

Training Matrix for School District Employees

Online Safety Training for Public Schools GetSafetyTrained.com

Subject (A-Z)	Applies to (Job Types)	Legal Reference	Training Frequency	Length	Resources
ADA	All Employees	Title 1 Employment Title 2 Accessibility	Initial Hire	Discretionary	HR, USDOJ
Accident Investigation	Supervisors/Accident Investigators	Risk Management Practices, CLC 6314.5, Title 8-3203	Initial Hire	Discretionary	Insurance, Workers' Comp Administrator, Competent Person
Accident Prevention Signs and Tags	Impacted Employees	Title 8-3341	Initial Hire	Discretionary	Online , Insurance, Competent Person
Acetylene & Fuel Gas Safety	M&O, Industrial Arts	Title 8-1740	Initial Hire	Discretionary	Online , Insurance, Competent Person
Aerosol Transmissible Diseases	Health Care Workers, Police, Fire	Title 8, 5199	Initial / Annually	Discretionary	Insurance, Competent Person
Ag Equipment and Tractors	Industrial Art/Technology Teachers	Title 8-3441, 3664	Initial Hire & Annually	Discretionary	Insurance, Competent Person
Animal Management	Science, Administration, Custodial	Ed. Code 51540, CDC, HSC 1650-1662,	Initial Hire	Discretionary	Animal Control, Center for Disease Control (CDC)
Antimicrobial Pesticides	Custodians, Nurses, Health Clerks, Food Service	Title 8-3203, 5194	Prior to Use	Discretionary	Online , Insurance, Competent Person
Aquatic Safety	Aquatic Coaches, Lifeguards	Health and Safety Code 116025-116068	Initial Hire & Every 3 Years	8+ Hours	American Red Cross , Qualified Person
Asbestos General Awareness Class IV Work	M&O, Grounds, Custodial, Mechanics, Technology	Title 8-1529, 5208, AHERA, Ed. Code 49410	Initial Hire & Annually	2 Hours	Insurance, Competent Person
Asbestos Class III Work	M&O Disturbing ACM or PACM	Title 8-1529, 5208, AHERA, Ed. Code 49410	Initial Hire & Annually	16 Hours	Insurance, Qualified Person
Back Injury Prevention / Lifting	Potentially All Employees, Food Service, Special Education, M&O	Risk Management Practices, Title 8-3203, 5110	Employees who Lift	Discretionary	Online , Insurance, Competent Person
Battery Charging/Handling	M&O, Grounds, Auto Shop, Golf Cart Operators, Mechanics	Title 8-5185	Initial Hire	Discretionary	Insurance, Competent Person
Biosafety	Science, Nurses, Health Clerks	CDC, HSC, Title 8-5193, Medical Waste Act	Initial Hire	Discretionary	Insurance, CDC , Competent Person
Bloodborne Pathogens	All employees or employees who are exposed to human blood or blood containing fluids	Title 8-5193	Initial Hire & Annually	Discretionary	Online , Insurance, CDC , District Exposure Control Plan, Competent Person
CA Posting Requirements	All Employees	Title 8-340	Initial Hire	Discretionary	Insurance, Competent Person
Carcinogens as Listed	All Employees	Title 8-5209	Initial Hire	Discretionary	Insurance, Competent Person
Chemical Hygiene Plan/Lab Safety	Employees working in a chemical laboratory	Title 8-5191	Initial Hire	Discretionary	Insurance, Chemical Hygiene Plan, Competent Person
Child Abuse Awareness and Mandated Reporting	All Employees (mandated reporters)	Penal Code 11166, AB 1432 of 2014, Ed Code 44691 et al	Within 6 weeks of hire and annually	Discretionary	Insurance, Online , Competent Person
CIF Coaching Fundamentals of Coaching, Coaching Principles and Coaching Orientation	Coaches	Title V, CCR Section 5593, 5594, Ed. Code 33190- 33192, 45125.01, 45125.1	Initial	Varies	NFHS

