

PALM BEACH STATE COLLEGE 2015 SAFETY TRAINING PLAN

DISTRICT AND CAMPUS FACILITIES PERSONNEL

GROUP	DATE	TIME	TOPIC	LOCATION
Maintenance Mechanics, Painters & Groundskeepers	February 3	<ul style="list-style-type: none"> • 8 AM – 11 AM • 11 AM – 12 PM • 12 PM – 12:30 PM • 12:30 PM – 4 PM 	<ul style="list-style-type: none"> • Powered Industrial Truck/Forklift (PIT)¹ • PIT Exam¹ • Lunch • PIT Road Test¹ 	Lake Worth, Room SCC (Science 4) 152 and Area Behind District Warehouse
Maintenance Mechanics, Painters & Groundskeepers	February 4	<ul style="list-style-type: none"> • 8 AM – 11 AM • 12 PM – 12:30 PM • 12:30 PM – 4 PM 	<ul style="list-style-type: none"> • PIT Road Test¹ • Lunch • PIT Road Test¹ 	Lake Worth, Area Behind District Warehouse
Maintenance Mechanics, Painters & Groundskeepers	February 5	<ul style="list-style-type: none"> • 8 AM – 12 PM • 12 PM – 12:30 P • 12:30 AM – 3 PM 	<ul style="list-style-type: none"> • Respirator Training & Fit-Testing¹ • Lunch • Hand & Portable Power Tool Safety 	Lake Worth, Room SCC (Science 4) 152

1. Designated Personnel

DISTRICT WAREHOUSE AND PROPERTY PERSONNEL

GROUP	DATE	TIME	TOPIC	LOCATION
Warehouse and Property Personnel	February 3/4	<ul style="list-style-type: none"> • 8 AM – 11 AM • 11 AM – 12 PM • 12 PM – 12:30 PM • 12:30 PM – 4 PM 	<ul style="list-style-type: none"> • Powered Industrial Truck/Forklift (PIT)¹ • PIT Exam¹ • Lunch • PIT Road Test¹ 	Lake Worth, Room SCC (Science 4) 152 and Area Behind District Warehouse

1. Designated Personnel

LAKE WORTH EDUCATION AND TRAINING CENTER PERSONNEL

GROUP	DATE	TIME	TOPIC	LOCATION
Forklift Operators	February 3/4	<ul style="list-style-type: none"> • 8 AM – 11 AM • 11 AM – 12 PM • 12 PM – 12:30 PM • 12:30 PM – 4 PM 	<ul style="list-style-type: none"> • Powered Industrial Truck/Forklift (PIT)¹ • PIT Exam¹ • Lunch • PIT Road Test¹ 	Lake Worth, Room SCC (Science 4) 152 and Area Behind District Warehouse

1. Designated Personnel

ALL UTILITY/GOLF CART OPERATORS

GROUP	DATE	TIME	TOPIC	LOCATION
Facilities, Security, Property, Warehouse, Cafeteria, and Purchasing Departments and ET&C Personnel	As Necessary	As Necessary	Utility/Golf Cart Safety Program ¹	Lake Worth

1. Designated Personnel

SECURITY DEPARTMENT

GROUP	DATE	TIME	TOPIC	LOCATION
Security Officers	TBD	TBD	Bloodborne Pathogens	Lake Worth
Security Officers	TBD	TBD	Spill Response	Lake Worth

LABORATORY PERSONNEL

GROUP	DATE	TIME	TOPIC	LOCATION
Science Department (Chemistry and Biology), Dental Lab, Photo Lab	TBD	TBD	Spill Response	Lake Worth

LAKE WORTH/DISTRICT FACILITIES PERSONNEL

GROUP	DATE	TIME	TOPIC	LOCATION
Maintenance Mechanics, Painters, Groundskeepers and Day Custodians	First Friday of the Month (Except Where Indicated)			Lake Worth, Room TBD
	January 9	None	None	
	February 3 & 4	8 AM – 4 PM	Forklift Training & Certification (See Page 1)	
	February 5	8 AM – 3 PM	Respiratory Protection & Fit-Testing, Hand & Portable Power Tool Safety (See Page 1)	
	March 6	8 AM – 9 AM	Bloodborne Pathogens (Maintenance Mechanics, Custodians & Plumbers Only)	
	April 3	8 AM – 9 AM	Asbestos Awareness (Maintenance Mechanics & Custodians Only)	
	May 1	None	None	
	June 5	None	None	
	July 3	None	None	
	August 7	8 AM – 9 AM	TBD	
	September 4	8 AM – 9 AM	TBD	
	October 2	8 AM – 9 AM	TBD	
	November 6	8 AM – 9 AM	TBD	
December 4	None	None		
Night Custodians	First Friday of the Month (Except Where Indicated)			Lake Worth, Room TBD
	March 6	4 PM – 5 PM	Bloodborne Pathogens	
	April 3	4 PM – 5 PM	Asbestos Awareness	
	August 7	4 PM – 5 PM	TBD	
	October 2	4 PM – 5 PM	TBD	

