

**RUSD SAFETY TRAINING MATRIX**  
**Maintenance Operations Specific**

Regulatory Issue	Employees/Groups Affected	Corrective Action Identified	Legal Reference	Training Requirements
Injury & Illness Prevention Program (IIPP)	All Employees	Review Injury & Illness Prevention Program (IIPP) with all employees .	CCR T8 3203(a) (7) & 1509 (e)	Initial When Updated or Changes Occur
Emergency Action Plan	Employees with assigned responsibilities to assist in the safe and orderly evacuation of employees/students.	Train employees in designated actions to take to ensure employee safety from fire and other emergencies.	CCR T8 3220 (e)	Initial When employee's responsibilities or designated actions under the plan change Whenever the plan is changed
Fire Prevention Plan	All Employees	Review parts of the written fire prevention plan with the employee they must know to protect themselves in the event of an emergency.	CCR T8 3221 (d) (1)-(2)	Initial New Hazards
Portable Fire Extinguisher Training	All Employees	Train employees in proper use of fire extinguishers	CCR T8, 6151 (g)(1)	Initial Annual Refresher
Blood borne Pathogens Training (Written Program Required)	Potentially Exposed Employees	Provide employees with annual bloodborne pathogen awareness training, per written plan.	CCR T8 5193 29 CFR 1910.1030	Initial Annually thereafter
Hazard Communication (HAZCOM) (Written Plan Required)	All Employees where hazardous substances may be present	Provide employees with Hazard Communication Training on hazardous chemicals used in their respective work areas . Employees should be retrained when new hazards are introduced into the work place.	CCR T8 5194 29 CFR1910.1200	Initial Any time new chemicals or processes are introduced into the workplace.
Maintain MSDS's	Responsible Supervisors/ Employees where hazardous materials may be present	Maintain current Material Safety Data Sheets (MSDS) for each hazardous substance used on each site.	CCR T 8 5194 29 CFR 1910.1200	Part of HAZCOM Training

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<b>Labels</b>	Responsible Supervisors/ Employees where hazardous materials may be present	Label each hazardous substance container indicating identity of the contents and appropriate hazard warnings	CCR T8 5194 29CFR 1910.1200	Part of HAZCOM/HAZWOPPER Training
<b>Hazardous Waste Operations &amp; Emergency Response</b>	Personnel assigned to respond to releases or potential release of hazardous materials	Provide the appropriate level of response training needed to conduct clean-up operations and effectively respond to a hazardous material release or threat of release.	CCR T8 5192	Initial Annual Refresher
<b>Emergency Response/Preparedness 40 hour HAZWOPPER Training</b>	Maintenance Managers/Supervisors supervising hazardous waste operations.	Training for on-site managers/supervisors directly responsible for or who supervise employees engaged in hazardous waste operations.	29 CFR 1910.120, Appendix E CCR T8 5192	Within 6 months of hire Mandatory 8 hour refresher
<b>Hazardous Waste Disposal</b>	Maintenance, Custodial	Dispose hazardous waste generated by schools at least each 180 days.	22 CCR 66262.34 40 CFR 26234	Part of HAZWOPPER Training
<b>Hazardous Waste Storage Supplies &amp; Equipment</b>	Maintenance , Custodial	Supply hazardous waste storage areas with spill kits and decontamination equipment.	22 CCR 66262.34 40 CFR 262.34	Part of HAZWOPPER Training
<b>Hazardous Waste Generator Training</b>	Maintenance, Custodial	Annual Hazardous Waste training for employees	Title 22 , 40 CFR, Sect. 262.34	Initial Annual
<b>Battery Storage</b>	Maintenance -Assigned Employees	Employees assigned to work with storage batteries shall be instructed in emergency procedures.	CCR T8 5185 (a)	Initial

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<b>Lockout/Blockout Training Control of Hazardous Energy (Written Plan Required)</b>	Maintenance - Authorized Employees	Training for all maintenance personnel involved in cleaning, servicing , set-up, & adjusting of machinery or equipment in which unexpected energization, start-up or release of stored energy could cause injury to employee.	CCR T8 3314	Initial When updated
<b>Accident Prevention Signs &amp; Tags</b>	Maintenance & Custodial	Employees shall be informed as to the meaning of the various tags used throughout the workplace and what special precautions are necessary.	CCR T8 3341 (d) (5)	Initial Part of lockout/blockout
<b>Lead Awareness</b>	Maintenance & Custodial	Employees who may come into contact with building materials which contain lead.	CCR T8 5216, 5198	Prior to Initial Assignment Annual Refresher
<b>2-Hour Asbestos Awareness Training</b>	Maintenance & Custodial	Training provided to employees who perform housekeeping operations in areas containing asbestos.	CCR T8 5208 40CFR 762.92	Initial Annual Refresher
<b>Forklift Safety (Powered Industrial Truck Training)</b>	Maintenance Warehouse Nutritional Service (Operators)	Train all employees that use forklifts/powered industrial trucks	CCR T8 3664, 3657 & 3668	Initial Operator evaluation every 3 years. When involved in accident When observed operating in unsafe manner Equipment change
<b>Utility Cart Training (Golf Carts)</b>	Custodial, Campus Supervisors, Coaches, Administrators	Train all employees that use motorized golf carts on district property.	CCR T8 3668	Initial Operator evaluation every 3 years. When involved in accident When observed operating in unsafe manner

