

**Property & Construction  
Services****Question: What is the initial and annual training requirement for Groundskeepers or Housekeepers?**

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 1-14, those appendices specific to their job duties.
- Receive an initial safety orientation.
- Complete and file in the employee's personal file, the Employee Safety Orientation form which is located in Appendix D-13. Do not place this form in the SAPP.

**Should the employee perform duties related to any of the following, they must attend the annual Archdiocesan Safety Training:**

- Maintaining Asbestos Containing Building Materials (ABCM's) and/or Lead Based Paint (LBP) or materials/equipment containing lead.
- When employees are required to clean up Blood Borne Pathogens or Other Potentially Infectious Materials (OPIM).

This training is offered each fall and provides compliance with initial and annual Federal and State training requirements along with updated general safety training information.

Should the Groundskeeper or Housekeeper not have any duties related to the above, no further annual training is required.

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