

## Summary of Health and Safety Programs for Administrators and M&O

This is a summary of the major required health and safety programs as well as selected Education Code requirements. This matrix includes:

1. **Order:** An arbitrary listing order. The programs most likely for a school to be required to comply with are listed first.
2. **Program:** The name of the Program or requirement
3. **Type:** The type of program (General, Emergency Response...)
4. **When Required:** the criteria for when each program is required. “Must for All” means every school is required to have this.
5. **Agency:** Which agency requires this program
6. **Reference:** The legal reference that requires this program
7. **Training Requirements:** How often this training is required. For all programs, initial training is required. For the “Initial” entry, it means only initial training is required. “Periodic” means initial and recurring training at a period determined by the district. “Annual” means initial and annual training.
8. **Training Time:** The required duration of the training
9. **Other Requirements:** Selected requirements for each program. This may not be a comprehensive list. Check with the JPA for more information.
10. **Target Employees:** The typical job classifications that require training for this program.
11. **Program Resources:** Where to get more information on the program or for training resources.

**SCHOOL EMPLOYEE TRAINING MATRIX**

<b>SUBJECT</b>	<b>REFERENCE</b>	<b>TRAINING CYCLE</b>	<b>TRAINING TIME</b>	<b>TRAINING RESOURCE</b>	<b>TARGET AUDIENCE</b>	<b>RECORD RETENTION</b>
Accident Investigation	Title 8-3203, LC 6314.5	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, SISC	Supervisors	Life of Employment or only one cycle if repeated
Acetylene and Fuel Gas Safety	Title 8-1740,3301,4650	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, Competent Person, Suppliers, SISC	Custodians, M&O, Mechanics, Science, Shops	Life of Employment or only one cycle if repeated
ADA	Title 1 Employment, Title 2 Accessibility Risk Management Practices	As Needed	Typical: 10 min.-60 min. depending on responsibility	JPA, DOJ, SISC	All Employees	Life of Employment or only one cycle if repeated
Administration of Medication and Diabetes Management	Education Code Section 49452.7	Annually	30 minutes	School Nurse	Coaches, PE Teachers, and Designated Employees	3 Years
Agricultural Equipment/Tractors	Title 8 - 3441, 3664	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, Competent Person, Suppliers, SISC	Custodial, Grounds, M&O	Life of Employment or only one cycle if repeated
Animal Management	Ed. Code 51540,32255, CDC, HSC 1650-1662,	Upon Job Assignment & As Needed	Typical: 10 min.-60 min. depending on responsibility	County Health Center for Disease Control	Custodial, Science	Life of Employment or only one cycle if repeated
Aquatic Safety	Health and Safety Code 116025-116068	Prior to Job Assignment & every 3 yrs.	8 - 48 hrs.	American Red Cross	Designated Coaches, Lifeguards, PE Teachers	3 Years
Asbestos	Title 8-1529, AHERA, Ed. Code	Upon Job Assignment & Annually	16 hrs.-M&O 2 hrs.-Cust.	Qualified Person, SISC	Designated M&O, Custodial, Building Occupants	3 Years
Back Injury Prevention/Safe Lifting	Title 8- 3203, 5110 Risk Management Practices	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, SISC	All Employees	3 Years
Battery Handling/Charging	Title 8 - 5185	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, Competent Person, Suppliers, SISC	M&O, Mechanics	Life of Employment or only one cycle if repeated
Bloodborne Pathogens	Title 8-5193, Ed Code 51395	Upon Job Assignment & Annually	Typical: 1 hr.	JPA, CDC, Dept. of Health, District Staff Exposure Cntrl. Plan	Bus Drivers, Coaches, Custodians, Campus Security, Maintenance, and other Designated Employees	3 Years
Classroom Office Safety	Title 8-3203, NFPA 101, Risk Management Practices	Upon Job Assignment & As Needed	Typical: 30 min.	JPA, SISC	All Employees	Life of Employment or only one cycle if repeated
Compressed Gases	Title 8-3301 &4650	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, Competent Person, Suppliers, SISC	Custodians, M&O, Mechanics, Science, Shops	Life of Employment or only one cycle if repeated

