



PARKS AND RECREATION DEPARTMENT TRAINING TAILGATES

Tailgate	Audience	Frequency	Training Season
Activenet Training	Employees who use ActiveNet	Annual	Fall
AED Liaison	Employees who are AED Liaisons	Annual	Winter
Africanized Honey Bees	All employees who work outside	Annual	Spring
Back Safety	All employees	Annual	Spring
Blood and Bodily Fluids/Solids Management and Disposal Safety Procedures	All employees	One time for all employees; annually for employees who perform waste management duties	Summer
Chain Saw	Employees who use a chain saw	Biennial	Fall
Chemical Release Regulatory Reporting Requirements	Employees who handle chemicals	Annual	Winter
Chemical Specific SDS/Label Review	Employees who handle chemicals	Annual	Winter
Child Safety and Supervision Procedures	Employees who work with children	Annual	Spring
Drinking Fountain Cleaning Procedures	All employees who clean drinking fountains	Annual	Summer
Driver Operator Manual	All employees who drive City vehicles or receive mileage reimbursement	Annual	Winter

Driving on Turf DI 6.14	All employees who drive City vehicles	One time	Winter
Emergency Procedures Annual Update (includes the facility specific Emergency Evacuation Plan and Policy)	All employees	Annual	Summer
Employee Assistance Program Administration	All employees	One time	Summer
Employee Performance Review Program Update	Supervisors	One time	Winter
Financial Transaction Training	All employees who handle financial transactions	Annual	Spring
Fire Safety Refresher	All employees	Annual	Fall
Globally Harmonized System (GHS)	Employees who handle chemicals	Annual	Winter
Hand Hygiene	All employees	Once for all employees; annually for employees who perform waste management duties or handle chemicals	Fall
Hazard Communication Program	Employees who handle chemicals	Annual	Winter
Heat Illness Prevention and Treatment	All employees who work outside	Annual	Spring
High Quality Customer Service	All employees	Annual	Summer
Information Security Policy	All employees, contractors, volunteers, interns and others who access the City's computer systems and networks	Every two years starting in 2012	Spring
Injury & Illness Prevention Program	All employees	Annual	Spring
Injury Call-In-Center Training For Supervisors	Supervisors	One time	Summer
Integrated Pest Management (IPM) Overview-Annual Calendar; IPM-Mulching; IPM-Monitoring; IPM-Irrigation	Employees who perform grounds maintenance activities	Annual	Fall
M+ Work Requestor Booklet	All employees who use M+	Annual	Spring

Mandated Child Abuse Reporting	Employees who work with children	Annual	Spring
Mobile Device Policy DI 5.14	All Employees	Annual	Summer
Mosquito Borne Virus Prevention	All employees who work outside	Annual	Fall
Native Reptile and Rattlesnake Awareness	All employees who work outside	Annual	Spring
Non-Mandated Child Abuse Reporting	All employees	One time	Spring
Office Safety	All employees who work in an office	One time	Winter
OSHA Inspection/Investigation Procedures	Supervisors	One time	Spring
Personal Protective Equipment Refresher	Employees who perform work functions that require PPE	Annual	Summer
Pesticide Rules & Regulations	Employees who handle pesticides	Annual	Summer
Playground and Facility Inspections-Annual Update	Employees who maintain facilities, grounds or playgrounds	Annual	Spring
Poison Ivy, Oak, and Sumac	All employees who work outside	Annual	Spring
Procedures for Reporting Accidents and Injuries	Supervisors	One time	Summer
Public Works Dispatch Center Procedures (Station 38)	All employees	One time	Fall
Restroom Maintenance Procedures	Employees who clean restrooms	Annual	Summer
Storm Water BMP Annual Review	All employees	Annual by job classification and duties	Fall
Storm Water BMP Power Washing Update	Employees who use equipment	Annual	Fall
Threat Management Policy	All employees	One time; when incident occurs	Summer
Threats from Outside Sources	All employees	One time; when incident occurs; at least every 3 years	Summer

Transporting Chemicals	Employees who handle chemicals	Annual	Winter
Vehicle Administrative Regulations (A.R. 75.12 & A.R. 75.50)	All employees who drive City vehicles or receive mileage reimbursement	Annual	Winter
Weapons of Mass Destruction Awareness	All employees	Annual; when incident occurs	Summer
Wildfire Smoke Protection Plan	All employees	Annual; when incident occurs	Fall