



# Spotlight on safety!

SANTA CLARA COUNTY SCHOOLS' INSURANCE GROUP

*Safety Training Planner*

**EMPLOYEE SAFETY**



JPA SAFETY COMMITTEE

---

July 20, 2010 Last Version



# Spotlight on safety!

## Maintenance & Operations

### Annual SAFETY TRAINING and INSPECTION CALENDAR

B= biannual T= triennial

Summer	Fall	Winter	Spring
Asbestos HazCom - MSDS BloodBornePathogens ) Personal Protective Equipment Pesticides Handling Respiratory Protection Fit Testing - respirators (B) Playground Inspections Training Playground Periodic Inspection Forklift certification (T) Safety Inspections	Hand and Portable Powered Tools Hearing Conservation Lock Out Tag Out Ladder Safety New Employee safety orientation (4 hours)	Fire Extinguishers Storm Water Training Storm Water Sampling Underground Storage Monitoring Techniques Unfired and Fire Pressure Vessel Safety - Boilers Fit Testing - respirators)	General Safe Work Practices - Injury and Illness Prevention Program - Communications Ergonomics Back Safety



# Spotlight on safety!

## Teachers

### ***Annual SAFETY TRAINING and INSPECTION CALENDAR***

#### *Rotating Monthly Topics*

1. General Safe Work Practices - Injury and Illness Prevention Program
2. Ergo-Relax
3. Safe bending techniques
4. Safe lifting techniques
5. 30 ways to prevent school arson
6. New Employees Safety Orientation ( One hour)
7. Safety is everyone's business: electrical and fire hazards
8. Preventing slips trips and falls
9. The hidden hazards in playgrounds: supervising children at play (yard duty)



# Spotlight on safety!

## Food Service

### *Annual SAFETY TRAINING and INSPECTION CALENDAR*

Fall	Winter	Spring/Summer
<p>General Safe Work Practices- Injury and Illness Prevention Program</p> <p>Safe bending and lifting techniques</p> <p>New Employees Safety Orientation ( One hour)</p>	<p>Safety is everyone's business: electrical and fire hazards</p> <p>Preventing slips trips and falls</p> <p>Preventing burns and cuts</p>	<p>Ergo-Relax</p> <p>Hazardous Communication Program</p> <p>The ABCs of Fire Extinguishers</p>



# Spotlight on safety!

## Transportation

### *Annual SAFETY TRAINING and INSPECTION CALENDAR*

Fall	Winter	Spring/Summer
<p>General Safe Work Practices - Injury and Illness Prevention Program</p> <p>Safe bending and lifting techniques</p> <p>Good driving/seating posture</p> <p>Wheelchair Tie - downs</p> <p>New Employees Safety Orientation ( One hour)</p>	<p>Safety is everyone's business: electrical and fire hazards</p> <p>Preventing slips trips and falls</p> <p>Storm water pollution prevention</p> <p>The ABCs of Fire Extinguishers</p>	<p>Ergo-Relax</p> <p>Hazardous Communication Program</p>



# Spotlight on safety!

## Monthly Safety Topics

<p><i>November 2006</i></p> <p><i>Aquarium fire news</i> <i>Holiday safety brief</i> <i>Winterization Bulletin</i></p>	<p><i>December 2006 –</i></p> <p><i>CalOSHA reporting requirements</i> <i>EPA reducing mercury for principals and management.</i> <i>EPA reducing mercury for safety committees</i> <i>Fluorescent Tubes</i> <i>Universal Waste regulations</i> <i>Pesticides prohibited</i></p>
<p><i>January 2007 – PPE-HOUSEKEEPING – FIRE</i></p> <p><i>Custodial: Remember your eye wear</i> <i>Food Service: Stay Safely on your feet</i> <i>Maintenance: Hand Protection</i> <i>Supervisor: Guiding your crew through changes</i> <i>Transportation: Don't endanger pedestrians</i> <i>Fire Extinguishers: Learn the ABCs</i> <i>Grounds: Loud noises can drown your hearing</i> <i>Office: Ideas for safe computing</i> <i>Teachers: Hazard free housekeeping</i></p>	<p><i>February 2007 – BACK, ERGONOMICS</i></p> <p><i>Custodial &amp; MLO: When the standard lift won't work</i> <i>Environment: Combat paper waste</i> <i>Food Service: Take a stand</i> <i>Grounds: Flammable liquids</i> <i>Office: Seating sown on the Job</i> <i>Supervisor: Be a safe leader</i> <i>Teachers: Warming up to fitness</i> <i>Wellness: How not to catch a cold</i></p>



# Spotlight on safety!

## Monthly Safety Topics

<p><i>March 2007 Back &amp; Ergonomics</i></p> <p><i>Transportation – Do someone a good turn</i></p> <p><i>M&amp;O, Custodial, Grounds – The back bone of a strong body</i></p> <p><i>Indoor Air Quality – A catalogue of contamination</i></p> <p><i>Office – Type right!!</i></p> <p><i>Food Service – Take a Stand</i></p> <p><i>Teachers – Conquer clutter</i></p>	<p><i>April 2007 – Back &amp; Ergonomics</i></p> <p><i>Custodial and Grounds – Prevent bad backs</i></p> <p><i>Food Service – Street shoes don't do the job</i></p> <p><i>Office – Employ ergonomics off the job</i></p> <p><i>Supervisors – Living safely</i></p> <p><i>Maintenance – use rung ladders the right way</i></p> <p><i>Transportation – Using your hearing sense</i></p> <p><i>Teachers and Security – Keep your eyes on visitors</i></p> <p><i>Wellness – Lose the java jitters</i></p>
<p><i>May 2007 – Chemicals and PPE</i></p>	<p><i>June 2007 – Inspections, Electrical Compressed Gas</i></p>