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Classroom Safety - General	Teachers, Aides	Risk Management Practices, Title 8-3203, NFPA 101	Initial Hire	Discretionary	Online , Insurance, Competent Person
Classroom Safety - Art	Art Teachers, Aides	Title 8-3203, Ed Code 32060	Initial Hire	Discretionary	Online , Insurance, Competent Person , ACMI
Classroom Safety – Industrial Arts/Technology	Industrial Art/Technology Teachers, Aides	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , Insurance, Competent Person , Suppliers
Classroom Safety - Science	Science Teachers, Lab Assistants, Aides	Title 8-3203, 5191	Initial Hire	Discretionary	Online , Insurance, Competent Person , Suppliers, Science Safety Handbook , Flinn Scientific
Compaction Equipment	M&O, Custodial, Warehouse	Title 8-4355	Prior to Use	Discretionary	Insurance, Competent Person
Compressed Air & Gas	M&O, Industrial Arts, ASB	Title 8-3301 & 4650	Prior to Use	Discretionary	Online , Insurance, Competent Person
Confined Spaces	M&O or employees entering vaults, tanks, sewers, manholes, etc.	Title 8-5156 thru 5159	Prior to Entry / Annually	Discretionary	Competent Person
CPR / AED	Coaches, Credentialed Employees	CCR-Title 5, Ed. Code 49413, 44259 & 35179.1	Upon Credential & Every 2 Years	2 - 8 hrs.	Insurance, Qualified Person
Cranes & Hoists	M&O	Title 8-5006	Prior to Use	Discretionary	Supplier, Qualified Person
Crime Prevention Hotline (WeTip)	All Employees	Risk Management Practices	Initial Hire / As Needed	Discretionary	Online , Insurance, WeTip
Crossing Guard Training	Adult Crossing Guards	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , Insurance, Competent Person , Law Enforcement
Custodial Safety	Custodians	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , Insurance, Competent Person
Defensive Driver	Vehicle Operators	Risk Management Practices	Initial Hire	Discretionary	Online , Insurance, Competent Person
Demolition	M&O, Industrial Art/Technology Teachers, Aides	Title 8-1734, 1735, 1736	Prior to Demo	Discretionary	Qualified Person
Disaster/Emergency Management	All Employees	Ed. Codes 35295, 35297, GC 8607-8608, Title 8-3220	Several Times Per Year	Discretionary	Insurance, OES , Local Ops. Area, Competent Person
Elevating/Work Platforms and Aerial Devices	M&O, Grounds, Custodial	Title 8 -3636, 3648, 3646, 3638, 3294	Prior to Use	Discretionary	Insurance, Competent Person , Supplier
Electrical Safety	M&O	Title 8-2320.2, 2940	Initial Hire	Discretionary	Online , Insurance, Competent Person
Employment Practices	All Employees	CA Civil Code 51.7	Initial Hire, Follow District Policy	Discretionary	Insurance, HR, District Policies, Bargaining Unit Handbooks
Epinephrine auto-injectors & Insulin Injections & Glucagon	Nurses and Volunteers who administer	Ed. Code Ed. Code 49414, B&P Code 4119, SB 1266	Initial, Annual	Discretionary	Physicians, District Nurse, Competent Person
Ergonomics	All Employees	Title 8-5110	When Standard is Triggered	Discretionary	Online , Insurance, Competent Person