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Concussion	CIF	Annually	30 minutes	SISC, NFHS: <a href="https://nfhslearn.com/courses/38000">https://nfhslearn.com/courses/38000</a> ASEP: <a href="http://www.asep.com/courseinfo/purchase_courseinfo.cfm?CourseID=273">http://www.asep.com/courseinfo/purchase_courseinfo.cfm?CourseID=273</a>	Coaches, PE Teachers	3 Years
Confined Spaces	Title 8-5156 thru 5159	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, SISC	M&O	Life of Employment or only one cycle if repeated
CPR	CCR-Title 5 Ed. Code 44259	Upon Professional Credential As District Requires	2 - 8 hrs.	American Red Cross, American Heart Assoc. Certified CPR Instructor	Coaches, Other Designated Employees	3 Years
Cranes & Hoists	Title 8-2561	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, Competent Person, Suppliers, SISC	M&O, Mechanics, Shops	Life of Employment or only one cycle if repeated
Crossing Guard Training	Ed Code 40300-49307 Risk Management Practices	Upon Job Assignment & As Needed	Typical: 10 min.-60 min. depending on responsibility	JPA, Police, CHP, SISC	Adult Crossing Guards	Life of Employment or only one cycle if repeated
Electrical Safety	Title 8 3642-3646	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, Competent Person, Suppliers, SISC	M&O, Mechanics, Shops	Life of Employment or only one cycle if repeated
Emergency and Disaster Preparedness	Ed Code 32280, 35295 et. Al., SEMS, Title 8-3220	Initially and per EDPP	Typical: 10 min.-60 min. depending on responsibility	JPA, SEMS, ODP, Police/Fire, District Supervisors, SISC	All Employees	Life of Employment or only one cycle if repeated
Employment Practices	CA Civil Code 51.7 Risk Management Practices	Inform and Poster	Inform and Poster	District Policies Bargaining Unit Handbooks	All Employees	N/A
Epi-Pen Use/Administration	California Education Code (EC) Section 49414, as amended by Senate Bill 1266	Annually	30 minutes	School Nurse	Coaches, PE Teachers, and Designated Employees	3 Years
Ergonomics	Title 8-5110 Risk Management Practices	As Needed or when Standard is Triggered	Typical: 30 min.-60 min. And then On the Job	JPA, District Staff	All Employees	Life of Employment or only one cycle if repeated

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Eye Protection	Ed Code 32030-32033, Title 8-3382	Upon Job Assignment & As Needed	Typical: 10 min.	JPA, District Staff	Custodians, Grounds, M&O, Mechanics, Science, Shops	Life of Employment or only one cycle if repeated
Fall Protection	Title 8 - 1671.1	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, Competent Person	M&O	Life of Employment or only one cycle if repeated
Field Trip Safety	Ed. Code 32040, 35330,44808, 49001, 49050, 49330, Risk Management Practices	Prior to Field Trip	Typical: 30 min.	American Red Cross, JPA, District Policies, SISC	Designated Employees, Volunteers	Life of Employment or only one cycle if repeated
Fire & Life Safety	Title 8-3220,3221 Title 19-State Fire Code	Upon Job Assignment & As Needed	Typical: 10 min.-60 min. depending on responsibility	JPA, District Staff, Fire Department, SISC	All Employees	Life of Employment or only one cycle if repeated
Fire Extinguishers	Title 8-6151	Upon Job Assignment & Annually	Typical: 10 min.-60 min. depending on responsibility	JPA, City Fire Dept., SISC	Custodians, M&O, Mechanics, Science, Shops	3 Years
First Aid	Title 8-3400	Upon Professional Credential As District Requires	2-4 hrs.	American Red Cross	Designated Employees, Coaches, M&O, Nurses	3 Years
Forklifts (Powered Industrial Trucks)	Title 8-3664 et al	Prior to Job Assignment & every 3 yrs.	2-4 hrs.	JPA, Certified Instructors	M&O, Mechanics, Forklift Operators	3 Years
Hand Tools	Title 8-3140 to 4188	Upon Job Assignment, New Hazard Introduced	Typical: 10 min.-60 min. And then On the Job	JPA, District Staff, Suppliers, SISC	Custodians, Grounds, M&O, Mechanics, Science, Shops	Life of Employment or only one cycle if repeated
Hazardous Materials Business Plan	HSC Chapter 6.95, Title 22 Div. 4.5	Upon Job Assignment & Annually	Typical: 10 min.-60 min. depending on responsibility	JPA, District Supervisors	Custodial, M&O, Mechanics, Principals	3 Years
Hazardous Waste Management	Ed. Code 49340, Title 8-5164,5194	Upon Job Assignment & Annually	Typical: 1 hr.	JPA, Competent Person	Custodians, M&O, Mechanics, Science, Shops	3 Years
HazComm/Right to Know Chemical Handling Globally Harmonized System for the Classification and Labeling of Chemicals (GHS)	Title 8-5194, 5561	Upon Job Assignment & As Needed	Typical: 30 min.-4 hrs. depending on responsibility	JPA, Competent Person	Custodians, Grounds, M&O, Mechanics, Science, Shops, Bus Drivers, Mechanics	Life of Employment or only one cycle if repeated

