

Mandatory Training Requirements

The following activities are required for all new WSDOT employees and are due within **30 days** of assignment:

TOPIC	ACTIVITY	REGULATION	RETRAINING REQUIREMENT	DURATION (hh:mm)
COVID-19	Safety Short: Coronaviruses and COVID-19	Labor & Industries		0:34
Ethical Standards	WA State Ethics in State Government	EO 1004.03	Bi-Annually	1:30
Electronic Security	WA State IT Security Awareness Training	WaTech SEC-01	Annually	0:45
	WA State Privacy Basics for All Employees	WaTech SEC-03	Annually	0:40
			Total:	3:29

The following activities are required for all new WSDOT employees and are due within **60 days** of assignment:

TOPIC	ACTIVITY	REGULATION	RETRAINING REQUIREMENT	DURATION (hh:mm)
Policy Acknowledgment	WSDOT HRD: Policy Acknowledgment	Required by Executive Leadership	Annually	0:30
Diversity, Equity, & Inclusion	COMPLIANCE SHORT: Accommodating Disabilities	EO 12-02		0:05
	Workplace Diversity, Equity, and Inclusion in Action	EO 12-02		0:32
	WSDOT OECR: Title VI, EJ, and LEP	EO 1119.00		0:33
Electronic & Records Security	WSDOT ITD: Mobile Communication Device Training	USER-03 Mobile Device Usage Policy	Annually	0:10
	WSDOT RM: Records Management Training	Required by Executive Leadership	Annually	0:12
Harassment Prevention	WA State Sexual Harassment Prevention	WAC 357-34-100	Annually	1:40

Safety	Global Safety Short: Ergonomics for Safety	M75-01 Chapter 12-4.4.2		0:08
	Global Safety Short: Bloodborne Pathogen Awareness	WAC 296-823-120	Annually (MA & CN Only)	0:09
	WSDOT SAFE: Fire Safety Training	WAC 296-24-59215	Annually (MA & CN Only)	0:10
	Hazard Communication: An Employee's Right to Understand 2.0	WAC 296-901-14002		0:23
	WSDOT SAFE: Wildfire Smoke Safety	WAC 296-820-825	Annually	0:09
	WSDOT SAFE: Asbestos Informational Training for WSDOT Building Occupants	Required by Executive Leadership	Bi-Annually	0:10
	WSDOT SAFE: Culture of Safety		Annually	0:35
	WSDOT OEM: WSDOT Active Threat and Lockdown Procedures OLT			0:10
Total:				5:36

The following activities are due within **60 days** of assignment for all new Maintenance and Construction employees:

MAINTENANCE & CONSTRUCTION (MA & CN) EMPLOYEES ONLY				
TOPIC	ACTIVITY	REGULATION	RETRAINING REQUIREMENT	DURATION (hh:mm)
Safety	Electrical Safety 2.0	WAC 296-800-280		0:30
	Global Safety Principles: Hearing Conservation 2.0	WAC 296-817-20020	Annually (MA & CN Only)	0:19
	Global Safety Principles: Lockout/Tagout 2.0	WAC 296-803-60005		0:25
	Global Safety Principles: PPE: Personal Protective Equipment 2.0	WAC 296-800-16025		0:29
	Hazardous Material Handling and Storage	WAC 296-901	Annually (MA & CN Only)	0:40
	Ladder Safety 2.0	WAC 296-876-15005		0:20
	WSDOT L&I: Outdoor Heat Exposure and Heat Illness	WAC 296-62-09560	Annually (MA & CN Only)	0:26
	WSDOT SAFE: Driver Safety Training	DES No. BR.01.01.S3		2:00
	WSDOT SAFE: Silica Exposure Control Program	WAC 296-840-150	Bi-Annually (MA & CN Only)	0:20
Total:				5:29

Mandatory Training is managed and automatically assigned by Workforce Development.

[For questions regarding mandatory training, please email Workforce Development.](#)