

Customizing the Model Municipal

Employee Safety Training Matrix

|  |
| --- |
| This model employee training matrix has been provided by Sedgwick Risk Control to assist with the preparation and implementation of an effective workplace safety training program within a municipal environment. The matrix provides critical information for the Training section of your Injury and Illness Prevention Program (IIPP). It should be modified to reflect your actual hazards and exposures.  Each subject contains links to applicable Cal/OSHA regulations. For additional information refer to the Cal/OSHA Safety and Health Training website, which contains specific requirements and additional training tools. <http://www.dir.ca.gov/dosh/dosh_publications/TrainingReq.htm>  The Cal/OSHA Title 8 A-Z Browse Index is also a valuable tool to research applicable regulations. <http://www.dir.ca.gov/title8/index/T8index.asp>  For additional information, please contact your Sedgwick Risk Control Manager or email us at [answers@sedgwick.com](mailto:answers@sedgwick.com). |

This training information is presented as a sample. It is based on information considered reliable, but we cannot assure its effectiveness or that all potential hazards are addressed. This information does not ensure compliance with federal, state, or local regulations.

| **MODEL Municipal**  **Employee Safety Training MatrixMISSION copy** | **Training Frequency** | **Cal/OSHA**  **Section Reference** | **Administration** | **Fire** | **Parks Maintenance** | **Police** | **Public Works** | **Recreation**  **Community Service** | **Water/Wastewater** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Accident Investigation (supervisors and accident investigators) | I | [3203(a)(7)(F)](https://www.dir.ca.gov/title8/3203.html) | X | X | X | X | X | X | X |
| Accident Prevention Signs & Tags | I | [3341(d)(5)](https://www.dir.ca.gov/title8/3341.html) |  | X | X |  | X |  | X |
| Aerial Devices and Elevating Work Platforms | I | [3296](https://www.dir.ca.gov/title8/3296.html), [3298](https://www.dir.ca.gov/title8/3298.html), [3638](https://www.dir.ca.gov/title8/3638.html), [3646](http://www.dir.ca.gov/title8/3646.html), [3648](http://www.dir.ca.gov/title8/3648.html) |  | x | x |  | x |  | x |
| Aerosol Transmissible Diseases\* | I/A | [5199](http://www.dir.ca.gov/title8/5199.html) |  | X |  | X |  |  |  |
| Aerosol Transmissible Diseases – Zoonotics (animal control) | I/U | [5199.1](https://www.dir.ca.gov/title8/5199-1.html) |  |  | x | x |  |  |  |
| Asbestos Awareness | I/A | [1529](http://www.dir.ca.gov/title8/1529.html), [5208](http://www.dir.ca.gov/title8/5208.html) |  | X |  |  | X |  | X |
| Battery Handling & Maintenance | I | [5185](http://www.dir.ca.gov/title8/5185.html) |  |  | x |  | X |  | X |
| Bloodborne Pathogens\* | I/A | [5193](http://www.dir.ca.gov/title8/5193.HTML) | X | X | X | X | X | X | X |
| Confined Space Awareness | I/U | [5157](http://www.dir.ca.gov/title8/5157.html), [5158](http://www.dir.ca.gov/title8/5158.html) |  | X | X | X | X | X | X |
| Confined Space Entry\* | I/U | [5157](http://www.dir.ca.gov/title8/5157.html), [5158](http://www.dir.ca.gov/title8/5158.html) |  | X |  |  | X |  | X |
| COVID-19 Prevention\* | I/U | [3205](https://www.dir.ca.gov/title8/3205.html) | X | X | X | X | X | X | X |
