

Town of Long Lake
Safety Training Matrix
2022

Training Topic	Type (Options)	LL Safety Manual		Frequency	Department											
		Program	Resources		Animal Control	Assessor	Building Maintenance	Code Enforcement	Court	Custodial	Highway	Life Guard	Medical Center	Office	Parks & Rec	Water
ALL SAFETY TRAINING MUST BE DOCUMENTED USING CURRENT TRAINING ATTENDANCE SHEET SUBMIT TRAINING FORMS TO THE TOWN OFFICES FOR RECORDKEEPING																
Accident Reporting and Investigation	Town: Annual Safety Training and New Hire	Yes	Yes	New Hire and Yearly	X	X	X	X	X	X	X	X	X	X	X	X
Active Shooter	Town: Annual Safety Training and New Hire; Safety Talk	Yes	Yes	New Hire and Yearly	X	X	X	X	X	X	X	X	X	X	X	X
ADA Awareness	Town: Annual Safety Training and New Hire or Safety Talk	Misc. Topics	Yes	New Hire and Yearly	X	X	X	X	X	X	X	X	X	X	X	X
Asbestos Awareness	County: In-person or online Town: Contact Safety Coordinator			Yearly, if applicable			X	X			X					X
Basic Construction Safety	Town: PERMA E-learning			as assigned			X	X			X				X	X
Bloodborne Pathogen	Town: Annual Safety Training and New Hire	Yes	Yes	New Hire and Yearly	X		X			X	X	X	X		X	X
Bomb Scare and Suspicious Package	Town: Annual Safety Training and New Hire; Safety Talk	Yes	Yes	New Hire and Yearly	X	X	X	X	X	X	X	X	X	X	X	X
Building Evacuation	Town: Annual Safety Training, Review by Supervisor	Yes		New Hire and Yearly	X	X	X	X	X	X	X	X	X	X	X	X
Chain Saw / Chipping Use	County: In-person or Online Town: Safety Talk		Yes	Yearly or as needed			X				X				X	X
Concrete and Masonry Safety	Town: OJT, Safety Talk, PERMA E-learning			As needed			X				X				X	X
Confined Space	Town: In-person or online Contact Safety Coordinator	Yes	Yes	as assigned			X				X					X
Electrical Safety	County: In-person or Online Town: Review by Supervisor; PERMA E-		Yes	Yearly			X	X			X				X	X
Fall Protection and Working at Heights	Town: Review by Supervisor; Safety Talk, PERMA E-learning	Yes	Yes	as needed			X	X		X	X				X	X
First Aid / CPR	Certification authority			as needed								X				
First Aid Awareness	Town: Contact Safety Coordinator			as needed	X	X	X	X	X	X	X		X	X	X	X
Flagger Safety	Town: OJT, PERMA E-learning			as assigned			X				X		X		X	X
Forklift Safety	Town: OJT, PERMA E-learning	Yes		as assigned			X				X				X	X
Hand and Power Tool Safety	Town: Review by Supervisor; Safety Talk, PERMA E-learning	Misc. Topics	Yes	as needed			X			X	X				X	X
Hazard Communication	Town: Department specific training and provided in Annual Safety Training	Yes	Yes	Yearly	X	X	X	X		X	X		X		X	X

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Hazardous Materials Response	Town: Review by Supervisor Contact Safety Coordinator	Yes		Part of Haz Com			X				X		X		X	X
Heat/Cold Stress	Town: Review by Supervisor; Safety Talk		Yes	as needed		X	X	X		X	X	X			X	X
Hogweed and Poisonous Plant Awareness	County: Contact Soil & Water Town: Review by Supervisor; Safety Talk			as needed	X	X	X	X			X				X	X
Hot Work	Town: Review by Supervisor; Safety Talk	Misc. Topics	Yes	as needed			X				X				X	X
Housekeeping	Town: Review by Supervisor; Safety Talk		Yes	New hire and as needed			X	X		X		X	X	X	X	X
Job-specific SOP	Town: SOP training by Supervisor		Yes	as assigned			X			X	X				X	X
Lead Awareness	Town: Contact Safety Coordinator			as needed			X	X			X					X
Ladder Safety	Town: OJT, Safety Talk, Annual Training, PERMA E-Learning		Yes	Yearly			X	X		X	X		X		X	X
Landscape Safety	Town: OJT, PERMA E-learning			Yearly											X	
Lockout/Tagout	County: In-person or online; Town: Supervisor Review LL Program; Safety Talk, PERMA E-learning	Yes	Yes	as needed			X				X				X	X
Material Handling / Storage	Town: Part of Haz Com training	Yes		Yearly			X			X	X		X		X	X
New Hire Orientation	Town: Provided by Supervisor	Yes		When hired		X	X	X	X	X	X	X	X	X	X	X
Noise Awareness	Town: Annual Training; Contact Safety Coordinator	Yes	Yes	as needed							X				X	X
Office Ergonomics	Town: 1:1 or online Contact Safety Coordinator	Yes	Yes	as requested												
Personal Protective Equipment	Town: Annual Safety Training; Supervisor Review LL Program	Yes	Yes	Yearly												
Plow Safety	County: In person or online Town: Review by Supervisors			Yearly							X				X	X
Rabies, Lyme Disease, West Nile Virus	County: Public Health Town: Annual Safety Training; Safety Talk			As needed	X	X	X	X		X	X	X	X		X	X
Respiratory Protection	Town: Contact Safety Coordinator	Yes		Yearly							D		X			X
Respiratory Protection Fit Testing	Town: Contact Safety Coordinator	Yes		Yearly							D		X			X

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Trenching and Excavations	Town: Review by Supervisor; Safety Talk, PERMA E-learning	Misc. Topics	Yes	Yearly				X			X				X	X
Vehicle Safety	In-person	Misc. Topics		Every 3 years if required												
Welding, Cutting, & Brazing	Town: OJT, PERMA E-learning	Misc. Topics	Yes	Yearly			X	X			X		X		X	X
Workplace Violence/Sexual Harassment	County: In-person Town: Included in New Hire and Annual Safety Training; On Town Website	Yes	Yes	New Hire and Yearly	X	X	X	X	X	X	X	X	X	X	X	X
Work Zone Protection	Town: Review by Supervisor; Safety Talk, PERMA E-learning	Misc. Topics	Yes	Yearly			X	X			X				X	X