

## SCHOOL EMPLOYEE TRAINING MATRIX

SUBJECT	REFERENCE	TRAINING CYCLE	TRAINING TIME	TRAINING RESOURCE	TARGET AUDIENCE
Accident Investigation	Title 8-3203, LC 6314.5	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA	Supervisors
Acetylene and Fuel Gas Safety	Title 8-1740,3301,4650	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, Competent Person, Suppliers	Custodians, M&O, Mechanics, Science, Shops
ADA	Title 1 Employment, Title 2 Accessibility Risk Management Practices	As Needed	Typical: 10 min.-60 min. depending on responsibility	JPA, DOJ	All Employees
Agricultural Equipment/Tractors	Title 8 - 3441, 3664	Upon Job Assignment & Annually	Typical: 30 min.-60 min. And then On the Job	JPA, Competent Person, Suppliers	Custodial, Grounds, M&O
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
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
Asbestos	Title 8-1529, AHERA, Ed. Code	Upon Job Assignment & Annually	16 hrs.-M&O 2 hrs.-Cust.	Qualified Person, Consultant	Designated M&O, Custodial, Building Occupants
Back Injury Prevention/Safe Lifting	Title 8- 3203, 5110 Risk Management Practices	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA	All Employees

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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	M&O, Mechanics
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	All Employees
Child Abuse Awareness	Penal Code 11164 - 11174	Upon Job Assignment & As Needed	Typical: 10 min.-60 min. depending on responsibility	Notice to Employees Re: Child Abuse Laws	All Employees
Classroom Office Safety	Title 8-3203, NFPA 101, Risk Management Practices	Upon Job Assignment & As Needed	Typical: 30 min.	JPA	All Employees
Compressed Gases	Title 8-3301 &4650	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, Competent Person, Suppliers	Custodians, M&O, Mechanics, Science, Shops
Confined Spaces	Title 8-5156 thru 5159	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA	M&O
CPR	CCR-Title 5 Ed. Code 44259	Upon Professional Credential As District Requires	2 - 8 hrs.	American Red Cross, American Heart Assoc.	Designated Employees
Cranes & Hoists	Title 8-2561	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, Competent Person, Suppliers	M&O, Mechanics, Shops

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Crossing Guard Training	Ed Code 40300-49307 Risk Management Practices	Upon Job Assignment & Annually	Typical: 10 min.-60 min. depending on responsibility	JPA, Police, CHP	Adult Crossing Guards
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	M&O, Mechanics, Shops
Employment Practices	CA Civil Code 51.7 Risk Management Practices	Inform and Poster	Inform and Poster	District Policies Bargaining Unit Handbooks	All Employees
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
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
Fall Protection	Title 8 - 1671.1	Upon Job Assignment & As Needed	Typical: 1 hr.	JPA, Competent Person	M&O
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	Designated Employees, Volunteers
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	All Employees

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Fire Extinguishers	Title 8-6151	Upon Job Assignment & Annually	Typical: 10 min.-60 min. depending on responsibility	JPA, City Fire Dept.	Custodians, M&O, Mechanics, Science, Shops
First Aid	Title 8-3400	Upon Professional Credential As District Requires	2-40 hrs.	American Red Cross	Designated Employees, Coaches, M&O, Nurses
Forklifts	Title 8-3664 et al	Prior to Job Assignment & every 3 yrs.	2-4 hrs.	JPA, Certified Instructors	M&O, Mechanics, Forklift Operators
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	Custodians, Grounds, M&O, Mechanics, Science, Shops
Hazard Comm/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
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
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
Hearing Conservation	Title 8-5095 thru 5100	Upon Job Assignment & Annually where required	Typical: 1 hr.	JPA, Competent Person	M&O, Mechanics, Shops

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Heat Stress	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
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
Injury and Illness Prevention Program (IIPP)	Title 8-3203	Initially and per IIPP	Typical: 1 hr.	JPA, District Staff	All Employees
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
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
Ladders	Title 8-1675,3276	Upon Job Assignment & As Needed	Typical: 10 min.	JPA, District Staff	Custodial, Drivers, Foods, Grounds, M&O, Mechanics, Shops, Warehouse
Lead & Lead Standard	Title 8-1532.1,5216	Upon Job Assignment & Annually where required	2 hrs.	JPA, Qualified Person	M&O
Lockout/Tagout	Title 8-3341	Upon Job Assignment & As Needed	Typical: 10 min.-60 min. depending on responsibility	JPA, Competent Person	Custodians, M&O, Mechanics, Science, Shops

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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	M&O, Mechanics, Shops
Medical Records Access	Title 8-3204	Initially and Posted	Inform and Poster	District Policies, Poster	All Employees
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
Mobile Communications	Vehicle Codes	Upon Job Assignment & As Needed	Typical: 30 min.-60 min. And then On the Job	JPA, CHP	Designated Employees, Drivers
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	Custodians, Grounds, M&O, Mechanics, Science, Shops
Pesticide Safety	AB 2260, Dept. of Ag.	Upon Job Assignment & Annually	Typical: 2 hrs.	JPA, County Ag. Dept.	Custodial, Grounds, Pool Maintenance
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	Custodial, M&O Yard Duty
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	Custodians, Grounds, M&O, Mechanics, Science, Shops

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Respiratory Protection	Title 8-5144	Upon Job Assignment & Annually where required	Typical: 1 hr.	JPA, Competent Person	Custodians, Grounds, M&O, Mechanics, Science, Shops
Safety Meeting Training	Title 8-3203, Risk Management Practices	per IIPP, typically monthly/quarterly and 1 minute each day preferred	Typical: 5 min. - 60 min.	JPA, District Staff	All Employees
School Safety Plan/ Disasters/Earthquakes	Ed Code 32280, 35295 et. Al., SEMS, Title 8-3220	Initially and per SSP	Typical: 10 min.-60 min. depending on responsibility	JPA, SEMS, ODP, Police/Fire, District Supervisors, County Office	All Employees
School Violence	Title 8-3203 Ed. Code Article 10.3, 32228, 49001, 49330	Initially and Posted	Inform and Poster	JPA, District Policies, Police/Fire, County Office	All Employees
Sexual Harassment	AB1825	Upon Job Assignment and every 2 yrs.	2 hrs.	JPA, Qualified Person, District Policies	Supervisors
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
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
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

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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	Drivers, Mechanics
Supervisory Safety Training	Title 8-3203a7F, Risk Management Practices	Initially and per IIPP	Substantial and recurring	JPA, Suppliers, County Depts, Seminars	Supervisors
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	Mechanics
Tobacco Free Workplace	Fed. Drug Free Workplace Act, 1988	Initially and Posted	Inform and Poster	District Policies, Poster	All Employees
Toxic Art Supplies	Ed Code 32060-32066	Upon Job Assignment, New Hazard Introduced	Typical: 10 min.	JPA, District Staff	Art Teachers, Shops
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
Transportation Drug Testing	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	Designated Employees, Drivers, M&O
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



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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
Uniform Complaint Procedures	OSHA, Labor Code	Initially and Posted	Inform and Poster	District Policies, Poster	All Employees
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
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
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	M&O, Shops
Work Platforms/Manlifts	Title 8 -3646	Upon Job Assignment & As Needed	Typical: 30 min.	JPA, Qualified Person	Custodial, M&O, Mechanics
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