



TRAINING MATRIX

Employee training is a key component of any safety program. This matrix outlines the required Environmental Health and Safety classes for all Tennessee Tech full time paid employees. **Supervisors** must ensure that all employees are assigned and have received the appropriate safety training. Any time the duties, equipment and/or processes change, the employee must receive updated training. Training must be documented and records must be kept for a minimum of three years.

How to use this Matrix

Answer the questions below to determine which tasks are part of your job. If the answer is yes to a question, the course(s) listed to the right represent a training class/document that supports that task. If an “Available SOP” is listed, that document must also be reviewed as part of the training.

- Training can be accessed through [Tech Express](#). Look for the icon that says "D2L Train" under quick links.
- Supervisors can request D2L training enrollment using CITL request forms. The matrix is not exhaustive. Supervisors must review each employee's job tasks to ensure they receive all necessary training, even if not listed.

After the training listed in this matrix is completed, completion of worksite training is required, and must be documented. This training document should be kept with the other training records for the lab/shop.

Contact EHS at 372-3587 if you have questions or need assistance.

ENVIRONMENTAL HEALTH AND SAFETY TRAINING MATRIX

Are you a full time paid Tech employee?	Title or Subject	Description	Frequency	Delivery Method
Working in a lab or shop?	Laboratory Safety (all modules)	This program covers the occupational exposure to hazardous chemicals (Chemical Hygiene Plan). OSHA 29 CFR	Annual	Tech Express
	Fire Extinguisher Safety	1910.1450 fire extinguishers training. OSHA 29 CFR 1910.157	Annual	Tech Express
	Personal Protective Equipment (PPE)	Covers the selection, use, care, and maintenance of PPE. OSHA 29 CFR 1910.132	Every 2 years	Tech Express
Working with chemicals (includes gasoline, hydraulic fluids, oil, etc.)?	Hazard Communication Right to Understand (GHS)	This program applies to all chemicals known to be present in the workplace such that employees can be exposed under normal conditions of use or in a foreseeable emergency. OSHA 29 CFR 1910.1200	Annual	Tech Express

ENVIRONMENTAL HEALTH AND SAFETY TRAINING MATRIX

Are you a full time paid Tech employee?	Title or Subject	Description	Frequency	Delivery Method
Use a chemical fume hood?	Fume Hood Safety	Learn to use your fume hood properly and understand how the lab ventilation system functions. NFPA 45 Section 6-4.5 OSHA 29 CFR 1910.1450	Initial Hire	Contact Supervisor
Working with flammable and/or combustible liquids?	Flammable Liquid Safety	Working safely with flammable and combustible liquids OSHA 29 CFR 1910.106 OSHA 29 CFR 1910.1450	Annual	Contact Supervisor
Who will generate hazardous waste (chemicals for disposal)?	Hazardous Waste Management	Identification and disposal of hazardous chemical wastes. OSHA 29 CFR 1910.120 ; EPA 40 CFR Parts 260-269	Annual	Contact Supervisor
Using or handling compressed gases (including lecture bottles)?	Compressed Gas Safety	Safe handling, storage, and use of compressed gases. OSHA 29 CFR 1910 Subpart H	Initial Hire	Tech Express
Using or handling cryogenic liquids?	Cryogenic Liquid Safety	Safe handling, storage, and use of cryogenic liquids. OSHA 29 CFR 1910 Subpart H	Initial Hire	Contact Supervisor

ENVIRONMENTAL HEALTH AND SAFETY TRAINING MATRIX

Are you a full time paid Tech employee?	Title or Subject	Description	Frequency	Delivery Method
Working with formaldehyde or formaldehyde wastes outside of a chemical fume hood?	Formaldehyde Safety	Covers safe work practices to prevent occupational exposures to formaldehyde. OSHA 29 CFR 1910.1048	Every 2 years	Contact Supervisor
Working with electrical equipment or apparatus?	Electrical Safety	Controlling electrical hazards and safe work practices OSHA 29 CFR 1910.302-335	Annual	Tech Express
Maintaining, servicing, or physically creating equipment with the potential for stored energy?	Lockout Tagout for Authorized Employees	Safe work practices and standard for controlling hazardous energy. OSHA 29 CFR 1910.147	Annual	Tech Express
Working with equipment or in areas where you need to raise your voice to have a conversation (occupational noise exposure)?	Hearing Conservation	Preventing hearing loss and the review of the Hearing Conservation Program. OSHA 29 CFR 1910.95	Initial Hire	Tech Express

