



**Legend:**  
Date in cells must show the next training due date

# Health, Safety, Environment (HSE) Training Matrix - Houston

Today's Date  
10/16/2015

OFFICE

## Orientation

**Under development**  
*Use this Date Format (mm-dd-yyyy)*  
When updating the cell dates, please put the next training due date for this spreadsheet to work properly and indicate via color coding when training is due.

Training Method →

### FREQUENCY

Quality Manual & Policy	Quality/Incident Reporting System: Procedure & Forms	OH&S Manual & Policy	New Employee Safety & HR Orientation	Workstation Ergonomic Assessment	First Responder, Office	Back Safety (V2)	Behavior Based Safety	Bloodborne Pathogen	Driving Safety (Includes Distracted Driving)	Emergency Action Plan	Fatigue Management	Fire Prevention & Safety (Portable Extinguishers)	
Internal Manual, upon release or revision	Internal Manual, upon release or revision	Internal Manual, upon release or revision	Once	Initial Work station Assessment	Internal Procedures	Online Training	Online Training & Internal Program	Online Training + Internal Procedure	Online Training	Internal procedures	Online Training + Internal Procedure	Online or Outsourced Training	
Once	As Needed	Once	Once	TBD		3 yrs	3 yrs	3 yrs	1 yrs	3 yr	3 yrs	1 yr	
Senior Management	Job Title	Working Environment											
McCarthy, Patrick	CEO	Office											
Poxon, Neil	V.P. BD	Office											
Konduru, Mahesh	CFO	Office										11/14/2015	
Robertson, Ian	Engineering Director	Office										11/14/2015	
Miles, Nicole	HR Director	Office	8/4/2015									11/14/2015	
Sabey, John	CTO	Office	8/3/2015	10/13/2015								11/14/2015	
Stehling, Dan	QHSE Director	Office, Manufacturing, Supplier	2/2/2014	Trainer	Trainer	4/9/2015	Trainer	4/1/2018	7/15/2017	2/16/2016	Trainer	3/26/2018	11/14/2015
Smetzer, Nicole	PA to CEO	Office	8/3/2015				12/08/15						11/14/2015
Hallahan, Greg	Poposal/RD Dir	Office, Customer sites, R&D Lab, etc	8/4/2015										11/14/2015
Sheila Bourgeois	Global Controller	Office			Completed								
OFFICE	Working Environment												
Buchanan, Vincent	Office, Manufacturing, Supplier	7/20/2011	8/3/2015	1/18/2011	07/08/2014		12/08/15				2/20/2017		11/14/2015
Cardenas, AnnMarie	Office		12/8/2014	3/30/2015	07/07/2014		12/08/15				4/10/2018		11/14/2015
Copeland, Teresa	Office	7/20/2011	8/3/2015	10/13/2015		2/20/2014					2/20/2016		11/14/2015
Gonzalez, Melissa	Office	7/20/2011	11/1/2011	10/15/2015							2/20/2016		11/14/2015
Gonzalo, Raul	Office, Manufacturing		8/3/2015		Completed								
Hayes, Jessie	Office, Manufacturing, Supplier	07/15/14	8/3/2015	10/13/2015	07/15/14	19/11/2014					4/10/2018		19/11/2015
Jagers, Bill (William)	Office, Manufacturing, Supplier	6/28/2013	8/3/2015	1/18/2011							6/15/2018		11/14/2015
Lamontagne, Norman	Office, Manufacturing	7/8/2014	8/3/2015	1/18/2011							2/20/2016		11/14/2015
Liu, Yi	Office, Manufacturing, Supplier	8/2/2012		10/14/2015							5/27/2018		11/14/2015
Lou, Yuecun (Terry)	Office, Manufacturing	8/25/2014	8/3/2015		8/25/2014								11/14/2015
Olakanye, Olutoba	ProSep Office, Manufacturing	7/8/2014	8/3/2015										11/14/2015
Ramirez, Rafael	ProSep Office, Manufacturing	7/8/2014	4/8/2015										
Swepston, Michael	ProSep Office, Manufacturing	7/8/2014	8/3/2015	10/13/2015							2/20/2016		11/14/2015
Tuteja, Sandeep	ProSep Office, Manufacturing	7/8/2014	8/3/2015										11/14/2015
Vera, Liliana	ProSep Office, Supplier,	8/2/2012	8/4/2015				12/08/15				4/10/2018		11/14/2015
Wilson, Chris	ProSep Office, Manufacturing, Client offices		8/4/2015										11/14/2015
Wood, Antonio	ProSep Office, Manufacturing	07/15/14	8/4/2015		07/15/14								



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		Today's Date	OFFICE												
		10/16/2015	Orientation												
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			Young, Jamie	Office	8/4/2015	6/9/14								6/15/2018	



<p><b>Under Review</b>  <b>Use this Date</b>  <b>When updating the cell dates</b>  <b>for this spreadsheet to work</b>  <b>when</b></p>											
<p><b>Training Method →</b></p>											
FREQUENCY	2 yrs	Once	3 yrs	2 yrs	3 yrs	3 yrs	3 yrs	Once	3 yrs	3 yrs	1 yrs
<b>Senior Management</b>											
McCarthy, Patrick	Optional										
Poxon, Neil	Optional										
Konduru, Mahesh	Optional										
Robertson, Ian	Optional										
Miles, Nicole	Optional										
Sabey, John	Optional										
Stehling, Dan	7/15/2017		4/27/2018				4/1/2018	Trainer	4/9/2015		Trainer
Smetzer, Nicole	4/16/2011										
Hallahan, Greg	Optional										
Sheila Bourgeois	Optional										
<b>OFFICE</b>											
Buchanan, Vincent	Optional										
Cardenas, AnnMarie	Optional								10/22/2014		
Copeland, Teresa	7/27/2012		10/18/2014								
Gonzalez, Melissa	12/8/2008										
Gonzalo, Raul	Optional										
Hayes, Jessie	Optional								11/19/2014		
Jagers, Bill (William)	Optional										
Lamontagne, Norman	Optional		18/10/2014								
Liu, Yi	Optional										
Lou, Yuecun (Terry)	Optional										
Olakanye, Olutoba	Optional										
Ramirez, Rafael	Optional										
Swepston, Michael	12/2/2008		10/18/2014								
Tuteja, Sandeep	Optional										
Vera, Liliana	4/16/2016										
Wilson, Chris	Optional										
Wood, Antonio	Optional										



<b>Under Use this Date When updating the cell dates for this spreadsheet to work when</b>	First Aid (CPR/AED)	Introduction to OSHA (USA & Malaysia only)	Hazcom – Your Right to Know	Global Harmonized System(HazC om)	HazCom - Chemical Storage	Hazard Aware Safety & Health Programs BBS (SDS Training)	Incident Investigation (Supervisors Only)	Ergonomics (V2)	Office Hazards	Observation, Reporting, & Closure	Slips, Trips, and Falls (General Setting)
	Young, Jamie	Optional									