

Training Recommendations

Training Name	Frequency	Expiration Date	Recommended Training frequency (if not specified)	Suggestions on Where Training might be Available
Back Safety & Injury Prevention	Annually			Washington State Department of Labor and Industries (LNI)
Cold Stress	Annually			Washington State Department of Labor and Industries (LNI)
Compressed Gas Safety				University of North Carolina (UNC)
Driving Safety	Annually			Occupational Safety & Health Administration (OSHA)
Emergency action/Evacuation	As needed*		Annually	Occupational Safety & Health Administration (OSHA)
Excavation, Trenching & Shoring	As needed		Every 3 years for a competent person	Washington State Department of Labor and Industries (LNI)
Flammable Liquid	As needed		Annually	National Fire Protection Agency (NFPA)
Hand and Power Tools	As needed			Occupational Safety & Health

				Administration (OSHA)
Hot Work	Annually			Occupational Safety & Health Administration (OSHA)
Industrial Ergonomics	Annually			Washington State Department of Labor and Industries (LNI)
Lead Exposure	Annually			Washington State Department of Labor and Industries (LNI)
Machine Guarding	Annually			Washington State Department of Labor and Industries (LNI)
Oil Spill Prevention	As needed			Occupational Safety & Health Administration (OSHA)
OSHA 10-hour certification	N/A	None		360 Training Center
Respirator Fit Testing	Annually			Washington State Department of Labor and Industries (LNI)
Rigging	N/A			Occupational Safety & Health Administration (OSHA)
Scaffold Safety	Annually			360 Training Center

Silica Hazards	As needed*	Annually		Occupational Safety & Health Administration (OSHA)
Slips, Trips & Falls	Annually			Washington State Department of Labor and Industries (LNI)
Stormwater Management	Bi-Annually			360 Training Center

*See notes below in the subject area section of this report for more detailed explanation on the standards.

Notes

Aerial Lifts & Platforms

Training frequency: Initial training and then as needed thereafter

Notes: See [WAC 296-869-20025](#) for explanation as to when retraining would be necessary.

Asbestos Training

Training frequency: Initial training before exposure and annually thereafter

Notes: Regardless of the level of training or certification needed for asbestos work, the retraining interval is annual. This is true whether for certified asbestos supervisors and workers, or those doing lower classification work that need less formal training.

Bloodborne Pathogens

Training frequency: Initial training before exposure and annually thereafter

Notes: Training is only required for those employees deemed to have an occupational exposure to BBPs through exposure determination work. It is appropriate training for all staff if desired for informational purposes, but only exposed employees are mandated to have training.

Confined Space

Training frequency: Initial training and then as needed thereafter

Notes: The confined space rule changed in 2018; if staff have not received training since then it is strongly recommended that the city's program be reviewed, and refresher training be offered to affected staff. Our site had an updated template and other resources if your plan needs to be updated. [WAC 296-809-40002](#) provides information on some issues that should trigger retraining of staff.

Electrical Safety (Including Arc Flashing)

Training frequency: Initial training then every three years thereafter

Notes: If you have any employees whose work qualifies them as electrical workers (see [WAC 296-45-015](#) for work scope definition) then the frequency goes to an "as needed" basis dependent on annual reviews of workers safety and performance. Conditions covered in the review can be viewed in [WAC 296-45-065](#). If your workers are not in this scope of work, then training frequency is more directly dictated by NFPA 70E standards. This standard dictates initial training then retraining every three years thereafter (See [NFPA 2018 70E 110.2 \(A\)\(3\)](#)).

Emergency Action and Evacuation

Training frequency: Initial training, and then when the employee's facility or responsibilities change

Notes: See [WAC 296-24-567](#) for details on when retraining is needed. While not required, this is an easy and short retraining for existing employees to remind them of means of egress, responsibilities, and expectations in the case of emergencies. If there are earthquake or other drills the city participates in, this can be worked into that activity.