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Fall Protection	M&O or employees working on an unguarded surface more than 7½' off the ground	Title 8-1671, 1670, 3209, 3210, 3212	Initial Hire	Discretionary	Insurance, Competent Person , Supplier
Field Trips – Adult Supervision	Potentially All Certificated Employees	Risk Management Practices, Ed Code 32040, 35330	Initial Hire / Prior to Trip	Discretionary	Online , Insurance, Competent Person
Fire Detection Systems	Employees servicing fire detection systems	Title 8-6183	Initial Hire	Discretionary	Competent Person
Fire & Life Safety	All Employees	Title 8-3220 & 3221 Title 19-State Fire Code	Initial Hire	Discretionary	Online , Insurance, Competent Person , Local FD
Fire Extinguishers	All employees or designated users	Title 8-6151	Initial Hire & Annually for Designated Users	Discretionary	Online , Insurance, Competent Person , Local FD
Fire Prevention Plan	All Employees	Title 8-3221	Initial Hire	Discretionary	Online , Insurance, Competent Person
Fire System Fixed Extinguishing Systems	Food Service	Title 8-6175	Initial Hire / Annually	Discretionary	Service Company, Insurance, Competent Person
First Aid	Coaches, Nurses, Health Clerks,	Title 8-3400, HSC 1596.798, Ed Code 32403	Every 2 years	2-40 hours	Insurance, Qualified Person
Food Safety Manager Certification	Kitchen manager or equivalent at each kitchen	AB 1978, SB 144, HSC 113947.1 – 113947.6	Every 5 Years	Pass Exam	Insurance, Approved Exam Proctor
Forklifts	M&O, Grounds, Warehouse	Title 8-3664, 3657, 3668	Prior to Use & Every 3 Years	Discretionary	Insurance, Competent Person , Supplier
Grounds Safety	Grounds	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , Insurance, Competent Person
Hand Tools	M&O, Custodial, Industrial Tech, Technology	Title 8-3310, 3426, 3556	Prior to Use	Discretionary	Online , Insurance, Competent Person , Supplier
Hazard Communication/ Right to Know	Potentially all employees, employees using or exposes to chemicals in the workplace	Title 8-5194	Initial Hire & Annually	Discretionary	Online , Insurance, Competent Person
Hazardous Waste Management	M&O, Custodial, Science, Photography, Health Clerks, Nurses	Ed. Code 49340, Title 8-5164,5194	Initial Hire	Discretionary	Insurance, Competent Person
Hazardous Waste Operations/Emergency Response	Emergency Responders	Title 8-5192	Initial Hire / Annually	Discretionary	Qualified person
Hearing Protection & Conservation	M&O or employee exposed to excessive noise over the TWA	Title 8-5097, 5098, 5099	Initial Hire & Annually if Program in Place	Discretionary	Insurance, Competent Person
Heat Illness Prevention	M&O or employees exposed to heat sources	Title 8-3395	Prior to Working in Heat	Discretionary	Online , Insurance, Competent Person
Housekeeping	Potentially All Employees	Title 8-3203, 3362, 3364, 3321, 5551, 5552	Initial Hire	Discretionary	Online , Insurance, Competent Person
Injury & Illness Prevention Program (IIPP) Workplace Injury & Illness Prevention	All Employees	Title 8-3203	Initial Hire	Discretionary	Online , Insurance, Competent Person , Supervisor
Indoor Air Quality	All Employees	Title 8-5142	Initial Hire	Discretionary	Online , Insurance, Competent Person

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Job Hazard(s)	All Employees	Title 8-3203	Before Job Assignment, New Hazards	Discretionary	Online , Insurance, Competent Person , Supervisors
Kitchen Safety	Food Service, Home Economics, Ag	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Insurance, Competent Person
Ladders	All employees using fixed industrial or portable ladders	Title 8-1675,3276, 3277, 3278	Prior to Use / As Needed	Discretionary	Online , Insurance, Competent Person
Laser Equipment	M&O, Industrial Technology	Title 8-1801	Initial Hire	Discretionary	Insurance, Competent Person
Lead & Lead Standard	M&O	Title 8-1532, 5198	Annually	2 hour awareness	Insurance, Competent Person
Lead Renovation, Repair and Paint (RRP) Rule	M&O who perform operations at child care facilities	40 CFR 745, Subpart E.	Prior to RRP	8 hr new, 4 hr refresher	Insurance, Qualified Person
Lockout/Tagout Control of Hazardous Energy	M&O, Custodial, Industrial Tech or employees performing maintenance on electrical circuits or machinery	Title 8-3314	Initial Hire / As Needed	Discretionary	Online , Insurance, Qualified Person
Machine Safeguarding	M&O, Custodial, Industrial Tech	Title 8-3203	Initial Hire / As Needed	Discretionary	Online , Insurance, Competent Person
Material Handling & Storage	M&O, Custodial, Industrial Tech	Title 8-3203, 5541	Initial Hire	Discretionary	Online , Insurance, Competent Person
Medical and Exposure Records	Administration, Office Personnel	Title 8-3204	Initial Hire / Annually	Discretionary	HR, Competent Person
Medical Waste Management	Custodial, Nurses, Health Clerks	Title 8-5193 H & S Code 117600-118360	Annually	Discretionary	Insurance, Competent Person , Dept of Health
Metal Working (forging) Machines	M&O, Industrial Technology	Title 8-4243	Initial Hire	Discretionary	Insurance, Competent Person
Miter Saws	M&O, Grounds, Custodial, Industrial Technology	Title 8-4307	Initial Hire	Discretionary	Insurance, Competent Person
Mobile Communications	All employees that operate vehicles on district business	Vehicle Codes	As Needed	Discretionary	Competent Person , CHP
Natural Gas Fuel Tanks on Vehicles	M&O, Auto Shops, Mechanics, Bus Drivers	Title 8-544	Initial Hire	Discretionary	Transportation, Competent Person
New Employee Safety Orientation	All Employees	Title 8-3203	Initial Hire	Discretionary	Online , Insurance, Competent Person , HR, Supervisor
Office Safety	Clerical/financial, Office Personnel	Risk Management Practices, Title 8-3203, NFPA 101	Initial Hire	Discretionary	Online , Insurance, Competent Person
Personal Protective Equipment	M&O, Grounds, Custodial, Industrial Tech, Technology, Science, Nurses, Health Clerks	Title 8-3380 - 3387	Prior to Use	Discretionary	Online , Insurance, Competent Person , Supplier
Pesticide Safety	Grounds, Custodial, Pool Maintenance	Title 8-5194, AB 2260, Dept. of Ag.	Annually	Discretionary	Insurance, Competent Person , County/State Ag Dept
Pesticide Handler	Anyone applying pesticides	AG Code 13180-13188, Ed Code 48980.3, 17608, 17612	Annually	2-4 hours	Insurance, Qualified Person

