



## K-12 Employee Training and Resource Matrix

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Topic	Job Classification											Legal Reference	Training Frequency	Length	Vector Solutions?	Other Resources	Notes
	Maint.	Grounds	Custodial	Food	Teachers	Athletics	Industrial Teachers	Transp.	Clerical	Supervisor	Other						
1st Aid, CPR, AED					X*	X						CCR-Title 5, Ed. Code 49413, 44259, 32043, & 35179.1	Initial hire; Every 2 Years	4 - 8 hrs.	Yes	<a href="#">Health and Safety Institute – PRISM Partner Program</a>	*Teachers conducting field trips in areas known to be infested by poisonous snakes need to be certified.
Accident Investigation										X		Title 8 §3203	Initial hire	Discretionary	Yes	<a href="#">PRISMtv</a>	<a href="#">Accident Investigation Risk Simplified</a> <a href="#">Safety Management Certification - Supervisor Training</a>
Acetylene & Fuel Gas Safety	X										X	Title 8 §1740	Before exposure	Discretionary	Yes	<a href="#">Safety Talks</a>	
ADA										X*	X	Title 1 Employment Title 2 Accessibility	As needed	Discretionary	Yes	<a href="#">PRISMtv</a>	*HR should be trained on the interactive process. M&O should be trained on access routes.
Aerosol Transmissible Diseases											X	Title 8 §5199	Initially; As needed	Discretionary	No	<a href="#">Cal/OSHA Guide to ATD</a> <a href="#">Cal/OSHA Quick Facts</a>	Applies to school nurses (see referring employer).
Ag Equipment and Tractors		X									X	Title 8 §3441, 3664	Before exposure	Discretionary	No	Tractors require certification w/ practical test. <a href="#">CDE's Science Safety Handbook</a>	
Animal Management					X*							Ed. Code 51540, HSC 1650-1662,	Before exposure	Discretionary	No		*Science teachers
Anti-Harassment (et al) Prevention for Supervisors										X		CA Assembly Bill 1825/2053 SB 396; 1343	Initial hire; Every 2 years	2 hours	Yes	<a href="#">PRISMtv</a>	
Anti-Harassment (et al) Prevention Non-Supervisory EE's	X	X	X	X	X	X	X	X	X	X	X	SB1343	Initial hire; Every 2 years (Follow District Policy)	1 hour min	Yes		
Asbestos Class 2 or 3 Work	X										X	Title 8 §1529, 5208, AHERA, Ed. Code 49410	Initial hire; Annually (if performing in-house asbestos work)	16 Hours	No		Requires EPA or state approved trainer.
Asbestos General Awareness Class	X	X	X		X*						X*	Title 8 §1529, 5208, AHERA, Ed. Code 49410	Initial hire & Annually (Mandatory)	2 Hours	No		Annually for all M&O staff. *Teachers should be trained, no mandatory training length.
Athletics: Sudden Cardiac Arrest						X						Ed. Code 33479.6, CA Assembly Bill 1639	Initial; Every 2 Years	Discretionary	Yes	<a href="#">NFHS Courses</a>	
Athletics: Concussions						X						Ed. Code 35179.1	Initial hire; Annually	Discretionary	Yes	<a href="#">NFHS Courses</a>	
Athletics: Heat Illness Prevention						X						Ed. Code 35179.1	Initial hire; Annually	Discretionary	Yes	<a href="#">NFHS Courses</a>	
Back Injury Prevention / Lifting	X	X	X	X			X		X	X		Risk Management Practices, Title 8 §3203, 5110	Employees who Lift	Discretionary	Yes	<a href="#">Safety Talks</a>	
Battery Charging/Handling	X	X	X									Title 8 §5185	Before exposure	Discretionary	No	<a href="#">Safety Talks</a>	
Bloodborne Pathogens	X	X	X	X	X	X	X	X	X	X	X	Title 8 §5193	Initial hire; Annually	Discretionary	Yes	<a href="#">PRISMtv</a> <a href="#">Safety Talks</a>	
Cal/OSHA Inspections											X	PRISM Recommendation	Initial hire; As needed	Discretionary	No	<a href="#">PRISMtv</a> <a href="#">PRISM Blog</a>	
Chemical Hygiene Plan/Lab Safety			X		X						X	Title 8 §5191	Initial hire; When new hazards are introduced; Or As needed	Discretionary	Yes	<a href="#">CDE Science Safety Handbook</a> <a href="#">EPA Chemical Management Resource Guide for School Administrators</a>	
Child Abuse & Mandated Reporting	X	X	X	X	X	X	X	X	X	X	X	Penal Codes 11166, 236.1, AB 1432 of 2014, AB 1227 of 2017, Ed Code 51934, 51950, 44691 et al	New hire (within 6 weeks); Annually	Discretionary	Yes	<a href="#">PRISMtv</a>	