ENVIRONMENTAL HEALTH AND SAFETY TRAINING MATRIX

Are you a full time paid Tech employee?	Title or Subject	Description	Frequency	Delivery Method
Working with hand or portable powered tools or other hand held equipment?	Hand and Power Tool Safety	Safe work practices using hand tools. OSHA 29 CFR 1910 Subpart P and 1910.241-244 OSHA 29 CFR 1910.138	Initial Hire	Tech Express
Who will wear a respirator or dust mask?	Respirator Protection	Preventing harmful exposure to airborne contaminants. OSHA 29 CFR 1910.134	Annual	Tech Express
Who will handle human cells, human blood, and other human derived materials?	Bloodborne Pathogens (BBP)	Addresses occupational exposure to human blood and body fluids (including human cells) that may contain bloodborne pathogens. OSHA 29 CFR 1910.1030	Annual	Tech Express
Who will handle Infectious, potentially infectious or microorganisms and/or the waste?	Introduction to Biosafety	Principles of biosafety and safe work practices with infectious materials.	Every 2 years	Contact Supervisor
	Biosafety Cabinets		Every 2 years	Contact Supervisor

ENVIRONMENTAL HEALTH AND SAFETY TRAINING MATRIX

Are you a full time paid Tech employee?	Title or Subject	Description	Frequency	Delivery Method
Who will work with recombinant DNA?	Recombinant DNA	Safety work practices for research involving rDNA or synthetic nucleic acids molecules	Initial Hire	Contact Supervisor
Who will package infectious waste for shipments or sign a shipping manifest?	Regulated Medical Waste	Proper shipping procedures of infectious or potentially biological wastes. 49 CFR Parts 171-180	Every 3 years	Contact Supervisor
Who will send, transport, or receive dry ice, or prepare a Shipper's Declaration for materials on dry ice?	Dry Ice Shipping	Packaging, marking, labelling shipments of dry ice and preparing the Shipper's Declaration. IATA Dangerous Goods Regulations and 49 CFR 172 Subpart H	Every 2 years	Contact Supervisor
Who will perform soldering activities?	Soldering Safety	Review of safe work practices with lead or other metals involved with the soldering process. OSHA 29 CFR 1910.1025 OSHA 29 CFR 1910.1200 OSHA 29 CFR 1910.1450	Initial Hire	Contact Supervisor
Working in a hot environment?	Heat Illness Prevention	Reduce the risk of illness, injury, or death for those individuals on campus who work in hot environments and are susceptible to heat related illnesses. OSHA-Occupational Heat Exposure	Initial Hire	Contact Supervisor

ENVIRONMENTAL HEALTH AND SAFETY TRAINING MATRIX

Are you full time paid Tech employee?	Title or Subject	Description	Frequency	Delivery Method
Who will operate or work in a lab with a Class 3b or Class 4 Laser?	Laser Safety (Full Course)	Safe operation of lasers. OSHA Technical Manual (OTM) Section III: Chapter 6, Laser Hazards	Every 3 years	Tech Express
	Respirator	Preventing harmful exposure to airborne contaminants. OSHA 29 CFR 1910.134	Annual	Tech Express
Who will manipulate or handle nanometer length matter?	Nanotechnology	Safe work practices of nanoparticles. OSHA General Duty Clause Section 5 (a)	Initial Hire	Contact Supervisor
	Respirator	Preventing harmful exposure to airborne contaminants. OSHA 29 CFR 1910.134	Annual	Tech Express

ENVIRONMENTAL HEALTH AND SAFETY TRAINING MATRIX

Are you a full time paid Tech employee?	Title or Subject	Description	Frequency	Delivery Method
Who will work with picric acid or handle picric acid waste?	Picric Acid	Guidelines for work with picric acid.	Initial Hire	Contact Supervisor
Who will enter a confined space	Confined Space Entry Awareness	Guidelines for entering a confined space	Initial Hire	Tech Express