

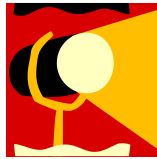


Spotlight on safety!

_____ SCHOOL DISTRICT
*Safety Training Planner and
Reference Guide*

EMPLOYEE SAFETY





Spotlight on safety!

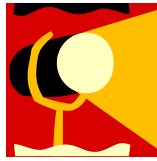
Safety Training Planner for School Employees

- This planner is designed to organize safety topics by SEASON and by EMPLOYEE OCCUPATION.
- For a list of required safety topics please refer to the Safety Training Reference Guide which is attached.
- Although the main goal of this planner is to comply with CalOSHA Injury and Illness Prevention Program, other training requirements are listed and may be added as desired.
- The planner must be revised for accuracy and updated as regulations and requirements change. Please use at your own discretion.

Disclaimer:

The (district's name) is not responsible for the accuracy of the content of the Employee Safety Training Guide. This guide may be used as reference only; and it does not reflect all areas of compliance. The guide will be revised periodically. The (district's name) is not responsible for the misuse of this product due to typographical or other errors in this guide. The content of this guide is not intended to be a substitute for the exercise of professional judgment. In view of the possibility of human error or changes, you should confirm the content in this product with your own independent sources.

For Reference Use Only



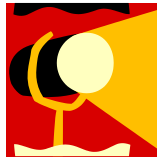
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Custodial, Grounds & Maintenance

Annual SAFETY TRAINING

UA=Upon assignment, AR= annual refresher, 6M= every six months, 3Y= every three years

Summer	Fall	Winter	Spring
Asbestos Two Hour Awareness (UA) Asbestos Awareness (AR) HazCom - MSDS (AR) BloodBornePathogens(AR) Personal Protective Equipment (AR) Pesticides Handling (UA,AR) Respiratory Protection (UA, AR) Fit Testing - respirators (6M) Playground Inspections (UA) Forklift certification (3Y) Safety Inspections (UP)	Hand and Portable Powered Tools (UA, AR) Hearing Conservation (UA,AR) Lock Out Tag Out (UA) Ladder Safety (UA,AR) New Employee safety orientation (UA) FEHA Sexual Harassment Prevention (AR)	Fire Extinguishers (UA,AR) Storm Water Training (UA,AR) Underground Storage Monitoring Techniques (UA) Unfired and Fire Pressure Vessel Safety - Boilers (UA,AR) Fit Testing – respirators (6M)	General Safe Work Practices - Injury and Illness Prevention Program (UA,AR) Ergonomics (UA, AR) Back Safety (UA,AR)



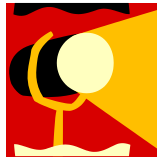
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Food Service

Annual SAFETY TRAINING

UA=Upon assignment, AR= annual refresher, 6M= every six months, 3Y= every three years

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



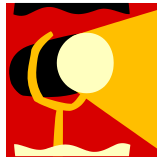
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Teachers

Annual SAFETY TRAINING

Rotating Monthly Topics

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



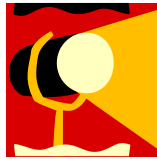
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TRANSPORTATION

Annual SAFETY TRAINING (Does not include DOT or CHP requirements)

UA=Upon assignment, AR= annual refresher, 6M= every six months, 3Y= every three years

Fall	Winter	Spring/Summer
<p>General Safe Work Practices - Injury and Illness Prevention Program (UA,AR)</p> <p>Safe bending and lifting techniques (UA, AR)</p> <p>Good driving/seating posture (AR)</p> <p>Wheelchair Tie – downs (AR)</p> <p>New Employees Safety Orientation (One hour) (UA)</p> <p>FEHA Sexual Harassment Prevention (AR)</p>	<p>Safety is everyone’s business: electrical and fire hazards (AR)</p> <p>Preventing slips trips and falls (AR)</p> <p>Storm water pollution prevention (UA, AR)</p> <p>The ABCs of Fire Extinguishers (UA, AR)</p>	<p>Ergo-Relax (AR)</p> <p>Hazardous Communication Program (UA,AR)</p> <p>Bloodborne Pathogens (UA,AR)</p> <p>Random Drug and Alcohol Testing Awareness (AR)</p>



Spotlight on safety!