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Hearing Conservation	Title 8-5095 thru 5100	Upon Job Assignment & Annually where required	Typical: 1 hr.	JPA, Competent Person, SISC	M&O, Mechanics, Shops	Life of Employment or only one cycle if repeated
Heat Illness Prevention	Title 8-3395	Upon Job Assignment & Annually	Typical: 10 min.	JPA, District Staff	Custodial, Grounds, M&O, Bus Driver Yard Duty, Food Service Staff, Coach, PE Teacher	3 Years
HVAC & Indoor Air Quality	Risk Management Practices, Title 8-5142	Upon Job Assignment & As Needed	Typical: 30 min.-4 hrs. depending on responsibility	JPA, District Staff, Suppliers	M&O	Life of Employment or only one cycle if repeated
Injury and Illness Prevention Program (IIPP)	Title 8-3203	Initially and per IIPP	Typical: 1 hr.	JPA, District Staff	All Employees	
Integrated Pest Management - Basic Course	SB 1405	Upon Job Assignment & Annually	Computer based annually required - Basic Course DPR 101	<a href="http://www.cdpr.ca.gov">www.cdpr.ca.gov</a> JPA	All employees (Except Maintenance, Custodial, Grounds, Pool Maintenance - who must take DPR 102 - see	
Integrated Pest Management - Intermediate Course	SB 1405, AB 2260, California Department of Pesticide Regulation	Upon Job Assignment & Annually	DPE 102 - Intermediate Course - Computer based annually required in addition to Pesticide Applicator Safety Training	<a href="http://www.cdpr.ca.gov">www.cdpr.ca.gov</a> JPA	Custodial, Grounds, Pool Maintenance	3 Years
Kitchen Safety/Food Prep	Title 8-3203/FDA	Upon Job Assignment & As Needed	Typical: 30 min.-4 hrs. depending on responsibility	JPA, District Supervisors	Food Service Home Economics	Life of Employment or only one cycle if repeated
Laboratory Safety	Ed. Code 49341, Title 8-5191	Upon Job Assignment & As Needed	Typical: 30 min.-4 hrs. depending on responsibility	JPA, Competent Person	Science	Life of Employment or only one cycle if repeated
Ladders	Title 8-1675,3276	Upon Job Assignment & As Needed	Typical: 10 min.	JPA, District Staff	Custodial, Drivers, Food Service, Grounds, M&O, Mechanics, Shops, Warehouse	Life of Employment or only one cycle if repeated
Lead & Lead Standard	Title 8-1532.1,5216	Upon Job Assignment & Annually where required	2 hrs.	JPA, Qualified Person, SISC	M&O	Life of Employment or only one cycle if repeated
Lockout/Tagout	Title 8-3341	Upon Job Assignment & As Needed	Typical: 10 min.-60 min. depending on responsibility	JPA, Competent Person, SISC	Custodians, M&O, Mechanics, Science, Shops	Life of Employment or only one cycle if repeated