Civil Rights				X								Title VI	Initial hire	Discretionary	No	<a href="#">CDE Civil Rights in the Child Nutrition Programs</a>	
Classroom Safety - Science					X							Title 8 §3203, 5191	Initial hire; As needed	Discretionary	Yes	<a href="#">CDE Science Safety Handbook</a>	
Confined Spaces	X		X							X		Title 8 §5156 thru 5159	Before exposure; As needed	Discretionary	Yes	<a href="#">PRISMtv</a> <a href="#">Safety Talks</a>	<a href="#">Confined Space: Identification Risk Simplified</a>
COVID-19 Prevention	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3205	Initial hire; As needed	Discretionary	Yes	<a href="#">Safety Talks</a>	
Cranes & Hoists	X						X					Title 8 §5006	Prior to use	Discretionary	No		
Crossing Guards											X	CA MUTCD 7D	Before exposure	Discretionary	Yes	<a href="#">CA Manual on Uniform Traffic Control Devices (CA MUTCD)</a>	



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	Maint.	Grounds	Custodial	Food	Teachers	Athletics	Industrial Teachers	Transp.	Clerical	Supervisor	Other							
Cyber Security	X	X	X	X	X	X	X	X	X	X	X*	PRISM Recommendation	Initial hire, As needed	Discretionary	Yes	<a href="#">KnowBe4 - PRISM Partner Program</a>		*Anyone that has access to District technology.
Defensive Driving / Fleet Safety	X			X				X				PRISM Recommendation	Before exposure; As needed	Discretionary	Yes	<a href="#">PRISMtv</a>		
Designated Employer Representative (Drug & Alcohol Testing)											X*	PRISM Recommendation, 49 CFR part 382	Initial hire, As needed	Discretionary		<a href="#">PRISMtv</a>		*Staff responsible for managing District Drug & Alcohol Testing Program.
Elevating Work Platforms and Aerial Devices	X	X	X							X		Title 8 §3636, 3648, 3646, 3638, 3294	Prior to use; Periodic Refresher	Discretionary	Yes	<a href="#">Safety Talks</a>		
Emergency Action Plan	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3220	Initial; Changes to Plan	Discretionary	Yes			This is in addition to SEMS.
Employment Practices										X	X	CA Civil Code 51.7	Initial hire; As needed	Discretionary	No	<a href="#">PRISMtv</a>	<a href="#">Eyes Law Group EPL Hotline - PRISM Partner Program</a>	*PRISM recommends training every two years.
Epinephrine auto-injectors & Insulin Injections & Glucagon					X						X	Ed. Code Ed. Code 49414, B&P Code 4119, SB 1266	Initial hire; Annually	Discretionary	No	<a href="#">Health and Safety Institute - PRISM Partner Program</a>		
Ergonomics / Cumulative Strain Prevention	X	X	X	X				X	X			Title §5110	As needed; When Standard is Triggered	Discretionary	Yes	<a href="#">PRISMtv</a>		
Exertional Heat Illness Prevention						X						Ed. Code 35179.1	Initial hire; As needed	Discretionary	Yes	<a href="#">PRISMtv*</a>	<a href="#">NFHS Courses</a>	*Supervisors have different training requirements' covered in PRISMtv but not in the Vector Solutions course.
Fall Protection	X											Title 8 § 3209, 3210, 3212, 1509, 1730	Before exposure; Periodic refreshers	Discretionary	Yes	<a href="#">Safety Talks</a>		
Field Trips – Adult Supervision					X						X	PRISM Recommendation	Prior to Trip	Discretionary	No	<a href="#">School Liability Handbook</a>		
Fire Prevention Basics	X	X	X		X		X		X	X	X	PRISM Recommendation	Initial hire; As needed	Discretionary	Yes	<a href="#">Safety Talks</a>		
Fire Extinguishers	X	X	X	X	X		X	X	X	X	X	Title 8 §6151	Initial hire; Annually for Designated Users	Discretionary	Yes	<a href="#">Safety Talks</a>		
Food Safety Manager Certification				X								AB 1978, SB 144, HSC 113947.1 – 113947.6	Initial hire; Every 5 Years	Pass Exam	No			
Forklifts	X	X	X								X	Title 8 §3664, 3657, 3668	Prior to use; Every 3 Years or due to unsafe operation by operator	Discretionary	Yes	<a href="#">Safety Talks</a>		Operator certification can be provided by a third party or a combination of Vector Solutions & a practical test.