| Defensive Driving (staff who drive while at work) | I | [3203](http://www.dir.ca.gov/title8/3203.html) | X | X | X | X | X | X | X |
| Electrical Safety (general awareness) | I/U | [3203](http://www.dir.ca.gov/title8/3203.html) | X | X | X | X | X | X | X |
| Electrical Safety (Industrial High/Low Voltage) | I | [2299 - 2974](http://www.dir.ca.gov/Title8/sub5.html) |  | X | X |  | X |  | X |
| Emergency Action/Fire Prevention\* | I/U | [3220](http://www.dir.ca.gov/title8/3220.html), [3221](http://www.dir.ca.gov/title8/3221.html) | X | X | X | X | X | X | X |
| Emergency Eye Wash | I | [5162](http://www.dir.ca.gov/title8/5162.html) |  | X | X |  | X |  | X |
| Equipment Operation Safety (department specific) | I/U | [Title 8 Index](http://www.dir.ca.gov/title8/index/T8index.asp) | X | X | X | X | X | X | X |
| Ergonomics – Office (repetitive motion injuries) | I | [5110](http://www.dir.ca.gov/title8/5110.html) | X | X | X | X | X | X | X |
| Ergonomics – Industrial Safety | I | [5110](http://www.dir.ca.gov/title8/5110.html) | X | X | X | X | X | X | X |
| Excavation/Trenching/Shoring (competent person) | I | [1540](http://www.dir.ca.gov/title8/1540.html), [1541](https://www.dir.ca.gov/title8/1541.html) |  |  | X |  | X |  | X |
| Fall Protection\* | I | [1670](http://www.dir.ca.gov/title8/1670.html), [1671.1](https://www.dir.ca.gov/title8/1671_1.html) |  | X | X | X | X | X | X |
| Fire Extinguisher (designated employees) | I/A | [6151](https://www.dir.ca.gov/title8/6151.html) | X | X | X | X | X | X | X |
| Fire Protection - Fixed Extinguishing Systems (designated employees) | I/A | [6175(b)(10)](https://www.dir.ca.gov/title8/6175.html),  [6181(b)(2)](https://www.dir.ca.gov/title8/6181.html) | X | X |  |  | X |  |  |
| First Aid/CPR (designated employees) | I/C (2yr) | [3400](http://www.dir.ca.gov/title8/3400.html) | X | X | X | X | X | X | X |
| Forklift | I/C (3yr) | [Article 25](https://www.dir.ca.gov/title8/sb7g4a25.html) |  | X | X |  | X |  | X |
| Hazard Communication (general)\* | I/U | [5194](http://www.dir.ca.gov/title8/5194.html) |  | X | X | X | X | X | X |
| Hazardous Waste/HAZWOPER (designated employees) | I/A | [5192](https://www.dir.ca.gov/title8/5192.html) |  | X | X |  | X |  | X |
| Hearing Conservation\* | I/A | [5095](http://www.dir.ca.gov/title8/5095.html), [5097](https://www.dir.ca.gov/title8/5097.html), [5098](https://www.dir.ca.gov/title8/5098.html), [5099](https://www.dir.ca.gov/title8/5099.html) |  | X | X |  | X |  | X |
| Heat Illness Prevention\* | I | [3395](http://www.dir.ca.gov/title8/3395.html), [3396](https://www.dir.ca.gov/oshsb/documents/Indoor-Heat-updated-txtbrdconsider.pdf) | X | X | X | X | X | X | X |
| Heavy Equipment Operations | I/U | [1590 - 1596](http://www.dir.ca.gov/title8/sb4a10.html), [4355](https://www.dir.ca.gov/title8/4355.html) |  | X | X |  | X |  | X |
| Injury & Illness Prevention Program\* | I/U | [3203](http://www.dir.ca.gov/title8/3203.html), [340](https://www.dir.ca.gov/title8/340.html) | X | X | X | X | X | X | X |
| Ladder Safety | I | [3276](http://www.dir.ca.gov/title8/3276.html) | X | X | X | X | X | X | X |
| Lead Awareness\* | I/A | [5155,](https://www.dir.ca.gov/title8/5155.html) [5198(l)](https://www.dir.ca.gov/title8/5198.html), [1532.1](https://www.dir.ca.gov/title8/1532_1.html) |  | X | X | X | X |  | X |
