

Training Needs Assessment Tool

This table includes minimum formal training requirements mandated by applicable regulations. The training may be web-based or available as instructor-led class. Some courses are available in both formats, depending on your situation and number of people that need the course.

Additional training topics may be appropriate based on unique department, task, or employee needs. In all cases, Environmental Health and Safety (EHS) general training must be accompanied by job/task-specific training from the supervisor or designee. Our website provides supplementary written materials on many EHS-related topics. EHS is available to provide supervisors with assistance in determining job/task-specific training and additional training resources upon request.

BASIC SAFETY TRAINING		
Do you receive a paycheck from the University of Idaho (regardless of whether you are a student worker or full/part time employee)?	- Safety Matters (Online) - Preventing Slips, Trips and Falls (Online)	RECOMMENDED TRAINING <i>Upon initial employment at the university</i>
	- First Aid/CPR/AED Course (Classroom) -OR- - First Aid/CPR/AED Online through AHA and Skills Test through EHS (hybrid)	RECOMMENDED TRAINING <i>Certification every two years (EHS offers this training only to university employees; students can check for classes at the SRC)</i>
	Fire Safety in the Workplace (Online) Note: Fire Safety for Students is also available for students that cannot access the online course (Classroom)	REQUIRED TRAINING <i>Upon initial assignment and annual refresher thereafter NOTE: Included in New Employee and Annual All-Employee Training</i>
Do you drive university-owned, leased or rented vehicles?	Defensive Driving Course (Online Only)	REQUIRED TRAINING <i>Before driving a university vehicle and refresher every three years</i>
	Winter Driving Safety (Classroom)	RECOMMENDED TRAINING
FIRE SAFETY		

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Do you intend to voluntarily use a fire extinguisher should you find yourself in a small fire situation?	• Fire Extinguisher Use (Online) • Fire Extinguisher Hands-On Training (Classroom)	RECOMMENDED TRAINING <i>Prior to attempting to use a fire extinguisher</i>
Do you conduct tasks that could produce an ignition source (e.g., grinding, burning, welding or using fire- or spark-producing tools)?	• Hot Work Safety (Classroom)	RECOMMENDED TRAINING <i>Upon initial assignment and annual refresher thereafter</i>
Do you use, store or dispense flammable liquids?	• Fire Safety – Flammable Liquids (Classroom)	RECOMMENDED TRAINING <i>Upon initial assignment and annual refresher thereafter</i>
INDUSTRIAL HYGIENE		
Do you conduct tasks that could disturb asbestos containing materials if conducted improperly? (e.g., custodial operations, building maintenance, construction/demolition, etc.)	• Asbestos Awareness (Online)	REQUIRED TRAINING <i>Classroom class on initial assignment Online annual refresher thereafter</i>
Do you conduct tasks that could disturb lead containing materials if conducted improperly? (e.g., custodial operations, building maintenance, construction/demolition, etc.)	• Lead Safety Awareness (Online)	REQUIRED TRAINING <i>Upon initial assignment and annual refresher thereafter</i>
Are you at risk of exposure to human blood or other potentially infectious body fluids, human cell lines, tissues or organs?	• Bloodborne Pathogen Training (Online)	REQUIRED TRAINING <i>Upon initial assignment to at-risk tasks and annual refresher thereafter</i>
Do you work in an environment with excessive noise (exposure to noise greater than 85 dB over an 8-hour time-weighted average)? (Enrollment in Hearing Conservation Program requires sound level monitoring and annual audiograms)	• Hearing Conservation (Online)	REQUIRED TRAINING <i>Upon initial assignment and annual refresher thereafter. Refresher must be completed within 30 days prior to next scheduled audiometric test.</i>

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Are you required to use a respirator to protect against airborne contaminants? (Enrollment in RP Program requires annual medical questionnaire and fit test)	Respiratory Protection (Online)	REQUIRED TRAINING <i>Classroom class upon initial assignment</i> <i>Online annual refresher thereafter</i> <i>Note: Also requires annual medical surveillance and respirator fit testing through EHS</i>
Are you assigned work that involves cleaning up, repairing, removing, or other disturbance of mold contaminated materials?	Mold Awareness (Online)	REQUIRED TRAINING <i>Upon initial assignment</i>
Do you work in outbuildings, farms or other places where mouse droppings are present?	Hantavirus Awareness (Classroom)	RECOMMENDED TRAINING <i>Upon initial assignment</i>

LABORATORY SAFETY

Do you perform maintenance or custodial work in laboratories?	Lab Safety for the Non-Lab User (Classroom)	REQUIRED TRAINING <i>Upon initial assignment and every three years thereafter</i>
Do you perform work in a laboratory as an essential part of your job duties?	Laboratory Safety (Online)	REQUIRED TRAINING <i>Upon initial assignment and every three years thereafter</i>
Do you work around or are you potentially exposed to live electrical wiring or devices?	Electrical Safety Awareness (Classroom)	RECOMMENDED TRAINING <i>Upon initial assignment</i>

CHEMICAL SAFETY

Do you generate or manage any chemical waste in a laboratory?	Hazardous Waste Management Workshop for Laboratory Ops (Classroom)	REQUIRED TRAINING <i>Upon initial assignment and every five years thereafter</i>
Do you generate or manage any chemical waste, or handle/dispose of any waste lamps, batteries, aerosol cans, mercury-containing devices, or pesticides?	- Environmental Waste Awareness Workshop for Custodians (Classroom) -OR- - Environmental Waste Awareness Workshop for Shops and Maintenance (Classroom)	REQUIRED TRAINING <i>Upon initial assignment and every five years thereafter</i>