Employee Safety Training Guide

LEGEND

ADA – Americans With Disabilities Act
AHERA – Asbestos Hazard Emergency Response Act
AST – Aboveground Storage Tank
ASTM – American Society for Testing and Materials
CCR – California Code of Regulations
CFR – Code of Federal Regulations
CPSC – Consumer Product Safety Commission
MSDS – Material Safety Data Sheet
RMI – Repetitive Motion Injury
SARA – Superfund Assessment Reauthorization Act
T – Title

SANTA CLARA COUNTY SCHOOLS' INSURANCE GROUP
EMPLOYEE SAFETY TRAINING REFERENCE GUIDE

SUBJECT (A-Z)	JOB TYPE	LEGAL REFERENCE	TRAINING FREQUENCY	TRAINING DURATION	OTHER REQUIREMENTS	RESOURCES
Americans with Disabilities Act (AD)	Potentially All Certificated Employees, M&O	ADA Title 1 ADA Title 2	Initial assignment	Discretionary	ADA employment provisions, ADA public accommodations, etc.	District Policy www.ada.gov
Accident Investigation	Supervisors	CCR T8-3203 IIPP	Initial assignment	Discretionary		CalOSHA website, Competent Person
Animal Management	Science, Administration, Custodial	Ed. Code 51540, CDC, HSC 1650-1662	Initial assignment	Discretionary		Animal Control, CDC
Aboveground Storage Tanks	All in Charge	CCR T26 Section 477	Every three years	Discretionary	Register AST, Monitor tanks, Permit, Monitoring Techniques	CalOSHA website, Competent Person
Aerial Lift Devices	Operators	CCR T8 Section 3648, 3638	Initial assignment and Every three years	Discretionary	Authorized personnel only. Maintain equipment	CalOSHA website, Competent Person
Aquatic Safety	Aquatic Coaches, Lifeguards	CA Health and Safety code 116025-116068	Initial assignment and Every three years	8+ Hours		American Red Cross
Asbestos General Awareness Class IV Work	M&O, Grounds, Custodial, Mechanics, Technology	CCR T8-1529, AHERA, Ed. Code 49410	Initial assignment & Annually	2 hours	Written Program, Periodic Inspections	Competent Person
Asbestos Class III Work	M&O Disturbing ACM or PACM	CCR T8-1529, AHERA, Ed. Code 49410	Initial assignment & Annually	16 hours	Written Program, Periodic Inspections	Competent Person
Back Injury Prevention	All employees	CCR T8-3203 IIPP	Initial assignment & As Needed	Discretionary		Competent Person
Batteries, Replacing and Charging	All responsible	CCR T8 Section 5184	Initial assignment & As Needed	Discretionary	Procedures for handling and storing. Emergency procedures.	Competent Person
Biosafety	Science, Nurse, Health Clerks	CDC, CA H&S Code, CCR T8-5193, Medical Waste Act	Initial assignment	Discretionary		CDC, Competent person
Bloodborne Pathogens	All employees or employees who are exposed to human blood or blood containing fluids	CCR T8-5193	Initial assignment & Annually	Discretionary	Written Program, Hepatitis V Vaccine, Declination Form, Universal Precautions	Competent Person
Chemical Hygiene Plan	Employees working in a chemical laboratory	CCR T8-5191-5154.1, 5209	Initial assignment	Discretionary	Chemical Inventory, Written Plan. Hazard identification.	Chemical Hygiene Plan, Competent Person

