



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.	General First Aid Part 1 (EDU), General First Aid Part 2 (EDU)	Health and Safety Institute - PRISM Partner Program.		*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		PRISMtv	Accident Investigation Risk Simplified	Safety Management Certification - Supervisor Training.
Acetylene & Fuel Gas Safety	X						X						Title 8 §1740	Before exposure	Discretionary	Compressed Gas Safety, Welding Safety	Safety Talks		
ADA										X*	X		Title 1 Employment Title 2 Accessibility	As needed	Discretionary	ADA Compliance in Business	PRISMtv		*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	Cal/OSHA Guide to AID	Cal/OSHA Quick Facts'	Applies to school nurses (see referring employer).
Ag Equipment and Tractors		X					X			X			Title 8 §3441, 3664	Before exposure	Discretionary	No			Tractors require certification w/ practical test
Animal Management					X*								Ed. Code 51540, HSC 1650-1662.	Before exposure	Discretionary	No	CDE's Science Safety Handbook		*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	Anti-Harassment Training for Supervisors and Managers - California (SB1343/AB1825)	PRISMtv		
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	Anti-Harassment Training for All Employees - California (SB1343)			
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*		X*			X			Title 8 §1529, 5208, AHERA, Ed. Code 49410	Initial hire & Annually (Mandatory)	2 Hours	Asbestos Hazard Awareness			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	Athletes and Sudden Cardiac Arrest (EDU)		NFHS Courses	
Athletics: Concussions						X							Ed. Code 35179.1	Initial hire; Annually	Discretionary	Student Concussions (EDU)		NFHS Courses	
Athletics: Heat Illness Prevention						X							Ed. Code 35179.1	Initial hire; Annually	Discretionary	PRISM: Heat Illness Prevention		NFHS Courses	
Back Injury Prevention / Lifting	X	X	X	X			X		X	X			Risk Management Practices, Title 8 §3203, 5110	Employees who Lift	Discretionary	Back Injury Prevention (EDU)	Safety Talks		
Battery Charging/Handling	X	X	X										Title 8 §5185	Before exposure	Discretionary	No	Safety Talks		
Bloodborne Pathogens	X	X	X	X	X	X	X	X	X	X	X		Title 8 §5193	Initial hire; Annually	Discretionary	Cal/OSHA Bloodborne Pathogens		Safety Talks	
Cal/OSHA Inspections										X	X		PRISM Recommendation	Initial hire; As needed	Discretionary	No	PRISMtv	PRISM Blog	
Chemical Hygiene Plan/Lab Safety			X	X	X						X		Title 8 §5191	Initial hire; When new hazards are introduced; Or As needed	Discretionary	Safety in the Science Lab (EDU)	CDE Science Safety Handbook	EPA Chemical Management Resource Guide for School Administrators	
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	Child Abuse: Mandated Reporter Training for California (EDU)	PRISMtv		
Civil Rights				X									Title VI	Initial hire; Annually as required if receiving federal funds	Discretionary	No		California Department of Social Services	
Classroom Safety - Science					X								Title 8 §3203, 5191	Initial hire; As needed	Discretionary	Safety in the Science Lab (EDU)	CDE Science Safety Handbook		
Confined Spaces	X		X							X			Title 8 §5156 thru 5159	Before exposure; As needed	Discretionary	Confined Space Entry	PRISMtv	Safety Talks	Confined Space: Identification, Risk Simplified.
COVID-19 Prevention	X	X	X	X	X	X	X	X	X	X	X		Title 8 §3205	Initial hire; As needed	Discretionary	COVID-19 Awareness		Safety Talks	
Cranes & Hoists	X						X			X			Title 8 §5006	Prior to use	Discretionary	No			
Crossing Guards											X		CA MUTCD 7D	Before exposure	Discretionary	Crossing Guard Safety (EDU)	CA Manual on Uniform Traffic Control Devices (CA MUTCD)		