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Playground Safety	Site Administrators, Playground Supervisors	H & S Code 115725 et. seq., CPSC	As Needed	Discretionary	Online , Competent Person , Insurance, CPRS
Pneumatic Tools	M&O, Grounds, Mechanics, Industrial Tech	Risk Management Practices, Title 8-3203, 3300, 3559	Prior to Use	Discretionary	Online , Insurance, Competent Person , Supplier
Poisonous Plants and Harmful Animals	M&O, Grounds, Naturalist	Title 8-3421	Initial Hire	Discretionary	Insurance, Competent Person , Animal Control
Portable Power Tools	M&O, Custodial, Industrial Tech, Technology	Title 8-3310, 3425, 3556	Prior to Use	Discretionary	Online , Insurance, Competent Person , Supplier
Powder-Actuated Tools	M&O, Industrial Technology	Title 8-1685, 1689	Initial Hire	Discretionary	Qualified Person
Power Presses	M&O, Industrial Technology	Title 8-4203, 4208	Initial Hire/ Annually	Discretionary	Insurance, Competent Person
Reasonable Suspicion, Drug and Alcohol	Supervisors identifying employees who may be under the influence of drugs or alcohol; DOT Transportation Supervisors	40 CFR Part 382, § 382.603.	Initial	2 hours	Transportation, Competent Person , DOT
Respiratory Protection	M&O or users of any type of respiratory protection other than dusks masks	Title 8-5144, 1531	Prior to Use / Annually	Discretionary	Insurance, Competent Person
Roofing Operations	M&O, Industrial Technology	Title 8-1509, 1730	Initial Hire	Discretionary	Qualified Person
Rope Access Equipment	Assigned Employees	Title 8, 3270.1	Initial, Annually	Discretionary	Competent Person
School Bus Emergency Procedures and Seat Belt Use	Bus Drivers	Ed Code 39831.5	Initial, Every 3 years	Discretionary	Transportation, Competent Person
Seat Belts (In vehicles with ROPS)	M&O, Grounds, Ag Technology	Title 8-3653, 6309	Initial Hire	Discretionary	Insurance, Competent Person
Security Officer/ POST Training	Anyone performing security duties on average of 20 hours a week or more regardless of title.	Ed. Code 38001.5, 72330.5, 7583.45	Initial Hire	24 hours	BSIS , Qualified Person
Sexual Harassment Prevention	All Employees	Title VII,IX,FEHA CC 51.9,Ed C.40, 200, 212.5, 220, 260, 35293	Initial Hire, Follow District Policy	Discretionary	Board Policy, Annual Notification, Online , Competent Person
Sexual Harassment Prevention and Abusive Conduct for Supervisors	All Supervisors	CA Assembly Bill 1825/2053	Initial Hire / Every 2 Yrs	2 hours	Online , Insurance, Competent Person , Legal
Scaffolds	M&O, Industrial Technology, Performing Arts, Erectors, Dismantlers	Title 8-1637, 1658	Initial Hire	Discretionary	Qualified Person
Slips, Trips and Fall Prevention	All Employees	Risk Management Practices, Title 8-3203	As Needed	Discretionary	Online , Insurance, Competent Person
Standardized Emergency Mgmt System (SEMS) & National Incident Mgmt System (NIMS)	Most school employees	CCR, Title 19, Section 2428	Initial	Courses and Length Varies	OES , FEMA

