

## APPENDIX G – Update 4-8-2015

### Law Office of the Public Defender LPC Education & Training Requirements

RT-Refresher Training CR-Classroom \*, OL-On-Line; HO - Handout

JOB CLASS	TRAINING (Required)	FREQ	DELIVERY METHOD
ALL EMPLOYEES	WC Injury/Illness Reporting	Once	CR**
	Ergonomics	Once	CR**
	General Office Safety	Once	CR**
	Slips, Trips and Falls	Once	CR**
	Seasonal Awareness (Cold, Heat, Holiday)	Once	HO
ADMINISTRATION (includes Executive)	Suspicious Packages/Bomb Threats	Once	CR*
RECEPTION (Customers/Public)	Suspicious Packages/Bomb Threats	Once	CR*
MAIL SERVICES	Suspicious Packages/Bomb Threats	Once	CR*
STATE VEHICLE OPERATOR	Defensive Driving Course/DDC-NSC	4-Yr	CR
ALL EMPLOYEES	Portable Fire Extinguishers	1-Yr	CR*/RT
ALL EMPLOYEES	Emergency Evacuation	1-Yr	CR*/RT
MANAGEMENT	Conducting Annual Safety Inspections and Self-Audit Inspections	Once	CR

\*Classroom training may conducted during the safety portion of monthly staff meetings utilizing handouts and discussion.

\*\*Classroom training is conducted during the NEO Process as a one-on-one training with supervisor or Office Administrator (see appendix H)

**Current Employees** received the following training on-line:

WC Injury/Illness Reporting; Ergonomics; General Office Safety; Slips, Trips, and Falls – the training acknowledgement was verified by supervisors.

**Portable Fire Extinguishers and Emergency Evacuation** procedures were discussed with employees during the annual inspection by the DD, MA, LPCC or Safety Committee.

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**Management, LPCC, and Safety Committee trained on Annual Safety Inspections from 3/20/2015 to 4/3/2015.**

**Suspicious Packages and Bomb Threat training is being developed by LPCC and Safety Committee. Anticipated delivery fall 2015.**