Fall protection

Training frequency: Initial training and then as needed thereafter

Notes: See [WAC 296-155-717](#) for information on how to judge when retraining is necessary. If employees are doing work under fall protection work plans, we recommend that these employees receive annual refresher

training. Please be aware that the fall protection rules are currently being updated, and the final rule may increase training requirements.

Fire Protection (Fire Extinguishers)

Training frequency: Initial training and then annually thereafter

Notes: For portable fire extinguisher training, the rule is, if you allow staff to use them, they need to receive annual training. If they are not permitted to use them, and they are there for fire fighters use, then you do not need to do the training; so, it is left to city policy whether this training is needed or not. This is a training that is very simple and quick.

First-Aid and CPR

Training frequency: Initial training and then biannually thereafter (for those obligated)

Notes: First aid and CPR are often trainings cities provide for staff as a benefit. Usually only public safety officers (FFs and LEOs) are obligated to provide first-aid, so their training is mandatory. Outside those departments, the training is usually voluntary. The exception to this is if your management determines that field workers work outside reasonable proximity to medical care. If you have any facilities that [match that definition](#), then you would need to ensure staff at said facility are trained and available to provide first aid; these individuals should also be made aware of any such obligation. The linked document provides the interpretation of three to four-minute window for emergency services to arrive. If it is longer than that, first-aid training should be required for those at that facility.

Flagger Card

Training frequency: Initial training and every three years thereafter

Notes: This is a certification training; anyone working as a flagger should carry the card provided at the end of successful training. Training should only be provided by one who is a certified flagger instructor.

Forklifts and PITS

Training frequency: Initial training and as needed thereafter

Notes: Per [WAC 296-863-60005](#), if training is provided in-house, the city must ensure the trainer is someone who has the “knowledge, training, and experience” to conduct the training and evaluate the trainee for competence. Training must have all the following segments: 1) formal instruction, 2) practical training, and 3) evaluation of performance. See [WAC 296-863-60010](#) for information on when re-training is necessary. Although formal retraining is not required every three years, evaluation of operator performance is. It is recommend that at least a brief retraining accompany the evaluation process for all designated operations for the city.

Hazardous Chemicals and GHS

Training frequency: Initial training and then when employees' chemical hazard exposure changes

Notes: See [WAC 296-901-14016](#) for what information must be provided to employees at training. By rule re-training only need occur when the exposure for an employee changes (e.g. they change facilities or positions, or chemicals are added to their workspace). However, we strongly recommend that annually staff are trained on the hazardous chemical communication program for the city. Training on individual chemicals need not occur every year, but it helps for employees to cover SDS/document storage, inventory and expectations for bringing in chemicals, labeling of secondary containers, and procedures in case of exposure.

Hearing Conservation

Training frequency: Initial training and then annually thereafter

Notes: N/A

Hearing Protection (Audiometric Testing)

Training frequency: Baseline before any exposure, then annually thereafter

Notes: Baseline before any exposure is critical for a good hearing conservation program. Even a couple of days of work exposure without baseline testing exposes the city to liability associated with hearing loss claims. The way these claims are adjudicated in WA, without hard evidence to the contrary, it would be assumed any loss came from the short duration of work in your facilities. The other note I have is that if/when you ever have a worker file a hearing loss claim or have recordable hearing loss from audiometric tests, the department and city should do a review of the hearing conservation program; the city needs to know what failed to allow hearing loss to occur. Also, ensure you are submitting for [partial reimbursement of audiometric testing costs](#) through AWC Retro.

Heat Exposure

Training frequency: Initial training and then annually thereafter

Notes: Training for supervisors and employees. Training is brief and covers understanding of when breaks and water are to be provided by the city, dependent on temperature and required clothing of employee. See Table 1 in [WAC 296-62-095](#). See [WAC 296-62-09560](#) for details necessary to cover in training.