| Lockout/Tag Out\* | I/U | [3314](http://www.dir.ca.gov/title8/3314.html) |  | X | X | X | X |  | X |
| Machine Shop Safety | I | [3940 - 3945](http://www.dir.ca.gov/title8/sb7g6a37.html) |  | X | X |  | X |  | X |
| New Employee Safety Orientation/Specific Job Hazards | I | [3203](http://www.dir.ca.gov/title8/3203.html) | X | X | X | X | X | X | X |
| Outdoor Hazards (plants, animals, insects) | I | [3203](http://www.dir.ca.gov/title8/3203.html) |  | x | x |  | x | x | x |
| Personal Protective Equipment Requirements (PPE)\* | I/U | [3380](http://www.dir.ca.gov/title8/3380.html), [3385](http://www.dir.ca.gov/title8/3385.html) |  | X | X | X | X |  | X |
| Pesticide Use Safety | I/U | [5194](http://www.dir.ca.gov/title8/5194.html) |  |  | X |  | X |  | x |
| Protection from Wildfire Smoke | I/U | [5141.1](https://www.dir.ca.gov/title8/5141_1.html), [Appendix B](https://www.dir.ca.gov/title8/5141_1b.html) |  | X | X | X | X | X | X |
| Respiratory Protection\* | I/A | [5144](http://www.dir.ca.gov/title8/5144.html) |  | X | X | X | X |  | X |
| Rigging/Hoisting (designated employees) | I/U | [4994](https://www.dir.ca.gov/title8/4994.html), [4999](https://www.dir.ca.gov/title8/4999.html), [5006](http://www.dir.ca.gov/title8/5006.html) |  | X | x |  | X |  | X |
| Scaffold Safety | I/U | [1637](http://www.dir.ca.gov/title8/1637.html) |  |  |  |  | x |  | x |
| Silica Dust\* | I | [1530.1](https://www.dir.ca.gov/title8/1530_1.html), [1532.3](https://www.dir.ca.gov/title8/1532_3.html), [5155](https://www.dir.ca.gov/title8/5155.html), [5203](https://www.dir.ca.gov/title8/5203.html), [5204](https://www.dir.ca.gov/title8/5204.html) |  |  | X |  | X |  |  |
| Standard Operating Procedures (department specific) | I/U | N/A |  | x |  | x | x |  | x |
| Supervisor Safety Training (designated employees) | I/U | [3203](http://www.dir.ca.gov/title8/3203.html) | X | X | X | X | X | X | X |
| Tools – Hand & Power (department specific) | I/U | [Article 20](http://www.dir.ca.gov/title8/sb7g3a20.html) |  | X | X | X | X | x | X |
| Traffic Control & Flagger Training | I | [1599](http://www.dir.ca.gov/title8/1599.html) |  |  | X | X | X |  | X |
| Tree Work | I | [3420(b),](https://www.dir.ca.gov/title8/3420.html) [3421](http://www.dir.ca.gov/title8/3421.html)(c), [3423(a)](https://www.dir.ca.gov/title8/3423.html), [3427](https://www.dir.ca.gov/title8/3427.html), [3428(a)](https://www.dir.ca.gov/title8/3428.html), [3458](https://www.dir.ca.gov/title8/3458.html) |  |  | X |  | X |  | X |
| Welding & Cutting Safety/Fire Watch/Hot Work | I | [1537(a)](https://www.dir.ca.gov/title8/1537.html), [4799](http://www.dir.ca.gov/title8/4799.html), [4848](http://www.dir.ca.gov/title8/4848.html)(a) |  | X |  |  | X |  | X |
| Wheels or Rims - Servicing | I | [3326(c)](https://www.dir.ca.gov/title8/3326.html) |  |  |  |  | X |  |  |
| Window Cleaning | I | [3282(d) & (f)](https://www.dir.ca.gov/title8/3282.html), [3286(a)(2)](https://www.dir.ca.gov/title8/3286.html) |  |  |  |  | X |  |  |
| Workplace Violence\* | I/A | [3203](http://www.dir.ca.gov/title8/3203.html), [3342](https://www.dir.ca.gov/title8/3342.html), [SB553](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB553) | X | X | X | X | X | X | X |