

OSHA Training Requirements

Training Topic	Specific Training Required	Training Recordkeeping Required
Bloodborne Pathogens (29 CFR 1910.1030)	Initial training and annual refresher training thereafter for any employee with reasonably anticipated contact with blood or “other potentially infectious materials” (OPIM) that may result from the performance of an employee’s duties.	Yes. Dates of training; contents of training sessions; names and qualifications of trainers; names and job titles of those trained.
Confined Spaces (29 CFR 1910.146)	At least one permit-required confined space that has either a hazardous atmosphere, materials that could engulf an entrant, hazardous internal configuration or any other serious hazards. Initial training and retrain as necessary.	Yes. Employee’s name; signatures or initials of trainers; date of training.
Confined Spaces in Construction (29 CFR Part 1926 Subpart AA)	When entering a permit space to do construction activities such as: repair, alteration, construction. Initial training and retrain as necessary.	Yes. Employee’s name; the name of the trainers, and the dates of training.
Electrical Safety (29 CFR 1910.301-399; training is at 1910.332)	Classroom or on-the-job training is required for qualified or unqualified employees who work on, near, or within any power or electrical source 50 volts or more to ground. Must include safe practices, use of protective equipment, and safe use of electrical equipment.	No. Specific training documentation is not required.
Emergency Action Plan 29 CFR 1910.38 Oil & Gas Employee Safety Handbook – Emergency Response Chapter – SAP 28312	Yes. Train employees who need to evacuate the facility in an emergency. Train initially, when the employee’s responsibilities change, when the plan is changed.	No. Specific training documentation is not required.
Ergonomics General Duty Clause	No. A high number of injuries are related to strains, sprains, and other musculoskeletal disorders. Training is required under the General Duty Clause.	No. Specific training documentation is not required.
Fall Protection for Construction (29 CFR 1926.500-503)	Initial training required to be conducted by a competent person. Retrain as necessary.	Yes. The name of the employee, the date(s) of training, and the signature of the trainer or the employer.
Fire Safety (29 CFR 1910.38 and 29 CFR 1910.157)	Initial training about fire hazards and retraining when employee’s duties under the emergency action plan change. Employees must be aware of evacuation routes and head count areas. If employees will use fire extinguishers to fight incipient-stage fires, they must have applicable training.	No. Specific training documentation is not required.

OSHA Training Requirements continued ...

Training Topic	Specific Training Required	Training Recordkeeping Required
Forklift Safety (29 CFR 1910.178)	Formal instruction (lecture, discussion interactive computer learning, video tape, and/or written materials). Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee). Evaluation of the operator's performance in the workplace. Evaluation every 3 years.	Yes. Operator's name; dates of training and evaluation; name of trainer/evaluator.
Hazard Communication (29 CFR 1910.1200)	Any employer with at least one employee and at least one hazardous chemical. Any employee who comes into contact with or has the potential to come into contact with hazardous chemicals, or if chemical emergencies could occur. Initial employment or assignment; when a new hazard is introduced. Must be informed of the standard and any operations in the work area where hazardous chemicals are present; informed of the location and availability of the company written HazCom program; location of SDSs; methods or observations used to detect presence or release of hazardous chemicals; physical and health hazards; measure taken to protect oneself; details of company HazCom program including labels.	No. Specific training documentation is not required.
HAZWOPER (29 CFR 1910.120)	Initial and annual refresher training is required for: (1) employees and supervisors at hazardous waste cleanup sites; (2) employees at hazardous waste treatment, storage, and disposal (TSD) facilities; and (3) employees participating in emergency response operations for releases of or substantial threats of releases of hazardous substances without regard to the location of the hazard. For (3) above, emergency responder training levels include: first responder awareness level, first responder operations level, hazardous materials technician, hazardous materials specialist, and on scene incident commander. Training elements depend on the trainee's duties.	Yes. Initial training certification requirements for each training level.
Injury and Illness Record-keeping–Employee Involvement (29 CFR 1904.35)	Yes. Train employees on how report a work-related injury or illness. Train initially.	No. Specific training documentation is not required.
Lockout/Tagout (29 CFR 1910.147)	Authorized employees must be trained in recognition of hazardous energy sources in use at their facility and how to perform LO/TO procedures. Affected employees must be trained in the purpose of LO/TO. Other employees must be trained on the purpose of the plan, but not the actual use. Retraining must be done when there is a change of equipment, assignment or procedures, an audit shows deficiencies, or when the employer feels the procedures should be reviewed. Annual inspection of LO/TO procedures to include review of the procedure with authorized employees.	Yes. Employee's name and dates of training.

