

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				
Safety Committee	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 if driving City vehicle
12 Passenger Van Training	If Driving				
Fuel System Training	New Hire if driving City Vehicle				
Employee Training Manual	New Hire				
Aquatic Employee Training Manual		Annual			Annual
Asbestos Awareness	Annual	Annual	Annual	Annual	Annual
Personal Prevention Equipment	Annual if required to use for job				
Respiratory Protection	Annual if required to use for job				
Injury Reporting	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 Administrators				
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
Fall Protection	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
Bloodborne Pathogens	New Hire and Annual	New Hire and Annual	New Hire and Annual	New Hire and Annual	New Hire and Annual
Electrical	New Hire if part of job requirement			New Hire if part of job requirement	
Emergency Action Plan and 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 and Injury Protection Plan	New Hire	New Hire	New Hire	New Hire	New Hire
Equipment Supply or	New Hire	New Hire	New Hire	New Hire	New Hire

Reorder Procedures					
Storage Room Protocol	New Hire			New Hire	
City Computer System	New Hire	New Hire	New Hire	As Needed	As Needed
Maxgalaxy Registration and Reservation	As Needed	New Hire	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				
Backflow Inspector	As Required for job				
Aquatics Operator	As Required for job	As Required for job			
Playground Inspector	As Required for job				
Arborist Certification	As Required for job				
CPR	If Required	If Required	If Required	If Required	If Required
First Aid	If Required	If Required	If Required	If Required	If Required
Harassment	New Hire	New Hire	New Hire	New Hire	New Hire
First Aid Supplies	New Hire	New Hire	New Hire	New Hire	New Hire
Security Training	Annual	Annual	Annual	Annual	Annual
NIMS	As Required	As Required	As Required		
AR 83-1 Claims Form Procedure	New Hire	New Hire	New Hire	New Hire	New Hire

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