space | 29 CFR 1926.1053 and 29 CFR 1910.146 | * For employees that work in confined spaces, training should include safe performance of their duties before initial assignment
* Before a change in assigned duties
* Upon a change in operations that presents a new hazard
* When there are deviations in procedures
* When employee knowledge is inadequate
* Written certification of training is required
 |
| *July* |  | ✓ | Hand and power tools | 29 CFR 1910.242 | * Using the appropriate tool for the job
* Inspection of equipment
* Maintenance
* Lockout/tagout procedures
* Personal protective equipment (PPE)
 |
|  | ✓ | Personal protection equipment (PPE) | 29 CFR 1920.132 | * General and specific PPE utilized by employees during work tasks
 |
| ✓ |  | Hearing conservation | 29 CFR 1910.95 | * When hearing protection should be worn
* Types of hearing protection and how to wear it properly
 |
| *August* | ✓ |  | Electrical safety | 29 CFR 1910.333 and 29 CFR 1910.332 | * Cover both portable electric tools, cords, and fixed electrical sources
 |
| ✓ |  | Lockout tagout | 29 CFR 1910.147 | * This should be reviewed annually or during any change in operations that involves lockout tagout processes
 |
| *September* |  | ✓ | Material handling | Risk based | * Manual lifting is a last resort
* Lifting devices and machinery should be used when possible
* If manual lifting is necessary address proper lifting mechanics, team lifting, etc.
 |
| ✓ |  | Heavy equipment | Risk based | * Training should be covered on the specific equipment being used
 |
| ✓ |  | Trenching and excavations | 29 CFR 1926.651 | * Should be performed in the event excavations are performed at 4ft or deeper
 |
| *October* |  | ✓ | Hazard communication (GHS) | 29 CFR 1910.1200 | * Include the use of safety data sheets (SDS) and reading labels, tags or signs
 |
| ✓ |  | Respiratory protection | 29 CFR 1910.134 | * Type of respiratory protection required
* Medical evaluation and fit testing
* Cleaning and storage
* Maintenance of equipment
 |
| ✓ |  | Hydrogen sulfide (H2S) | ANSI Z390.1-2006 | * Applies to any work performed in relation to lift stations, or sewer treatment processes
 |
| *November* |  | ✓ | Extreme temperatures | Risk based | * Include hazards and controls related to working in extreme heat conditions
 |
| ✓ |  | Driving | Risk based | * Cover driving expectations
* Seat belt
* Hands free cell phone use
* Distracted driving
* Driving prepared
 |
|  | ✓ | Slips, trips and falls | Risk based | * Effective footwear for the job
* Appropriate housekeeping practices
* Considering weather conditions that can cause jobsite terrain to be hazardous
 |
| *December* | ✓ |  | Confined space and permit required confined space | 29 CFR 1926.1053 and 29 CFR 1910.146 | * For employees that work in confined spaces, training should include safe performance of their duties before initial assignment
* Before a change in assigned duties
* Upon a change in operations that presents a new hazard
* When there are deviations in procedures
* When employee knowledge is inadequate
* Written certification of training is required
 |
| *\*Safety training-monthly focus topic with detailed information to improve employee knowledge and skills**\*Safety talk-informal team safety meeting* |
| This list is not comprehensive - additional OSHA standards may apply to your workplace. Be sure to review OSHA's general industry standards (29 CFR 1910) for other requirements. In addition, section 5(a)(1) of the Occupational Safety and Health Act, known as the General Duty Clause, requires employers to provide their employees with a workplace that is free of recognized hazards likely to cause death or serious physical harm. |