J13 Appendix #14 Option B

Date	Rev. 0	Project Matrix				Annual	Annual	Annual	Annual	Annual	One-time	Annual	One-time	One-time	2 Years	2 years	Annual	Annual	One-time	Annual	Annual	Annual
						CONTRACTOR SUPPLIED TRAINING																
LAST NAME	FIRST NAME	COMPANY	Badge Number	Title	Project Active	Asbestos Abatement Worker	Asbestos Competent Person/Asbestos Hazard Abatement Specialist (AHAS)	Asbestos Hazardous Evaluation Specialist (AHES)	Basic Fire Extinguisher	Compressed Gas Cylinder Safety	Confined Space	Electrical Hazardous Awareness and Electrical Safety	Excavation Competent Person	Fall Protection	First Aid/CPR/AED	HAZCOM Chemical Categories	HAZWOPER	Hearing Conservation	Hezavalent Chromium	Hoisting & Rigging	Ladder Safety	Mobile Equipment

	Contractor Training
	FBP Training
	FBP One-time Training
	Expired Training / Not Working
	Expiring Under 30 Days
n/a	Not Required For Individual's Work Scope
	Not Completed Yet / New Hire
	Training is Current

Matrix B Instructions:

All color-coded rules are pre-loaded (Conditional Formatting).
You will need to manually change your revision to match your submittal number.
You will need to manually change your Project Matrix name to match your project.

Adding New Training Modules:

To add a training module that may be required from the J-13, you need to insert a column by right clicking one of the lettered columns at the top and select insert.
Then enter the name of the training module that is needed, and the frequency that training is required.
To adjust the formatting for the newly added module, go to the conditional formatting tab in the home menu, manage rules, and then adjust the rule to match the J-13 catalog duration requirements for that module (if needed).
Alternatively, you could copy/paste formatting from another column with the same duration requirement.

Filters:

This spreadsheet comes equipped with filters. These are noted by the down arrows in each column heading.
The most practical use of these filters is to add/remove people from your training matrix. For example, if you have laborers that may be going from one project to another, with the intention to come back. They can be simply listed as "**NO**" under the "**Project Active**" column.
By having different entries under this column, you can filter workers by active status on and off the project as needed. This becomes very helpful when you have several trades personnel or subcontractors coming on and off the project.
Once the worker has been listed as "**NO**", you can then click the filter tab and uncheck the "**NO**" value and then click ok.
This removes the worker(s) with that designation from the active list, but not from the project.
This reduces the time and effort that may be required to look up the workers' training and/or add their information back into the matrix.
Once a worker is ready to come back to the active roster, you would go back to the filter tab and check the "**NO**" filter, and then click ok. This would bring all the filtered off workers back onto the matrix.
Then change the applicable workers status that are returning to the projects active roster by changing their "**Project Active**" listing to "**YES**". Then turn the "**NO**" filter back off to remove the inactive workers from the worksheet.

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Annual	2 years	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	3 Years	2 Years	Annual	Annual	Annual	Annual	Annual	2 Years	Annual	Annual	Annual	Annual
		Company Supplied Training (or equivalent)																				
Pressure Safety	Scaffolding	Active Shooter	Annual Cyber Security	Annual FBP Physical	Annual Security Refresher	Asbestos Awareness	Continuity of Operations (COOP)	Enviromental Management Systems	Firewatch Practical	Firewatch Refresher	General Awareness Training for HazMat Workers	General Employee Training (GET)	Initial Security Briefing (Includes Annual Security Refresher)	Kubota/UTV Safety Briefing & Video	Lead Safety	Lockout/Tagout (LOTO) for Authorized Employees Refresher	Posting, Boundary, and IEZ Compliance	Radiological Worker Training	Respirator Fit Test	Respirator Protection Training	RCRA Part B	SPCC Plan for PORTS Facilities

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Annual	3 Years	Annual	Annual	3 Years	2 Years	Annual	One-Time	One-Time	One-Time	One-Time	One-Time	One-Time	One-Time	One-Time
Spotter & Flagger	Suspect, Counterfiet Items (S/CI)	Temperature Extremes	Temperature Extremes for Supervisors and OSH	Transportation Security/Offsite Shipment Hazmat	Waste Generator	Workplace Substance Abuse	Accident Prevention/Equipment Control Tag	Beryllium Awareness	Lockout/Tagout (LOTO) for Authorized Employees Initial	Lockout/Tagout (LOT) for Supervisors	PCB Awareness	Personal Protective Equipment (PPE)	Silica Awareness	Kubota/ATV Safety Briefing & Video