

RUSD SAFETY TRAINING MATRIX

Site 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	Potentially Exposed Employees	Provide employees with annual bloodborne pathogen awareness training, per written plan.	CCR T8 5193 29 CFR 1910.1030	Initial Annually thereafter
Campus Supervisor Training	Campus Security working over twenty hours per week	Training mandated for employees who perform physical security	Ed Code 38001.5	Initial
Hazard Communication (HAZCOM)	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.

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Maintain MSDS's	Responsible Supervisors/ Employees where hazardous substances 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
Labels	Responsible Supervisors/ Employees where hazardous substances may be present	Label each hazardous substance container indicating identity of the contents and appropriate hazard warnings	CCR T 8 5194 29CFR 1910.1200	Part of HAZCOM/HAZWOPPER Training
Battery Storage	Maintenance -Assigned Employees	Employees assigned to work with storage batteries shall be instructed in emergency procedures.	CCR T 8 5185 (a)	Initial
Chemical Hygiene Plan Training	Science Teachers (Middle & High School)	Provide and document annual Chemical Hygiene training to science staff.	CCR T 8 5191 29CFR 1910.1450	Initial New Hazards Annual Refresher
Science Lab Chemical Disposal	Science Teachers (Middle & High School)	Properly dispose of all outdated and expired lab chemicals.	22 CCR 66262.11 40 CFR 262.11	Part of Chemical Hygiene Plan Training
Utility Cart Training (Golf Carts)	Custodial, Campus Supervisors, Coaches, Administrators	Train all employees that use motorized golf carts on district property.	CCR T 8 3668	Initial Operator evaluation every 3 years. When involved in accident When observed operating in unsafe manner
Accident Investigation	All Supervisors	Train all Supervisors to properly investigate their assigned employees' accidents and near mis occurrences in the workplace.	CCR T 8 3203 (a) (7) (F)	Initial

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Personal Protective Equipment (PPE)	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
Ergonomics	Employees in affected 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
Heat Illness Prevention	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

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.

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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.