

Required/Recommended Safety Training Courses for:

# Administrative Professional



THE OHIO STATE  
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TRAINING COURSE	FREQUENCY	ONLINE	ADDITIONAL INFORMATION
Building Emergency Action Plan (BEAP)	<b>Required once initially and when changes occur</b>	X	Required for all OSU employees.
CPR, First Aid Training	Recommended Once/As Needed		OSU Dept. of Rec Sports offers American Red Cross Safety Training Courses for students, staff, and general public. Contact for information.
Fire Extinguisher Safety	Recommended Once/As Needed	X	
Hazard Communication	<b>Required once initially and when changes occur</b>	X	Required for all OSU employees.



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Office of Environmental Health & Safety

<http://www.ehs.osu.edu/>

614-292-1284