



# Spotlight on safety!

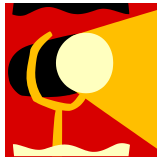
\_\_\_\_\_ SCHOOL DISTRICT  
*Safety Training Planner and  
Reference Guide*

**EMPLOYEE SAFETY**



April 2012 Last Version

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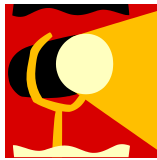
## *Safety Training Planner for School Employees*

- 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 Santa Clara County Schools' Insurance Group 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 SCCSIG 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



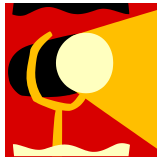
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## Custodial, Grounds & Maintenance

### 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)



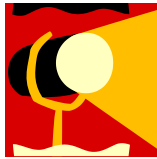
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## Food Service

### Annual SAFETY TRAINING

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

Fall	Winter	Spring/Summer
<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>FEHA Sexual Harassment Prevention (AR)</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>



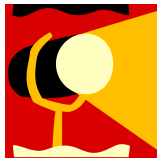
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## Teachers

### *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)



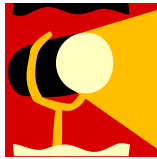
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## TRANSPORTATION

*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>



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## 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