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Machine Guarding and Operation	29 CFR 1910 Title 8-4070 to 4647, 1510	Upon Job Assignment & As Needed	Typical: 30 min.-4 hrs. depending on responsibility	JPA, District Staff, Suppliers, SISC	M&O, Mechanics, Shops	Life of Employment or only one cycle if repeated
Mandated Reporter - Child Abuse Awareness	Penal Code 11164 - 11174	Upon hire and annually within the first 6 weeks of the school year	30-120 minutes, depending on method of instruction.	JPA - in person, SISC Online Training, or <a href="http://www.mandatedreporterca.com">www.mandatedreporterca.com</a>	All Employees	3 Years. May want to keep longer in cases of abuse or abuse allegation
Medical Records Access	Title 8-3204	Initially and Posted	Inform and Poster	District Policies, Poster	All Employees	N/A
Medical Waste Management	Title 8-5193 H & S Code 25080	Upon Job Assignment & Annually	Typical: 30 min.	JPA, Dept. of Health	Health Clerks, Nurses, Designated Science	3 Years
Mobile Communications	Vehicle Codes	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, CHP	Designated Employees, Drivers	Life of Employment or only one cycle if repeated
Personal Protective Equipment	Title 8-3380 thru 3387	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, District Staff, Suppliers, SISC	Custodians, Grounds, M&O, Mechanics, Science, Shops	Life of Employment or only one cycle if repeated
Pesticide Safety	AB 2260, Dept. of Ag.	Upon Job Assignment & Annually	Typical: 2 hrs.	JPA, County Ag. Dept.	Custodial, Grounds, Pool Maintenance	3 Years
Playground Safety/Supervision	H & S Code 115725 et. seq., CPSC, Risk Management Practices	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, CPSC, CA Parks and Recreation Services, SISC	Custodial, M&O Yard Duty	Life of Employment or only one cycle if repeated
Portable Power Tools	Title 8-3556 thru 3564	Upon Job Assignment, New Hazard Introduced	Typical: 10 min.-60 min. And then On the Job	JPA, District Staff, Suppliers, SISC	Custodians, Grounds, M&O, Mechanics, Science, Shops	Life of Employment or only one cycle if repeated
Respiratory Protection	Title 8-5144	Upon Job Assignment & Annually where required	Typical: 1 hr.	JPA, Competent Person	Custodians, Grounds, M&O, Mechanics, Science, Shops	Life of Employment or 3 Years if repeated annually where RPM plan is implemented
Safety Meeting Training	Title 8-3203, Risk Management Practices	per IIPP, typically monthly/quarterly and each day preferred	Typical: 5 min. - 60 min.	JPA, District Staff	All Employees	Life of Employment or only one cycle if repeated
School Violence	Title 8-3203 Ed. Code Article 10.3, 32228, 49001, 49330	Initially and Posted	Inform and Poster	JPA, District Policies, Police/Fire, SISC	All Employees	Life of Employment or only one cycle if repeated