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Child Abuse Awareness	All Employees	Penal Code 11166	Initial assignment & Annually is highly recommended	Discretionary		DVD
Classroom Safety	Teachers, Aides	CCR T8-3203 IIPP	Initial assignment & Annually is highly recommended	Discretionary		Competent Person
Classroom Safety - Art	Art Teachers, Aides	CCR T8-3203, Ed. Code 32060	Initial assignment	Discretionary		Competent Person
Classroom Safety - Industrial Arts/Technology	Industrial Art/Technology Teachers, Aides	CCR T8-3203	Initial assignment	Discretionary		Competent Person, Suppliers
Classroom Safety - Science	Science Teachers, Lab Assistants, Aides	CCR T8-3203, 5191	Initial assignment	Discretionary	Warning signs, Safe Work Practices	Science Safety Handbook, Competent Person, Suppliers
Compressed Air & Gas	M&O, Industrial Arts	CCR T8-3301 & 4650	Prior to Use	Discretionary	Air locks, Inspection. Safe Work Practices	Competent Person
Confined Spaces	M&O or employees entering vaults, tanks, sewers, manholes, etc.	CCR T8-5156 thru 5159	Prior to Entry/Annually	Discretionary	Authorized personnel only.	Competent Person
Construction Safety	All Applicable	CCR T8 Section 1509	Initial assignment	Weekly Tool Box Safety/CalOSHA	Needs assessment, IIPP, Emergency Medical Services, PPE	CalOSHA website, Competent Person
CPR	Coaches, Credentialed Employees	CCR-T5, Ed. Code 49414,44259 & 35179.1	Upon Credential & Every 2 years	2 - 8 hrs	Provide training to those expected to conduct CPR	Red Cross, American Heart Association, Consultant
Crime Prevention Hotline	All Employees	Insurance Recommended	Initial assignment & Annually	Discretionary		WeTip
Crossing Guard Training	Adult Crossing Guards	CCR T8-3208	Initial assignment & Annually	Discretionary		Law Enforcement, Competent Person, DVD
Disaster Management	All Employees	Ed. Codes 35295, 35297, SEMS, Title 8-3220	Several Times Per Year	Discretionary		OES, Local Ops. Area, Competent Person
Electrical Safety	M&O	CCR T8 2299-2974	Initial assignment & Annually is highly recommended	Discretionary		Insurance, Supplier, Competent Person
Emergency Action Plan	All Employees	CCR T8 Section 3220, CCR T19 Section 2620, H&S Code Section 25500, 29CFR Section 1910.38	Initial Assignment/ Annually refresher is highly recommended		Written Plan, Employee alarm systems	District Policy, Competent Person
Employment Practices	All Employees	CA Civil Code 51.7	Initial assignment, Follow District Policy	Discretionary		District Policies, Bargaining Agreement Handbooks

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Ergonomics	All Employees	CCR T8-5110	As Needed	Discretionary	Written Plan, Worksite evaluation, administrative controls, Engineering controls.	Insurance, Suppliers, Competent Person
Fall Protection	M&O or employees working on an unguarded surface more than 7 1/2' off the ground	CCR T8-3299, 3416	Initial assignment	Discretionary		Insurance, Supplier, Competent Person
Field Trips - Adult Supervision	Potentially All Certificated Employees	Ed. Code 32040, 35330	Initial assignment/Prior to Trip	Discretionary		District Personnel, Competent Person
Fire & Life Safety	All Employees	CCR T8-3220 & 3221 Title 19, State Fire Code	Initial assignment	Discretionary	Written Plan, Fire hazards, Emergency Procedures, Review of Fire Prevention Plan.	Local FD, Competent Person
Fire Extinguishers Use	All employees or designated users	CCR T8- 6151	Initial assignment & Annually for Designated Users	Discretionary		Insurance, Suppliers, Local FD
Fire, Fixed Extinguisher Systems	All Employees	29 CFR Section 1910.160, CCR T8 Section 6175-6182	Annually	Discretionary		Insurance, Suppliers, Local FD
Fire Extinguishers, Automatic	All Employees	CCR T19 Section 901-906	Initial assignment	Discretionary	Provide training to evaluate, test, and maintain systems.	Insurance, Suppliers, Local FD
Fire Prevention	All Employees	CCR T8 Section 3221, 29 CFR Section 1910.38	Initial Assignment / Annual Refresher. Written Plan	Discretionary	Written Plan, Emergency Procedures	Insurance, Local FD, District Policy, Competent Person
First Aid	Coaches, Nurses, Health Clerks, or designated providers	CCR T8-3400, HSC 1596.798, Ed code 32403	Every 2 Years	2 - 4 hours		Red Cross, American Heart Association, Consultant
Food Safety Manager Certification	Kitchen manager or equivalent at each kitchen	AB 1978, SB 144, H&SC 113947.1-113947.6	Every 5 years	Pass Exam		District selected Consultant
Forklift Operations	Operators	29 CFR Section 1910.178, CCR T8 Section 3668	Initial assignment & Every 3 Years	Discretionary, Pass Exam		Insurance, Suppliers
General Safe Work Practices	All employees	Insurance Recommended, CCR T8-3203	Initial assignment & Annually	Discretionary	Acknowledgement of training	Insurance
Hand Tools	M&O, Custodial, Industrial Tech, Technology	CCR T8-3310, 3426, 3556	Prior to Use	Discretionary	Hazard identification	Insurance, Suppliers, Competent Person