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Do you generate or manage any chemical waste at any of the outlying university facilities in Idaho (e.g., Research and Extension Centers)?	Hazardous Waste Management Workshop for Very Small Quantity Generators (VSQG) (Classroom)	REQUIRED TRAINING <i>Upon initial assignment and every five years thereafter</i>
Do you handle or could you be exposed to hazardous chemicals?	Hazard Communication with GHS (Online)	REQUIRED TRAINING <i>Upon initial assignment and whenever a new hazard is introduced</i>
Do you supervise any employees who handle or may be exposed to hazardous chemicals?	Hazard Communication Guide for Supervisors (Online)	REQUIRED TRAINING <i>Upon initial assignment for creating a unit-specific Hazard Communication Plan</i>
OCCUPATIONAL SAFETY		
Do you use machinery or equipment that is energized by something other than a standard cord and plug (i.e., “affected user”)?	Lockout/Tagout Training (Classroom)	REQUIRED TRAINING <i>Refresher every two years</i>
Do you repair, inspect, adjust, install, service, or clean machinery or equipment that is energized with something other than a standard cord and plug (i.e., “authorized user”)?	Lockout/Tagout Training (Classroom)	REQUIRED TRAINING <i>Refresher every two years</i>
Will you be responsible for the set up and/or personnel using fall protection systems?	Fall Protection – Operations (Classroom)	REQUIRED TRAINING <i>Upon initial assignment and every five years thereafter</i> <i>Upon initial assignment and annual refresher thereafter</i>
Could you encounter or enter confined spaces in the course of your work (spaces not intended for human occupancy and that have a limited means of entry/egress, such as silos, pits, vaults, tanks, etc.)?	- Confined Space Safety (Classroom) <i>Additional training for those making entry:</i> - Confined Space Safety: Air Monitoring, Ventilation and Retraction - Hands-On Training (Classroom)	REQUIRED TRAINING <i>Upon initial assignment and refresher annually, Annual First Aid refresher required</i>
Do you use portable ladders?	Ladder Safety (Online)	RECOMMENDED TRAINING <i>Upon initial assignment</i>

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Do you work at elevated heights, other than use of ladders and/or use powered vehicles such as boom or scissor lifts?	- Fall Protection – Operations (Classroom) - Mobile Elevating Work Platforms (MEWP) (Classroom)	REQUIRED TRAINING <i>Upon initial assignment and refresher every two years</i>
Do you select/provide/use personal protective equipment (PPE) (e.g., hard hats, protective shoes, gloves, eyewear, face shields, outer garments, etc.)?	Personal Protective Equipment (Classroom)	REQUIRED TRAINING <i>Upon initial assignment to position requiring hazard assessment/selection/use of PPE</i>
Do you operate a forklift?	- Forklift Safety Classroom Training (Classroom) - Forklift Safety – Operator Evaluation (Hands on)	REQUIRED TRAINING <i>Recertification every three years Must complete both the training and evaluation for recertification.</i>
Do you have tasks that may cause injury or supervise employees with such tasks?	Job Hazard Analysis (Online)	RECOMMENDED TRAINING <i>Upon initial assignment</i>
Do you work around or are you potentially exposed to live electrical wiring or devices?	Electrical Safety Awareness (Classroom)	RECOMMENDED TRAINING <i>Upon initial assignment</i>
Do you repeatedly lift objects?	Back Safety (Classroom)	RECOMMENDED TRAINING <i>Upon initial assignment</i>
Do you charge larger types of batteries (e.g., floor buffers, automotive, etc.)?	Battery Charging Safety (Online)	RECOMMENDED TRAINING <i>Upon initial assignment</i>
Do you work in an office?	Office Safety and Ergonomics (Online)	RECOMMENDED TRAINING <i>Upon initial assignment</i>
Do you work outdoors?	Working Outdoors (Online)	RECOMMENDED TRAINING <i>Upon initial assignment</i>
Do you operate or supervise those who operate a golf cart?	Golf Cart Safety (Online)	RECOMMENDED TRAINING <i>Upon initial assignment</i>
Do you need to operate a Chainsaw?	Chainsaw Safety (Classroom, Zoom)	RECOMMENDED TRAINING <i>Upon initial assignment</i>

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Do you need to operate an ATV?	ATV Safety (Classroom, Zoom)	RECOMMENDED TRAINING <i>Upon initial assignment</i>
ENVIRONMENTAL PROTECTION		
Do you have responsibilities related to storage of fuels/oils?	SPCC (Spill Prevention Control and Countermeasures) Training – Oil Pollution Prevention (Online)	REQUIRED TRAINING <i>Upon initial assignment and annual refresher thereafter</i>
RADIATION SAFETY		
Do you work with radioactive materials or X-ray producing devices or need access to a restricted radiation area?	Radiation Safety Orientation (Online)	REQUIRED TRAINING <i>Upon initial assignment</i>
Do you work with X-ray producing devices?	Radiation Safety X-Ray Seminar (Classroom)	REQUIRED TRAINING <i>Upon initial assignment</i>
Do you work with radioactive materials in sealed or non-sealed form?	- Radiation Safety Course – 5 Hour (Classroom) - Radioactive Materials Transportation (Classroom)	<i>Required with RSO approval only</i>