

Training Matrix

Department Name: XZY SHOP	Job Specific Safety Orientation (Initial) (Supervisor)	Site Safety Orientation (Initial) (Safety Coordinator)	Fire Protection & Life Safety (Annual) (Supervisor)	Hazard Communication (Annual) (Safety Coordinator/Supervisor)	Personnel Protective Equipment (PPE) (Initial & as Needed) (Supervisor)	Back Injury Prevention (Initial Risk) (Safety Coordinator/Supervisor)	Machinery/ Machine-Guarding (Every 3 Years) (Safety Coordinator/Supervisor)	Respiratory Protection (Annual) (OSHEM)	Forklift Training (Every 3 years) (Certified Instructor)
Employee Name	Date	Date	Date	Date	Date	Date	Date	Date	Date
James Ashton	3/2/08	4/12/08	5/17/09	7/7/09	3/10/08	3/10/08	4/2/08	4/18/09	6/16/08
Nancy Craig	5/13/06	5/31/06	5/17/09	7/7/09	9/23/07	8/17/07	NA	NA	NA
Marty Fischer	7/26/04	8/1/04	5/17/09		9/23/07	6/23/06	9/23/07	4/18/09	8/15/07
John King	5/13/06	5/31/06	5/17/09	7/7/09	9/23/07	6/23/06	9/23/07	4/18/09	
Susan Miller	7/12/04	8/1/04	5/17/09	7/7/09	9/23/07	8/3/09	NA	NA	NA
Keith Pope	9/3/05	9/17/05	5/17/09	7/7/09	9/23/07	10/16/08	NA	NA	NA
Dave Smith	9/14/07	10/5/07	5/17/09	7/7/09	9/23/07	10/16/08	9/23/07	4/18/09	11/9/07

Current as of November, 2009