

## In-Service Training (Updated 3/7/2016)

Training Program	F/T Parks	F/T Recreation	F/T Administration	Seasonal or P/T Parks	Seasonal or P/T Recreation
Loss Prevention Plan Awareness	New Hire	New Hire	New Hire	New Hire	New Hire
Safety Committee	New Hire	New Hire	New Hire	New Hire	New Hire
Tool Safety	New Hire and as procedures change			New Hire and as procedures change	
Vehicle Safety	New Hire	New Hire	New Hire	New Hire	New Hire
12 Passenger Van Training	If Driving	If Driving	If Driving	If Driving	If Driving
Fuel System Training	New Hire if driving City Vehicle	New Hire if driving City Vehicle	New Hire if driving City Vehicle	New Hire if driving City Vehicle	New Hire if driving City Vehicle
Bobcat	As Required for job			As Required for job	
Trailer Towing Training	As Required for job	As Required for job	As Required for job	As Required for job	As Required for job
Chipper	As Required for job			As Required for job	
Billy Goat Vacuum	As Required for job			As Required for job	
Mowers	As Required for job			As Required for job	
Tractors	As Required for job			As Required for job	
Aerial Platforms	As Required for job			As Required for job	
Forklift Training	As Required for job			As Required for job	
Employee Training Manual	New Hire	New Hire	New Hire	New Hire	New Hire
Aquatic Employee Training Manual		Annual		Annual	
Asbestos Awareness	Annual	Annual	Annual	Annual	Annual
Personal Protective Equipment	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job	Annual if required to to use for job
Respiratory Protection	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job	Annual if required to to use for job
Injury Reporting	New Hire and as procedures change	New Hire and as procedures change	New Hire and as procedures change	New Hire and as procedures change	New Hire and as procedures change
Ladder Safety	New Hire	New Hire		New Hire	
Lock Out Tag Out	New Hire and Annual	New Hire and annual	New hire and annual	New hire and annual	New hire and annual
Hearing Conservation	Annual - Risk Manager Administers				
Hot Works	As needed before use			As needed before use	
Industrial Equipment	New Hire and as needed			New Hire and as needed	
Filtering Face Pieces	New Hire			New Hire and as needed	
Fire Extinguisher	New Hire and Annual	New Hire and annual	New Hire and annual	New Hire and annual	New Hire and annual
Hazard Communication	New Hire and every 3 years	New Hire and every 3 years	New Hire and every 3 years	New Hire and every 3 years	New Hire and every 3 years
Excavation Safety	As needed			As needed	
Fall Protection	New Hire and every 3 years	New Hire and every 3 years			New Hire and every 3 years
Ergonomics	Upon Request	Upon Request	Upon Request	Upon Request	Upon Request
AED	New Hire and every 2 years	New Hire and every 2 years	New Hire and every 2 years	New Hire and every 2 years	New Hire and every 2 years
Bloodborn Pathogens	New Hire and Annual	New Hire and annual	New Hire and annual	New Hire and annual	New Hire and annual
Confined Space	As needed before entry			As needed before entry	
Electrical	New hire if part of job requirement			New Hire if part of job requirement	
Emergency Action Plan & Security	New Hire and as updated	New Hire and as updated	New Hire and as updated	New Hire and as updated	New Hire and as updated
Illness & Injury Prevention	New Hire	New Hire	New Hire	New Hire	New Hire
Equipment Supply or Reorder Procedures	New Hire	New Hire	New Hire	New Hire	New Hire
City Computer System	As Needed	As Needed	New Hire	As Needed	As Needed
Department Software	As Needed	As Needed	New Hire	As Needed	As Needed
CAPRA Awareness Overview	New Hire	New Hire	New Hire	New Hire	New Hire
Pesticide Applicators Licensing	As Required for job				
Aquatics Operator	As Required for job	As Required for job			
Playground Inspector	As Required for job				
First Aid Supplies	New Hire	New Hire	New Hire	New Hire	New Hire
Security Training	Annual	Annual	Annual	Annual	Annual
NIMS (National Incident Management System)	As Required	As Required	As Required		