

## Safety Training Checklist for DPW Garage

**Purpose:**

This is a guide to assist public employers to provide a safe workplace and reduce the risk of work-related injuries. This is not an exhaustive list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Required Training – DPW Garage	Standard	Pre-Assignment	Refresher
Emergency action plan for all employees in facility.	1910.38(f)	Yes	Performance Based
Fire extinguisher, if employees expected to use, hot work, fuel	1910.157(g)(2)	Yes	Performance Based
Hazard communication for products with hazardous chemicals.	1910.1200(h)	Yes	Performance Based
Hydraulic vehicle lifts, operator training.	5(a)(1)	Yes	Performance Based
Portable Ladder training for workers who use a ladder.	1926.20(f)(2)	Yes	Performance Based
Lockout Tagout for workers performing vehicle or truck maintenance.	1910.147 (c)(7)	Yes	Performance Based
Lockout Tagout for workers performing equipment maintenance (HVAC, boilers, electrical, etc.)	1910.147 (c)(7)	Yes	Performance Based
Personal Protective Equipment, as per job hazard analysis	1910.132(d)(1)	Yes	Performance Based
Roof activity – designated areas for fall protection	1910.28(b)(13)	Yes	Performance Based
Specialized equipment (snow blowers, chainsaw, mobile scaffolds, mowers, saws, pumps etc.) Review owner’s manual.	1910.242(a)	Yes	Performance Based
Forklift, if used: operators trained, and demonstrate safe use of forklift industrial trucks.	1910.178(l)	Yes	Every 3 years

- 1- **Topics:** Employees should be trained to safely perform the activities of their job. Training on these topics is expected if employees conduct these tasks. If these tasks are not conducted at your workplace, then training is not required.
- 2- **Proof of Training:** Keep a training attendance log. A certificate is required for forklift.
- 3- **Initial Training:** Training should be provided before the employee is assigned to perform the task. This is similar to “new hire” training, but can also occur if the person’s job duties expand.
- 4- **Performance Based Refresher Training:** Some OSHA standards mandate Annual training. Most training topics are “performance based.” This means repeat the training when:
  - a. Employer has reason to believe that there are deviations from or inadequacies in the employee’s knowledge to perform the task safely;
  - b. New equipment, tasks or chemicals introduce new hazards to the work area.
  - c. There is a change in procedures that present a hazard to which the employee has not been trained.