



Safety Training Matrix for Non-Laboratory Personnel

PURPOSE: This document provides guidance on identifying the safety training courses available to Non-Laboratory employees. Answer the questions below with your supervisor to determine which trainings are relevant to your position, whether or not the training is required, and how frequently they are to be taken. All courses are available online through Buckeye Learn.

IF YOU...

Are an OSU employee

Are required to wear a respirator in the workplace

Work in an environment where the noise level is at or above the exposure limit of 85 dB

Perform any type of elevated work higher than 4 feet from a lower level

Utilize equipment to perform elevated work on OSU property

Ship hazardous materials, dry ice, or infectious substances

Required to use personal protective equipment (PPE)

Then you take...	It is...	Taken...	☑
Building Emergency Action Plan	Required	Initial	
Hazard Communication	Required	Initial	
Fire Extinguisher	Recommended	Initial/As-Needed	
Legionella Awareness	Recommended	Initial/As-Needed	
Respiratory Protection	Required	Annually	
Hearing Conservation	Required	Annually	
Fall Protection	Required	Initial	
Elevated Work	Recommended	Initial	
D.O.T. General Awareness	Recommended	Initial	
D.O.T. Safety & Security	Recommended	Initial	
D.O.T. Dry Ice Shipping	Recommended	Initial	
D.O.T. Shipping Infectious Substances	Recommended	Initial	
Personal Protective Equipment (PPE)	Required	Initial	



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IF YOU...

Need to obtain a permit for or enter any type of confined space

Perform any type of electrical work, including service on energized equipment

Perform construction & maintenance activities that present a potential fire hazard

Handle flammable liquids and/or perform spray operations

Perform the majority of your job duties outdoors

Operate a forklift or other powered industrial truck

Use hand and/or power tools

Work with lead-containing materials

Are a first responder

Are involved in any type of nanoparticle research

Are an OSHA Coordinator

Then you take...	It is...	Taken...	☑
Confined Space Entry	Required	Initial	
Electrical Safety/ Arc Flash Awareness	Recommended	Initial	
Lockout/Tagout	Required	Initial and When New Equipment is Introduced	
Hot Work	Recommended	Initial	
Flammable Liquid & Spray Operations	Recommended	Initial	
Biting & Stinging Insects	Recommended	Initial	
Heat and Cold Stress	Recommended	Initial	
Poison Ivy Prevention	Recommended	Initial	
Forklift Safety	Required	Initial	
Hand and Power Tool Safety	Recommended	Initial	
Lead Safety Awareness	Recommended	Initial	
First Responder	Recommended	Initial	
Nanotechnology	Recommended	Initial	
OSHA Coordinator	Required	Initial	



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IF YOU...

Perform any job duties within a campus shop facility

May be exposed to silica dust as part of your normal job duties

Perform any type of trenching or excavating work on campus

Perform tasks related to growing and harvesting plants on farms or in greenhouses, nurseries, etc.

Mix, load, or apply agricultural pesticides; clean or repair pesticide application equipment

May come into contact with asbestos

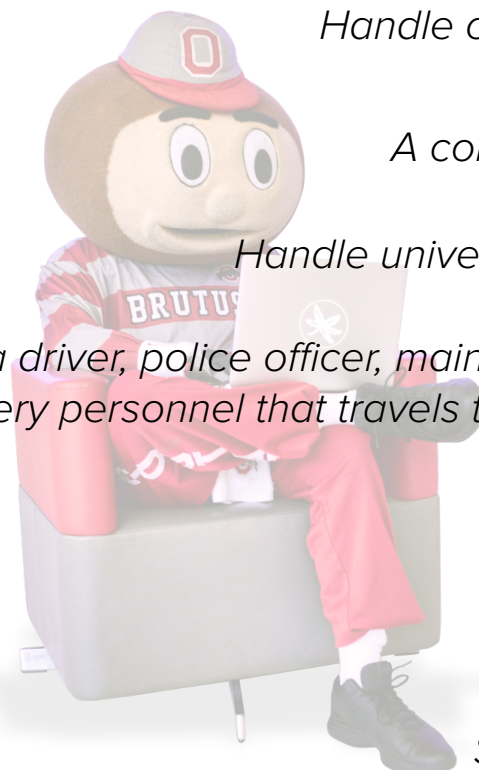
Handle oil or oil by-products

A construction inspector

Handle universal waste products

Are a driver, police officer, maintenance worker, or delivery personnel that travels throughout campus

Then you take...	It is...	Taken...	☑
Shop Safety	Recommended	Initial	
Silica Dust Safety	Recommended	Initial	
Trenching and Excavating Safety	Recommended	Initial	
Worker Protection Standard - Worker	Required	Initial	
Worker Protection Standard - Handler	Required	Initial	
Asbestos Awareness	Recommended	Initial	
Asbestos Management in Projects	Recommended	Initial	
Spill Prevention Control and Countermeasures	Required	Annually	
Storm Water Pollution Prevention	Required	Annually	
Universal Waste	Recommended	Initial	
Illicit Discharge Detection and Elimination	Recommended	Initial	



Supervisor Signature: _____ Employee Signature: _____ Date: _____