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Accident Investigation	All Supervisors	Train all Supervisors to properly investigate their assigned employees' accidents and near mis occurrences in the workplace.	CCR T8 3203 (a) (7) (F)	Initial
Fall Protection Plan (Written Plan Required)	Maintenance- Affected Employees	Train all employees whom work on ledges or walkways 7 1/2 feet or higher on horizontal or vertical surfaces.	CCR T8 1671.1	Initial
Personal Fall Arrest / Restraint Systems	Maintenance- Affected Employees	Train all employees whom work on ledges or walkways 7 1/2 feet or higher on horizontal or vertical surfaces.	CCR T8 1670 (b) (19)	Part of Fall Protection Training
Wheels or Rims -Servicing	Maintenance	Train employees who may service single, split rim & multi-piece rim wheels	CCR T8 3326	Initial
Ladder Safety Training	Maintenance & Custodial	Train employees in safe use of ladders.	CCR T8 3276	Initial Periodic
Scaffolding Training	Maintenance (Erectors and Dismantlers)	Train all employees who utilize scaffolds in the workplace.	CCR T8 1637	Initial
Acetylene & Fuel Gas Safety	Maintenance (Users)	Train personel who work with acetylene and fuel gas	CCR T8 1740	Initial
Machine Guarding	Maintenance	Train employees regarding proper guarding of machines and power tools.	CCR T8 3555 , 3940, 3942, 3943, 3944 & 3955 29 CFR 1910.211-212	Initial
Hand & Portable Power Tools & Equipment	Maintenance&Custodial	Train employees in safe operation and practices.	CCR T8 3556	Initial
Pesticide Safety Training	Maintenance	Train all employees who apply pesticides in the district.	CCR T3, 6724 CCR T8 5194 (h)	Initial New Hazards

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<b>Welding &amp; Cutting Safety</b>	Welders Fire Watchers	Train employees who perform welding operations as part of their job description.	CCR T8 4799, 4848 (a) & 1537 (a)	Initial
<b>Personal Protective Equipment (PPE)</b>	Maintenance, Custodial, Science Teachers (Users of PPE)	Properly identify, evaluate and recommend the correct gloves, eye/face protection, boots and uniforms utilized by district personnel & instruct them in the proper use.	CCR T8, Chapter 4, Subchapter 7, Article 10, Section 3380 (c)	Initial
<b>Hearing Conservation Program (Written Plan Required)</b>	Maintenance- Affected Employees	Ensure all personnel who are exposed to a time weighted average (TWA) noise level greater than 85 dba are in a Hearing Conservation Program.	CCR T8 5097 & 5099 29CFR 1910.95	Initial Annual Refresher
<b>Respiratory Protection Program (Written Plan Required)</b>	Maintenance, Custodial (Users)	Employees who are exposed to chemicals in the workplace and require the use of a respirator.	CCR T8 5144 ©	Initial Annual
<b>Ergonomics</b>	Employees in affected job classifications (IDENTICAL JOBS) when standard is triggered	Perform individual evaluations for employees where more than 1 injury has occurred. Also includes purchase of equipment.	CCR T8 5110 (b) (3)	Initial When standard is triggered
<b>Heat Illness Prevention (Written Plan Required)</b>	Supervisory and Non-Supervisory Personnel- Maintenance, Coaches, Custodial (Exposed Employees)	Provide training to employees whose job duties require working outdoors in the heat.	CCR T8 3395	Initial
<b>Elevating Work Platforms &amp; Aerial Devices</b>	Maintenance Custodial Users/ Authorized Personnel	Train all employees who use elevating work platforms and aerial devices.	CCR T8 3638 (d), 3646 & 3648	Before initial use Annual
<b>Confined Spaces (Written Plan Required)</b>	Maintenance-Affected Employees	Employees whose job requires entry into spaces defined as confined space under the standard.	CCR T8 5157 (g) & 5158 C (2)	Initial Program Update Changes

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### TRAINING RECORDS

Training Records must be maintained for all safety training conducted, in the site safety training file, available for review by regulatory officials. Written documentation of initial training must be maintained for the duration of employee's employment & reoccurring training should be maintained for a period of 5 years or where otherwise indicated.

Safety training must be conducted at specified intervals, whenever new equipment or processes are introduced, when changes occur in the workplace, when new hazards are identified, when unsafe behavior or accidents occur.

Contact the District Safety Technician at 788-7135, ext 80605 to coordinate safety training needed. Most safety training can be coordinated through ASCIP, our liability insurance partner, at little or no cost to the District.

The District Safety Technician is also available to come to the sites and conduct safety inspections upon request, to assist site administrators with safety and health related compliance concerns.

### OTHER TRAINING TO BE CONSIDERED

First Aid/CPR- District staff to be trained by American Red Cross, ASCIP or District Health Nurses.

Food Sanitation- All employees who handle food in kitchens or cafeterias, ASCIP will train.