BELLE GLADES FACILITIES AND THEATRE PERSONNEL

GROUP	DATE	TIME	TOPIC	LOCATION
Maintenance Mechanics, Painters and Groundskeepers	Second Friday of the Month (Except Where Indicated)			Belle Glade, Room TEC 220
	January 16	None	None	
	February 3 & 4	8 AM – 4 PM	Forklift Training & Certification (See Page 1)	
	February 5	8 AM – 3 PM	Respiratory Protection & Fit-Testing, Hand & Portable Power Tool Safety (See Page 1)	
	March 18	8 AM – 9 AM	Bloodborne Pathogens (Maintenance Mechanics Only)	
	April 8	8 AM – 4 PM	Asbestos Awareness (Maintenance Mechanics Only)	
	May 8	None	None	
	June 12	None	None	
	July 10	None	None	
	August 14	8 AM – 9 AM	TBD	
	September 11	8 AM – 9 AM	TBD	
	October 9	8 AM – 9 AM	TBD	
	November 13	8 AM – 9 AM	TBD	
	December 11	None	None	

PALM BEACH GARDENS FACILITIES PERSONNEL

GROUP	DATE	TIME	TOPIC	LOCATION
Maintenance Mechanics, Painters, Groundskeepers and Day Custodians	Third Friday of the Month (Except Where Indicated)			Palm Beach Gardens, Otis Smith Conference Room or FN Conference Room
	January 23	None	None	
	February 3 & 4	8 AM – 4 PM	Forklift Training & Certification (See Page 1)	
	February 5	8 AM – 3 PM	Respiratory Protection & Fit-Testing, Hand & Portable Power Tool Safety (See Page 1)	
	March 20	8 AM – 9 AM	Bloodborne Pathogens (Maintenance Mechanics, Custodians & Plumbers Only)	
	April 17	None	None	
	May 15	None	None	
	June 19	None	None	
	July 17	None	None	
	August 21	8 AM – 9 AM	TBD	
	September 18	8 AM – 9 AM	TBD	
	October 16	8 AM – 9 AM	TBD	
	November 20	8 AM – 9 AM	TBD	
December 18	None	None		
Night Custodians	Third Friday of the Month (Except Where Indicated)			Palm Beach Gardens, Otis Smith Conference Room or FN Conference Room
	March 20	4 PM – 5 PM	Bloodborne Pathogens	
	April 17	4 PM – 5 PM	None	
	August 21	4 PM – 5 PM	TBD	
	October 16	4 PM – 5 PM	TBD	

BOCA RATON FACILITIES PERSONNEL

GROUP	DATE	TIME	TOPIC	LOCATION
Maintenance Mechanics, Painters, Groundskeepers and Day Custodians	Fourth Friday of the Month (Except Where Indicated)			Boca Raton, Facilities Conference Room or Time Clock Room
	January 30	None	None	
	February 3 & 4	8 AM – 4 PM	Forklift Training & Certification (See Page 1)	
	February 5	8 AM – 3 PM	Respiratory Protection & Fit-Testing, Hand & Portable Power Tool Safety (See Page 1)	
	March 27	8 AM – 9 AM	Bloodborne Pathogens (Maintenance Mechanics, Custodians & Plumbers Only)	
	April 24	None	None	
	May 22	None	None	
	June 26	None	None	
	July 24	None	None	
	August 28	8 AM – 9 AM	TBD	
	September 25	8 AM – 9 AM	TBD	
	October 23	8 AM – 9 AM	TBD	
	November 25	8 AM – 9 AM	TBD	
December 25	None	None		
Night Custodians	Fourth Friday of the Month (Except Where Indicated)			Boca Raton, Facilities Conference Room or Time Clock Room
	March 27	4 PM – 5 PM	Bloodborne Pathogens	
	April 24	4 PM – 5 PM	None	
	August 28	4 PM – 5 PM	TBD	
	October 23	4 PM – 5 PM	TBD	

2015 FIVE-MINUTE SAFETY TALK SCHEDULE¹

MONTH	TOPIC
January	No. 1 – Saving Your Back
February	No. 2 – Slip/Trip/Fall Prevention
March	No. 3 – Reporting Your Work-Related Injury or Illness
April	No. 4 – Sun Safety
May	No. 5 – Electrical Safety (May is National Electrical Safety Month)
June	No. 6 – Responding to A Chemical or Oil Spill
July	No. 7 – How to Use a Portable Fire Extinguisher
August	No. 8 – Utility Knife Safety
September	No. 9 – Cold and Flu Prevention
October	No. 10 – Protecting Your Sight (October is Save Your Vision Month and Eye Injury Prevention Month)
November	No. 11 – Safe Work Habits
December	No. 12 – Caught In/On/Between

1. The 5-Minute Safety Talk will be given to employees by either the campus Facilities Manager or the section supervisor at a date, time and location of their choice.