SANTA CLARA COUNTY SCHOOLS' INSURANCE GROUP
EMPLOYEE SAFETY TRAINING REFERENCE GUIDE

SUBJECT (A-Z)	JOB TYPE	LEGAL REFERENCE	TRAINING FREQUENCY	TRAINING DURATION	OTHER REQUIREMENTS	RESOURCES
Hazard Communication/ Community Right to Know	All employees, employees using or exposed to chemical products	CCR T8-5194	Initial assignment & Annually	Discretionary	Written Plan, Material Safety Data Sheet access, Emergency Spill Clean up.	Insurance
Hazard Communication Globally Harmonized System	Key target audiences for training include workers, emergency responders, and those involved in the preparation of labels, MSDS and hazard communication strategies as part of risk management systems.	http://www.osha.gov/dsg/hazcom/ghs.html	Employers have three years from September 2012 to comply		Written Plan, Material Safety Data Sheet access, Emergency Spill Clean up.	Competent Person
Hazardous Waste Management - Hazardous Waste Operations & Emergency Response (HAZWOPER)	M&O, Custodial, Science, Photography, Health Clerks	Ed. Code 49340, CCR T8-5164, 5194, 29 CFR Section 1910.120, 40 CFR Section 260	Initial assignment/Annually	Refer to regulations	Written Plan, Manage waste generation, transportation, storage, treatment and disposal. "Cradle to grave" manifest tracking system.	Competent Person
Hearing Conservation	M&O or employee exposed to excessive noise over the TWA	CCR T8-5097	Initial assignment & Annually if Implemented Program	Discretionary	Written Plan, Noise level assessment, Audiometric Testing, PPE	Insurance, Competent Person
Heat Illness Prevention	M&O or employees exposed to heat sources	CCR T8-3395	Prior to Working in Heat	Discretionary		Insurance, Competent Person
Housekeeping	All Employees	CCR T8-3203, 3362, 3364, 3321, 5551, 5552	Initial assignment & Annually is highly recommended	Discretionary		Insurance, Competent Person
Injury & Illness Prevention Program (IIPP)	All Employees	CCR T8-3203	Initial assignment and/or when program is implemented or revised	Discretionary	Written Plan accessible. Employee Complaint Procedure.	Insurance, District Personnel
Indoor Air Quality	All Employees	CCR T8-5142	Initial Assignment	Discretionary		Competent Person
Kitchen Safety	Food Services, Home Economics	CCR T8-3203	Initial assignment & Annually is highly recommended	Discretionary		Insurance, Competent Person
Ladders	All employees using fixed industrial or portable ladders	CCR T8-1675, 3276	Prior to Use / As Needed	Discretionary	Weekly Tool Box CalOSHA if in Construction	Insurance, Competent Person
Lead & Lead Standard	M&O	CCR T8-1532.1, 5216	Initial Assignment & Annually	Two Hour Awareness		Insurance, Competent Person