Hand and Power Tools	X	X					X					Title 8 §3425, 3426, 3556	Prior to use; As needed	Discretionary	Yes	<a href="#">Safety Talks</a>		
Hazard Communication	X	X	X	X			X	X				Title 8 §5194	Initial hire; New Hazards or Plan Changes	Discretionary	Yes	<a href="#">PRISMtv</a>	<a href="#">Safety Talks</a>	
Hazardous Waste Management	X	X	X		X		X				X	Ed. Code 49340, Title § 8 5164	Initial hire; As needed	Discretionary	Yes	<a href="#">CUPA</a>		If conducting emergency clean up response in-house, additional training is required.
Healthy Schools Act / Integrated Pest Management	X	X	X	X	X		X		X	X		AB 2260, Education Code sections 17608–17613	Initial hire; Annually	1 hour	Yes (Custom Activity)	<a href="#">Department of Pesticide Regulation</a>		
Hearing Protection & Conservation	X	X					X					Title 8 §5097, 5098, 5099	If Triggered by Standard - Initial & Annually	Discretionary	Yes	<a href="#">Safety Talks</a>		
Housekeeping	X	X	X	X	X		X	X	X			Title 8 §3203, 3362, 3364, 3321, 5551, 5552	Initial hire; As needed	Discretionary	Yes (see slips/falls)	<a href="#">Safety Talks</a>		
Indoor Air Quality / Ventilation	X									X		Title 8 §5142	As needed	Discretionary	Yes	<a href="#">PRISMtv</a>		
Injury & Illness Prevention Program (IIPP)	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3203	Initial hire; When plan/roles change	Discretionary	No	<a href="#">PRISMtv</a>		PRISM recommends periodic IIPP review.
Kitchen Safety				X			X					Risk Management Practices, Title 8 §3203	Initial hire	Discretionary	Yes (search "food service")	<a href="#">Safety Talks</a>		
Ladders	X	X	X				X					Title 8 §1675, 3276, 3277, 3278	Prior to use / As needed	Discretionary	Yes	<a href="#">Safety Talks</a>		



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	Maint.	Grounds	Custodial	Food	Teachers	Athletics	Industrial Teachers	Transp.	Clerical	Supervisor	Other						
Laser Equipment (non-ionizing radiation)	X											Title 8 §1801	Prior to use	Discretionary	Yes		
Lead Awareness in Schools	X	X	X							X	X	Title 8 § 1532.1 & EPA Regulations on lead in schools	Initial hire; As needed	Discretionary	Yes	<a href="#">Safety Talks</a>	* The EPA recommends that schools periodically test their drinking water for lead.
Lockout/Tagout; Control of Hazardous Energy	X	X	X							X		Title 8 §3314	Initial hire; As needed	Discretionary	Yes	<a href="#">Safety Talks</a>	
Machine Guarding	X	X		X								Title 8 §3203	Initial hire; As needed	Discretionary	Yes	<a href="#">Safety Talks</a>	
Office Ergonomics					X					X		Title 8 §3203, 5110	Initial hire; As needed or when standard is triggered	Discretionary	Yes	<a href="#">PRISMtv</a>	<a href="#">Computer Workstation Chair Ergonomics Risk Simplified</a>
Office Safety					X					X		Title 8 §3203	Initial hire; As needed	Discretionary	Yes		
Outdoor Heat Illness Prevention	X	X	X			X					X	Title 8 §3395; Ed. Code 35179.1	Prior to Working in Heat; When High Heat Procedures are in effect; Or As needed	Discretionary	Yes	<a href="#">PRISMtv*</a>	*Supervisors have different training requirements' covered in PRISMtv but not in the Vector Solutions course.