OSHA Training Requirements continued ...

Training Topic	Specific Training Required	Training Recordkeeping Required
Machine Guarding (29 CFR 1910.212) Oil & Gas Employee Safety Handbook – Tool Safety/Machine Guarding Chapter –SAP 28312	No. There aren't specific training requirements for 1910.212. The General Duty Clause would apply if no training was given employees.	No. Specific training documentation is not required.
Occupational Noise Exposure (29 CFR 1910.95)	For employees exposed above the action level, initial training in the use and care of all hearing protectors provided; the effects of noise on hearing; the selection of hearing protection; and the purpose of audiometric testing. This training must be repeated annually. In addition, if an employee has a standard threshold shift, that employee must be retrained in the use of hearing protection.	No. Specific training documentation is not required. However, employers must provide materials related to training upon request.
Personal Protective Equipment (29 CFR 1910.132)	Initial training for anyone required to use PPE. How to use the equipment, inspect it, clean it, and store it. Refresher training as needed.	No. Specific training documentation is not required.
Respiratory Protection (29 CFR 1910.134)	Companies with one or more employees who must wear a respirator at any time. Must train at least annually and if changes occur in the workplace. How to use the equipment, change filters/canisters, clean, and store it.	No. Specific training documentation is not required.
Walking-Working Surfaces (29 CFR 1910.30 (a) and (b))	A qualified person must train employees to recognize fall hazards and procedures that minimize them. Specifically, employees must be trained before their first use and retrained as necessary on the fall protection systems and equipment they use, including personal fall protection, safety nets, ladder safety systems, rope descent systems, designated areas, portable guardrails, dockboards, and ladders.	No. Specific training documentation is not required.

Notes:

- This is a summary of key OSHA training requirements and is not intended to be all-inclusive.
- The general duty clause (section 5(a)(1) of the OSH Act): Requires each employer to “furnish...a place of employment which is free from recognized hazards that are causing or likely to cause death or serious physical harm to employees.” It obligates employers to take additional steps toward safety if the well-being of employees is in jeopardy regardless if there is a specific standard or not. The additional steps toward safety may involve training.
- Training may need to occur if changes to company operations pose additional risk to the employee’s safety. For example, a new chemical that is introduced may require additional Hazard Communication and new PPE training or a new confined space may require additional confined space training, or a new job duty may require additional safety training on any of the topics listed above.

This document is uncontrolled. Information is current as of 9/16/22. This information may not be all inclusive.

HR Sexual Harassment Training Requirements

State	Covered Employers	Length	Frequency
California	Those with 5 or more employees (this count includes temporary, seasonal, migrant, or agricultural workers as well as non-California-based employees, independent contractors, volunteers, or unpaid interns). [Note: An employer is required to train its California-based employees so long as it employs 5 or more employees anywhere, even if they do not work at the same location and even if not all of them work or reside in California.]	1 hour for employees 2 hours for supervisors	Every 2 years
Connecticut	All employers must train supervisors; those with 3 or more employees must train all employees and supervisors.	2 hours	Every 10 years
Delaware	Those with 50 or more employees working in Delaware (including seasonal and temporary employees).	Not specified	Every 2 years
Illinois	All employers.	Not specified	Annually
Maine	Those with 15 or more employees.	Not specified	Not Specified
New York	All employers.	Not specified	Annually

Copyright 2021 J. J. Keller & Associates, Inc. 429566-081

For J. J. Keller's sexual harassment training, [click here.](#)

Note: This chart is a summary of state-specific sexual harassment HR training requirements and is not intended to be all-inclusive.

This document is uncontrolled. Information is current as of 9/16/22. This information may not be all inclusive.