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Storm Water Pollution Prevention	M&O, Transportation, Facilities	State Water Resources Control Board, SWPPP	As Needed	Discretionary	Online , Competent Person , RWQCB , District Storm Water Plans
Stress Management	All Employees	Risk Management Practices	As Needed	Discretionary	Online , Insurance, Competent Person
Structural Wood Framing	M&O, Industrial Technology	Title 8-1716	Initial Hire	Discretionary	Competent Person
Student (Minors) Workplace Safety	Student Workers	Title 8-3203, CLC 1290-1298	Initial Hire / As Needed	Discretionary	Online , Insurance, Competent Person
Supervising for Safety	All Supervisors	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , Insurance, Competent Person
Terrorism Awareness	All Employees	Risk Management Practices	As Needed	Discretionary	Online , Insurance, Local Law
Tire Changing Wheels or Rim Servicing	Mechanics	Title 8-3326	Initial Hire	Discretionary	Insurance, Competent Person
Tobacco Free Workplace	All Employees	CA Gov't Code 8350-8356	Initial Hire	Discretionary	Board Policy
Traffic Control / Flaggers	M&O, Grounds, Crossing Guards	Title 8-1599	Initial Hire	Discretionary	Insurance, Competent Person
Transportation Bus Evacuations	Transportation	Ed. Code 39831.5	Annually	Discretionary	Board Policy, CHP, Competent Person
Tree Maintenance, Tree Service Worker	Grounds	Title 8-3420 thru 3428	Initial Hire / As Needed	Discretionary	Competent Person
Trenching & Shoring	M&O	Title 8-1540, 1541	Prior to Digging / As Needed	Discretionary	Competent Person
Uniform Complaint Procedures	All Employees	District Policies	Initial Hire, Follow District Policy	Discretionary	HR, Board Policies
Universal Waste Management	Custodial, M&O	Title 22	Initial Hire / As Needed	Discretionary	Online , CIWMB , Competent Person
Utility Vehicles, Burden Carts & Golf Carts	M&O, Grounds, Custodial, Administration or employees that operate utility carts, etc.	Risk Management Practices, Title 8-3203	Prior to Use / As Needed	Discretionary	Online , Insurance, Competent Person , Supplier, Operator's Manual
Vehicle Use	All employees that operate vehicles on district business	Title 8-3319, Vehicle Codes, District Policies	Prior to Use / As Needed	Discretionary	Online , Insurance, Competent Person , District Policy
Warehouse Safety	Warehouse	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , Insurance, Competent Person
Welding	M&O, Industrial Tech	Title 8-4799, 4848, 8357, 4850, 4853	Prior to Use	Discretionary	Online , Insurance, Competent Person
Woodworking Machines	M&O, Industrial Tech	Title 8-Article 59,	Prior to Use	Discretionary	Online , Insurance, Competent Person , Supplier
Workers' Compensation	All Employees	L.C. 3200-5900,P.C. 65.2 Ed.C. 44043,45192	Initial Hire	Discretionary	Online , Insurance, Competent Person , Workers' Comp Administrator, Bargaining Units

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Workplace Violence	All Employees	Title 8-3203, Ed. Code Article 10.3 for K-12	Initial Hire / As Needed	Discretionary	Online , Insurance, Competent Person

A [qualified person](#) is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely all assigned duties; &, when required is properly licensed in accordance with federal, state, or local laws and regulations.

A [competent person](#) is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.