Personal Protective Equipment	X	X	X	X	X	X	X	X		X		Title 8 §3380 - 3387	Prior to use	Discretionary	Yes	<a href="#">Safety Talks</a>	
Pesticide Handler		X										Title 8 §5194; AG Code 13180-13188, Ed Code 17608 - 17614.5	Initial hire; As needed	Discretionary	No	<a href="#">DPR - Employees Handling Pesticides</a>	
Playground Equipment Maintenance	X		X									H & S Code 115725; CPSC	As needed	Discretionary	Yes	<a href="#">Identifying Playground Hazards Risk Simplified</a>	<a href="#">CPSC</a>
Playground Supervision					X						X	PRISM Recommendation	Initial hire; As needed	Discretionary	Yes		
Pneumatic Tools / Compressed Air	X										X	Title 8 §3203, 3300, 3559	As needed	Discretionary	Yes	<a href="#">Safety Talks</a>	
Powder-Actuated Tools	X										X	Title 8 §1685, 1689	Prior to use	Discretionary	Yes	<a href="#">Safety Talks</a>	Must carry valid operators cards during use.
Reasonable Suspicion, Drug and Alcohol										X	X	40 CFR Part 382, § 382.603.	Initial hire; As needed	2 hours	Yes	<a href="#">PRISMtv</a>	
Respiratory Protection	X	X									X	Title 8 §5144, 1531	Prior to use ; Annually	Discretionary	Yes	<a href="#">Safety Talks</a>	<a href="#">Face Covering or Respirator? Know the Difference Risk Simplified</a>
Scaffolding	X											Title 8 §1637, 1658	Prior to use; As needed	Discretionary	Yes		
Security Officer/Guards (SB 390)											X	Ed. Code 38001.5, 72330.5, BPC 7583.45, SB 390	Initial hire	24 hours	No		
Sexual Abuse and Molestation	X	X	X	X	X	X	X	X	X	X	X	PRISM Recommendation	Initial hire; Annual refresher; As needed	Discretionary	Yes	<a href="#">School Administrator's Guide to Preventing Sexual Abuse &amp; Misconduct</a>	
Slips, Trips and Fall Prevention	X	X	X	X	X	X	X	X	X		X	Title 8§3203	As needed	Discretionary	Yes	<a href="#">Safety Talks</a>	
Standardized Emergency Mgmt System (SEMS) & National Incident Mgmt System (NIMS)	X	X	X	X	X	X	X	X	X	X	X	Title 19, Section 2428	Initial hire; As needed or when plan changes	Courses and Length Varies	No	<a href="#">FEMA</a>	



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Suicide Prevention Training for Staff					X		X			X		AB 2246; AB 1767	Annually; Beginning of School Year	Discretionary	Yes	<a href="#">Pupil Suicide Prevention Policy Risk Simplified</a>		
Supervisory Training										X		Title 8 §3203; PRISM Recommendation	Initial hire; As needed	Discretionary	No	<a href="#">PRISMtv</a>		
Title IX											X*	Title IX of the Education Amendments of 1972	Initial hire; As needed	Discretionary	Yes	<a href="#">School Administrator's Guide to Preventing Sexual Abuse &amp; Misconduct</a>		*Any individual designated by a local educational agency (LEA) as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process must be trained.
Tree Maintenance, Tree Service Worker		X										Title 8 §3420 thru 3428	Initial hire; As needed	Discretionary	No	<a href="#">PRISMtv</a>	<a href="#">PRISM Blog</a>	Search PRISMtv for "Managing Hazardous Tree Risk and Safety"
Trenching & Shoring	X	X										Title 8 §1540, 1541	Prior to Digging / As needed	Discretionary	Yes	<a href="#">PRISMtv</a>		Search PRISMtv for "Excavations for Public Entities"
Universal Waste Management	X	X	X									Title 22-66273.30-39;	Initial hire; As needed	Discretionary	No	<a href="#">Department of Toxic Substances Control</a>		
Utility Carts	X	X	X									Title 8 §3203	Prior to use; As needed	Discretionary	Yes			
Welding	X						X					Title 8 §4799, 4848, 8357, 4850, 4853	Prior to use; As needed	Discretionary	Yes	<a href="#">Safety Talks</a>		
Wildfire Smoke Protection	X	X	X		X	X		X				Title 8 §5141.1	Initial hire; As needed	Discretionary	Yes	<a href="#">Wildfire Smoke - Protecting Employees and Understanding the Rules Risk Simplified</a>	<a href="#">Worker Protection From Wildfire Smoke - School Action for Safety and Health</a>	
Workplace Violence	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3203	Initial hire; As needed	Discretionary	Yes	<a href="#">Safety Talks</a>	<a href="#">PRISMtv</a>	