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Lifting - Proper Techniques	All Employees	CCR T8-3203, 5110	Initial assignment & Annually is highly recommended	Discretionary		Insurance, Competent Person
Locout/Tagout	M&O, Custodial, Industrial Tech, or employees performing maintenance on electrical circuits or machinery	CCR T8-3314	Initial assignment / As Needed	Discretionary	Written Plan, Locks & Tags	Insurance, Competent Person
Machine Safeguarding	M&O, Custodial, Industrial Tech	CCR T8-3203	Initial assignment / As Needed	Discretionary		Insurance, Competent Person, Suppliers
Methicillin-Resistant Staphylococcus aureus (MRSA)	Potentially All employees	CA Department of Public Health	Initial assignment/Annually is highly recommended	Discretionary	Exposure control, hygiene, follow Bloodborne Pathogens program.	Insurance http://www.cdph.ca.gov/HealthInfo/discond/Pages/MRSA.aspx
Material Handling & Storage	M&O, Custodial, Industrial Tech	CCR T8-3203, 5541	Initial assignment	Discretionary		Insurance, Competent Person, Suppliers
Medical Waste Management	Custodial, Health Clerks	CCR T8-5193, H&S code 117600-118360	Annually	Discretionary		Insurance, Competent Person
Mobile Communications	All Employees that operate vehicles on district facilities	Vehicle Codes	As Needed	Discretionary		CHP, Competent Person
New Employee	All Employees	CCR T8-3203	Initial Assignment	Discretionary		Insurance, Competent Person
Pesticide Handling	Grounds	CCR T3 Section 2452.1-2490.2, 6724	Initial Assignment/ Annual refresher is highly recommended	Discretionary	Maintain MSDS, Date handling procedures, Provide PPE, Warning Signs, Employee rights "A" pamphlets.	Insurance, Competent Person http://axp.ipm.ucdavis.edu/IPMPROJECT/pestrain.html
Personal Protective Equipment (PPE)	M&O, Custodial, Grounds	CCR T8 Section 3380	Initial assignment/Annually	Discretionary	Needs assessment, Rules	Insurance, Competent Person
Playground Safety	Custodial, M&O, Yard Duty	H&S code Section 115725-115750	Initial assignment/Annual refresher is highly recommended	Discretionary	Certified inspections for new playgrounds, ASTM guidelines, CPSC guidelines, Routine and Periodic inspections	Insurance, CPSC, ASTM
Security Training, Campus Monitors	Campus Monitors	AB 113, effective 7/1/2002	Initial assignment, course must be provided by a Peace Officer Standards and Training (POST) certified trainer	24 Hours	Training is required for any campus monitor employed or contracted that works 20 hours or more per week.	www.dca.ca.gov/bssis/syllabus.htm

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Sexual Harassment Prevention	All Employees	FEHA CC51.9, Ed. Code 40, 200,212.5,220,260,35293	Initial Hire & Annually is highly recommended	Discretionary	Documentation of training	Board Policy, FEHA pamphlets, Insurance
Sexual Harassment Prevention for Supervisors	All Supervisors	CA Assembly Bill 1825	Initial Assignment / Every 2 years	Two Hours	Interactive Training, Reporting procedures.	Board Policy, Specific Curriculum, Insurance
Slips, Trips and Fall Prevention	All Employees	Insurance Recommended, CCR T8-3203	As Needed	Discretionary		Insurance, DVD
Standardized Emergency Management Systems (SEMS)	All	CCR T19 Section 2428	Initial assignment/Annually	Discretionary	Written Policy	District, Consultant
Storm Water Pollution Prevention	M&O, Transportation, Facilities	CCR T23 Section 2000	Initial assignment/Annually	Discretionary	Written Plan, Wet Season Sampling, Dry Season Observation, Annual Audit	Insurance, Competent Person
Student (Minors) Workplace Safety	Student Workers	CCR T8-3203, CLC 1290-1298	Initial Assignment / As Needed	Discretionary		Competent Person
Tire Changing	Mechanics	CCR T8-3325, 3326, 3327	Prior to Use	Discretionary		Competent Person
Tobacco Free Workplace	All Employees	CA Gov. Code 8350-8356	Initial Assignment	Discretionary		Board Policy
Transportation Bus Evacuations	Transportation	Ed. Code 3983.5	Annually	Discretionary		Board Policy, CHP, Competent Person
Transportation Drug Testing (Reasonable Suspicion and Random Drug Testing)	Transportation, M&O Supervisors and Employees	CFR Title 49, CVC 12517	Initial Assignment / As Needed	One Hour minimum for Supervisors. Discretionary time for Employees		Insurance, Board Policy, Competent Person
Tree Maintenance	Grounds	CCR T8-3420 thru 3428	Initial Assignment / As Needed	Discretionary		Competent Person
Underground Storage Tanks	M&O	CCR T23 Section 2610	Initial assignment	Discretionary	Register UST, Secondary Containment, Monitoring, Permit required	Competent Person
Unfired and Fire Pressure Vessel Safety	M&O	CCR T8 Section 782	Initial assignment/Annually	Discretionary	Safe Work Practices regarding boiler and fired pressure vessel safety.	Competent Person
Welding	M&O, Industrial Tech	CCR T8-4850, 4853	Prior to Use	Discretionary	Rules and instructions must be readily available.	Competent Person