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Sexual Harassment: Supervisors	AB1825	Upon Job Assignment and every 2 yrs.	2 hrs.	JPA, Qualified Person, District Policies	Supervisors	2 Years
Sexual Harassment: Employees	Title VII, IX, FEHA CC 51.9, Ed C.40,200,212.5,220,260,35293	Initially & As Needed	Typical: 1 hr.	JPA, Competent Person, District Policies	All Employees, Volunteers	Life of Employment or only one cycle if repeated
Solid Waste Management	Title 8, Article 9 - 3360 thru 3368	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, County En. Health	Custodians, Grounds, M&O, Mechanics, Science, Shops	Life of Employment or only one cycle if repeated
Special Education	Ed Code Part 30, incl. Ch.1-4, 56240-56245,56520,	Upon Job Assignment & Annually	Substantial and recurring	JPA, District Staff, CDE	Special Ed. Teachers, Special Ed. Aides	Life of Employment or only one cycle if repeated
Storm Water Pollution Prevention	State Water Resources Control Board	Upon Job Assignment & As Needed	Typical: 10 min.-60 min. depending on responsibility	JPA, District Supervisors	Bus Drivers, Mechanics	Life of Employment or only one cycle if repeated
Sudden Cardiac Arrest	CIF	Annually	30 minutes	NFHS offers a free course at: <a href="http://nfhslearn.com/courses/61032/sudden-cardiac-arrest">http://nfhslearn.com/courses/61032/sudden-cardiac-arrest</a> ASEP offers the course at: <a href="http://www.asep.com/courseinfo/purchase_courseinfo.cfm?CourseID=275">http://www.asep.com/courseinfo/purchase_courseinfo.cfm?CourseID=275</a>	Coaches, PE Teachers	3 years
Supervisory Safety Training	Title 8-3203a7F, Risk Management Practices	Initially and per IIPP	Substantial and recurring	JPA, Suppliers, County Depts, Seminars	Supervisors	Life of Employment or only one cycle if repeated
Tire Changing	Title 8-3325,3326	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, District Staff, Suppliers, SISC	Mechanics	Life of Employment or only one cycle if repeated
Tobacco Free Workplace	Fed. Drug Free Workplace Act, 1988	Initially and Posted	Inform and Poster	District Policies, Poster	All Employees	N/A
Toxic Art Supplies	Ed Code 32060-32066	Upon Job Assignment, New Hazard Introduced	Typical: 10 min.	JPA, District Staff	Art Teachers, Shops	Life of Employment or only one cycle if repeated
Transportation Safety Plan	Ed. Code 39831.5	Upon Job Assignment & Annually	Typical: 10 min.-60 min. depending on responsibility	JPA, District Staff, District Policies	Drivers, Mechanics	3 years

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Transportation DOT Drug and Alcohol Testing Program	D.O.T.Code of Fed. Reg. Title 49 Section 382	Upon Job Assignment & As Needed	Typical: 10 min.-60 min. depending on responsibility	JPA, District Policies, DOT, CHP, District TPA for DOT Compliance	Designated Employees, Drivers, M&O	Life of Employment or only one cycle if repeated
Tree Maintenance	Title 8-3420 thru 3428	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, District Staff, County Ag. Dept.	Custodial, Grounds, M&O	Life of Employment or only one cycle if repeated
Trenching & Shoring	CSO Title 8 1504 thru 1541	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	Competent Person	M&O	Life of Employment or only one cycle if repeated
Uniform Complaint Procedures	OSHA, Labor Code	Initially and Posted	Inform and Poster	District Policies, Poster	All Employees	Life of Employment or only one cycle if repeated
Utility Carts/Golf Carts	Title 8-3668, Risk Management Practices	Prior to Job Assignment & every 3 yrs.	Typical: 1 hr.	JPA, Competent Person	Custodial, M&O, Cart Drivers, Designated Employees	3 years
Welding/Compressed Gases	Title 8-4794-4853	Upon Job Assignment & As Needed	Typical: 30 min.-4 hrs. depending on responsibility	JPA, District Staff, Suppliers	Custodians, M&O, Mechanics, Science, Shops	Life of Employment or only one cycle if repeated
Woodworking Machines	Title 8-Article 59,	Upon Job Assignment & As Needed	Typical: 10 min.-60 min. And then On the Job	JPA, District Staff, Suppliers, SISC	M&O, Shops	Life of Employment or only one cycle if repeated
Work Platforms/Manlifts	Title 8 -3646	Upon Job Assignment & As Needed	Typical: 30 min.	JPA, Qualified Person, SISC	Custodial, M&O, Mechanics	Life of Employment or only one cycle if repeated
Workers' Compensation	L.C. 3200-5900,P.C. 65.2 Ed.C. 44043,45192	Initially and Posted	Inform and Poster	Bargaining Units, JPA, TPA, District Policies	All Employees	N/A