DOT Training Requirements

Training Topic	Specific Training Required	Training Recordkeeping Required
Alcohol & Drug Testing (49 CFR Section 382.601)	Drivers who will operate commercial motor vehicles in the United States requiring a commercial driver's license (CDL) (Licencia Federal de Conductor in Mexico, commercial driver's license of the Canadian National Safety Code), must be given educational materials that explain the requirements, and the company's drug and alcohol policies and procedures. Violations of these regulations fall under the Controlled Substances & Alcohol CSA BASIC.	A signed certificate of receipt of information must be kept in the driver's confidential drug and alcohol file (in a secure location with controlled access) for the duration of employment and for 2 years after it ceases.
Supervisor Reasonable Suspicion Testing (49 CFR Section 382.603)	All CDL driver supervisors must receive 60 minutes of alcohol abuse training and 60 minutes of controlled substances (drug) abuse training. Supervisors have to receive this training prior to sending a driver for a DOT reasonable suspicion test. Recurrent training is not required.	Documentation of the training given to supervisors must be maintained for as long as the supervisor is performing this function and for 2 years after it ceases.
Entry-Level Drivers (49 CFR Part 380, Subparts F and G)	As of February 7, 2022, drivers applying for an initial Class A or Class B CDL, upgrading from a Class B to a Class A CDL, or obtaining an initial hazardous materials, passenger, or school bus endorsement will need to complete entry-level driver training. The training includes both theory and behind-the-wheel instruction, to obtain a Class A or Class B CDL or to obtain a passenger or school bus endorsement. Theory instruction is required to obtain a hazardous materials endorsement. Instruction must be provided by an entity listed on a Training Provider Registry (TPR), administered by FMCSA.	The training provider must maintain documentation related to the training provided, instructor qualifications, and student records, as required in Sec. 380.725. Training-related records must be kept for at least three years from the date each record is generated or received.
Hazmat (49 CFR Part 380, Subparts F and G and Appendix A through E to Part 380) General Hazmat Employees Hazmat for Drivers	All employees who perform any function subject to the Hazardous Materials Regulations, such as loading and unloading, preparing the packaging and markings, working with hazmat paperwork, and/or driving the vehicle transporting the hazardous materials, must receive training. The required areas are: General Awareness, Function Specific, Safety, Security, In-Depth Security (if required), and Modal Specific. Initial training must be done prior to performing the function subject to the hazmat regulations. Refresher training must be given every 3 years. Violations fall under the Hazardous Materials Compliance CSA BASIC.	Records of training must be maintained for the duration of employment, and for 90 days after it ceases. The training record must include name and date of training, description, copy of (or location of) materials used, name and address of trainer, and certification that the employee was trained.

DOT Training Requirements continued ...

Training Topic	Specific Training Required	Training Recordkeeping Required
Hazmat Security Awareness (49 CFR Section 172.704)	Hazmat employers are required to train all hazmat employees in security awareness. It is a part of the overall general hazmat employee training in Subpart H of Part 172 and must be included in the employee's initial and recurrent training. Refresher training must be given every 3 years. Violations fall under the Hazardous Materials Compliance CSA BASIC.	Records of training must be maintained for the duration of employment, and for 90 days after it ceases. The training record must include name and date of training, description, copy of (or location of) materials used, name and address of trainer, and certification that the employee was trained.
In-Depth Hazmat Security Awareness (49 CFR Section 172.704)	Hazmat employers required to complete a security plan must also provide In-Depth Security training. Hazmat employees affected by a security plan must be trained on company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organizational security structure. Refresher training must be given every 3 years. Violations fall under the Hazardous Materials Compliance CSA BASIC.	Records of training must be maintained for the duration of employment, and for 90 days after it ceases. The training record must include name and date of training, description, copy of (or location of) materials used, name and address of trainer and certification that the employee was trained.
Longer-Combination Vehicle (LCV) (Part 380, Subparts A through D)	Operators of LCVs in interstate commerce and LCV-driver instructors are subject to minimum training requirements. A driver who wishes to operate an LCV must successfully complete a driver-training program that includes components addressing both knowledge and skills. The driver must successfully pass a knowledge test and a skills test. Documentation of this must be maintained in the driver's qualification file. An LCV classroom and skills instructor must meet certain knowledge and training requirements.	The LCV training certificate for a LCV driver must be maintained in the driver's qualification file. Documentation of the driver-instructor qualifications must be maintained in the LCV-instructor's driver qualification file.
Annual/Brake Inspector Qualifications	Individuals who conduct periodic/annual inspections and employees who are responsible for brake inspections/maintenance are required to have training and/or experience totalling at least one year.	Documentation of each inspector's qualifications must be maintained by the motor carrier during the time the individual is performing this function and for 1 year after it ceases.

This document is uncontrolled. Information is current as of 9/16/22. This information may not be all inclusive.