Ladder Safety

Training frequency: Initial training and then as needed thereafter

Notes: For information on what should initiate re-training, see [WAC 296-876-150](#). Training must be provided by a competent person.

Lead

Training frequency: Initial training within 180 days from start of exposure, annually thereafter.

Notes: For details on required elements of training, see [WAC 296-62-07521\(13\)](#).

Lock-Out/Tag-Out

Training frequency: Initial training and then as needed thereafter

Notes: See [WAC 296-803-60015](#) for indications on when re-training is necessary. Both authorized employees doing LO/TO work and affected employees should receive training (See [WAC 296-803-60005](#)). Ensure additional training is provided if any tag-out only devices exist in your facilities. We recommend annual refresher training for authorized employees performing LO/TO work at facilities.

NEO Safety Orientation

Training frequency: Once at beginning of employment is position/area

Notes: Employees should not be exposed to any workplace hazards noted in this report without first being trained. If new employees/transfers already have a general understanding of safety for specific hazards, supervisors/managers still must review the city policy to ensure they are aware of their obligations and any specific procedures the city has in place.

OSHA 10 Training

Training frequency: Not required but encouraged. Training card does not expire.

Notes: OSHA 10 and 30 training does not have an expiration date per OSHA standards. However, some vendors may put expiration dates on cards to recommend retraining intervals. We have seen some with 5-year

intervals noted on certifying documents. Such re-training is not required to keep the card valid, but may be beneficial. City will need to decide if such retraining is worth the cost.

Reporting Policies

Training frequency: No obligation

Notes: While not mandated anywhere in state safety rule, we recommend an annual training (does not need to be long) reviewing the city's reporting policy and expectations for workers around reporting 1) injuries and accidents, 2) near misses, and 3) observed hazards. The training should cover the expected reporting process and available methods for employees.

Respirable Crystalline Silica

Training frequency: Initial training before exposure and as needed thereafter

Notes: [WAC 296-840-150 \(3\)](#) provides detail on what you need to train on. This rule (which is newer) has training guidelines that specifically look at employees being able to demonstrate knowledge of the hazard and the city's program. Training should also make clear if Table 1 standard methods are being used, and if they are staff should be clear on expected level of protection. Annual retraining is not mandated by rule, but given the demonstrable knowledge standard as written, we strongly recommend it as a tool the city should use to assess the knowledge base of employees on the subject.

Respiratory Protection

Training frequency: Initial training prior to any respirator use, then annually thereafter

Notes: Be sure that the city's policy is clear on which use cases are mandatory and which are voluntary. If there are work groups or individuals who only use respirators on a voluntary basis, ensure training covers what types of respirators they can use to ensure that the voluntary use program remains compliant with state rules. Required training elements can be viewed in [WAC 296-842-16005](#).

Respirator Fit Testing

Training frequency: Initial testing prior to first respirator use, then annual thereafter

Notes: For mandatory use cases, all affected employees must be fit tested prior to first use, no matter what type of respirator is being used – including filtering facepiece respirators (disposable dust masks or N95's). For voluntary use cases, fit testing is not required if only filtering facepiece respirators are used. If cartridge respirators are used, then fit testing must occur. Ensure fit testing provider is competent and has necessary equipment to properly fit test. Ensure the city has [medical evaluations](#) for all employees in the respiratory protection program ahead of them wearing respirators for the first time.

Rigging

Training frequency: N/A

Notes: Although there are not any specific or mandated training on this topic per rules, we recommend that you look to associated topics that the rigging is associated with to determine training intervals. Crane and scaffolding work will both provide these training frequencies and may require specific certifications or practical exercises.

Trenching and Shoring

Training frequency: Initial training and then as needed thereafter

Notes: Training frequency noted is for general employees. For those who are seeking competent person status, the general frequency of re-training is three-year intervals. Many cities choose to have all employees who work in such environments take competent person training; this is not required, but a good standard. We

recommend an annual refresher, even if it is short; use the training as a tool to judge employee retention of policies and expectations.