

**Property & Construction
Services****Question: What is the initial and annual training requirement for Facility Maintenance Managers?**

Within 60 days of being hired by a Parish, School or the Archdiocese, the employee must perform the following:

- Read the Safety and Accident Prevention Program (SAPP) specific to the assigned work site. When reviewing the SAPP, each employee must read the base safety manual, appendix A-G and then with appendix 1-13, those appendices specific to their job duties.
- Receive an initial safety orientation.
- Complete and file in the employee's personal file the following: the PPE Hazard Assessment Certification Form for each task requiring the use of PPE (located in the SAPP Appendix B) and the Employee Safety Orientation form (in Appendix D-13. Do not place any of these forms in the SAPP.

Should the employee perform duties related to any of the following, they must receive annual Refresher Safety Training:

- Maintaining Asbestos Containing Building Materials (ACBM's) and/or Lead Based Paint (LBP) or materials/equipment containing lead.
- The clean up Blood Borne Pathogens or Other Potentially Infectious Materials (OPIM).

When new or changed Federal and State regulations occur, all employees must receive training and be updated.**A newly hired facility Manager should attend the Archdiocesan Annual Fall Safety Training within 12 months on being hired and every 3-5 years thereafter.**

Each fall the Archdiocese sponsors a Safety Training. This training provides compliance with initial and annual Federal and State training requirements along with updated safety information and training. This training is free of charge and is offered in five different locations.

Should you have further questions or need information, contact the Office of Property and Construction Services.