

Attachment R

Janitorial Training Requirements

Janitorial Training Requirements

Course	Required for:	Frequency
ENVIRONMENTAL		
Environmental Management System	All employees	Annual
Hazard Communication - General	All employees	Every 3 years
Hazard Communication – Specific chemical training	All employees	Suggest at least every 3 yrs, prefer annual
SAFETY		
Safety Orientation	New employees	First day
Building Emergency Action Plan (for each building the employee works in)	All employees	First day and Annual thereafter
Incident Reporting	All employees	Annual
Confined Space Entry	Employees who must enter confined spaces, such as the wind tunnels	Prior to confined space entry and every 2 years thereafter
Lockout/Tagout	Supervisors and employees who work in areas where equipment presents hazards that require Lockout/Tagout	Every 4 years
General Electrical Safety (cleaning equipment safety, use of GFCI)	All employees	Every 3 years or as needed
Ladder Safety	All employees	Every 3 years or as needed
Safety for Supervisors	All supervisors	One time
Forklift Operator (must include medical exam)	All forklift operators	Every 3 years
Forklift Operator refresher (must include vision/hearing tests)	All forklift operators	Annual
Job Hazards Analysis (those that pertain to janitorial tasks)	All employees	Annual
OCCUPATIONAL HEALTH		
Asbestos, Lead, Mercury and Fiber Awareness	All employees	One time

Hearing Conservation (must include hearing exam and training)	Employees who work in high noise areas	Annual
Respiratory Protection (must include medical exam, fit test, and training)	Employees required to wear respirators	Annual
Bloodborne Pathogens	Employees who clean up blood/bodily fluids and employees assigned to clean Med Services	Annual
Bloodborne Pathogens Awareness	All employees	Annual
Personal Protective Equipment	All employees	Initial training
Ergonomics and Safe Lifting (suggested)	All employees	Annual
Asbestos – Class IV?		Annual
SECURITY		
Security Awareness	All employees	Annual
IT Security	Employees who use computers	Annual

The Government suggests annual janitorial training to review indoor air quality, mold awareness, disinfection, proper cleaning procedures, vacuuming procedures and the role that the janitorial staff has in indoor environmental quality.