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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	Cybersecurity Overview, Cybersecurity Awareness for Employees: Social Engineering, Cybersecurity Awareness for Employees: Security Awareness Essentials and more	KnowBe4 - PRISM Partner Program	Cyber Smart:MFA ; Cyber Smart:Phishing Risk Simplified	*Anyone that has access to District technology.
Defensive Driving / Fleet Safety	X			X				X				PRISM Recommendation	Before exposure; As needed	Discretionary	Defensive Driving Strategies (EDU), Fleet Program Defensive Driving Strategies, Distracted Driving (EDU), Driving Accidents and Emergencies (EDU) and more.			
Designated Employer Representative (Drug & Alcohol Testing)											X*	PRISM Recommendation, 49 CFR part 382	Initial hire, As needed	Discretionary	No	PRISMtv		*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	Bucket/Boom Truck Safety and Operation	Safety Talks		
Emergency Action Plan	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3220	Initial; Changes to Plan	Discretionary	Exit Routes, Emergency Action Plans & Fire Prevention Plans			This is in addition to SEMS.
Employment Practices									X	X		CA Civil Code 51.7	Initial hire; As needed	Discretionary	No	PRISMtv	Eyres Law Group EPL Hotline - PRISM Partner Program	*PRISM recommends training every two years.
Epinephrine auto-injectors & Insulin Injections & Glucagon					X						X	Ed. Code Ed. Code 49114, B&P Code 4119, SB 1266	Initial hire; Annually	Discretionary	No	Health and Safety Institute - PRISM Partner Program		
Ergonomics / Cumulative Strain Prevention	X	X	X	X				X	X			Title §5110	As needed; When Standard is Triggered	Discretionary	General Office Ergonomics (EDU)			
Exertional Heat Illness Prevention						X						Ed. Code 35179.1	Initial hire; As needed	Discretionary	Working in Extreme Temperatures: Heat Illness Prevention (EDU)	PRISMtv*	NFHS Courses	*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	Fall Protection	Safety Talks		
Field Trips – Adult Supervision					X						X	PRISM Recommendation	Prior to Trip	Discretionary	No	School Liability Handbook		
Fire Prevention Basics	X	X	X		X		X		X	X	X	PRISM Recommendation	Initial hire; As needed	Discretionary	Fire Prevention Safety (EDU)	Safety Talks		
Fire Extinguishers	X	X	X	X	X		X	X	X	X	X	Title 8 §6151	Initial hire; Annually for Designated Users	Discretionary	Fire Extinguisher Safety (EDU)	Safety Talks		
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	Forklift Safety	Safety Talks		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	Hand & Power Tool Safety	Safety Talks		
Hazard Communication	X	X	X	X			X	X				Title 8 §5194	Initial Hire; New Hazards or Plan Changes	Discretionary	Hazard Communication	Safety Talks		
Hazardous Waste Management	X	X	X		X		X				X	Ed. Code 45340, Title 8 § 5164	Initial hire; As needed	Discretionary	Hazardous Material Identification and Spill Prevention (EDU)	CUPA		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	California Integrated Pest Management (EDU)	Department of Pesticide Regulation		
Hearing Protection & Conservation	X	X					X					Title 8 §5097, 5098, 5099	If Triggered by Standard - Initial & Annually	Discretionary	Hearing Conservation (EDU)	Safety Talks		
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)	Safety Talks		
Indoor Air Quality / Ventilation	X									X		Title 8 §5142	As needed	Discretionary		PRISMtv		
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			PRISM recommends periodic IIPP review.
Kitchen Safety				X			X					Risk Management Practices, Title 8 §5203	Initial hire	Discretionary	Yes (search "food service")	Safety Talks		
Ladders	X	X	X				X					Title 8 §1675, 3276, 3277, 3278	Prior to use / As needed	Discretionary	Ladder Safety	Safety Talks		



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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	Laser Safety			
Lead Awareness in Schools	X	X	X								X	X	Title 8 § 1532.1 & EPA Regulations on lead in schools	Initial hire; As needed	Discretionary	Lead Awareness (EDU)	Safety Talks	* 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	Lock-Out / Tag-Out	Safety Talks	
Machine Guarding	X	X		X							X		Title 8 §3203	Initial hire; As needed	Discretionary	Machine Guarding	Safety Talks	
Naloxone Administration												X	Ed. Code 49414.3	Initial Volunteer; Annually	Discretionary	PRISM: Administering Naloxone	Naloxone Program Administration for School Districts Risk Simplified	
Office Ergonomics					X				X				Title 8 §3203, 5110	Initial hire; As needed or when standard is triggered	Discretionary	General Office Ergonomics (EDU)	Computer Workstation Chair Ergonomics Risk Simplified	
Office Safety					X				X				Title 8 §3203	Initial hire; As needed	Discretionary	Office Safety		
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	PRISM: Heat Illness Prevention	PRISMtv*	*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	Personal Protective Equipment (EDU)	Safety Talks	
Pesticide Handler		X											Title 8 §5194; AG Code 13180-13185; Ed Code 17608 - 17614.5	Initial hire; As needed	Discretionary	No	DPR - Employees Handling Pesticides	
Playground Equipment Maintenance	X		X										H & S Code 115725; CPSC	As needed	Discretionary	Playground Safety (EDU)	Identifying Playground Hazards Risk Simplified	CPSC
Playground Supervision					X							X	PRISM Recommendation	Initial hire; As needed	Discretionary	Playground Supervision (EDU)		
Pneumatic Tools / Compressed Air	X						X						Title 8 §3203, 3300, 3559	As needed	Discretionary	Hand & Power Tool Safety	Safety Talks	
Powder-Actuated Tools	X						X						Title 8 §1655, 1689	Prior to use	Discretionary	Hand & Power Tool Safety	Safety Talks	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	Reasonable Suspicion or Accidents for Supervisors ; Reasonable Suspicion of Drugs for Supervisors		
Respiratory Protection	X	X					X					X	Title 8 §5144, 1531	Prior to use ; Annually	Discretionary	Cal/OSHA Respiratory Protection	Safety Talks	Face Covering or Respirator? Know the Difference Risk Simplified
Scaffolding	X												Title 8 §1637, 1658	Prior to use; As needed	Discretionary	Ladders & Scaffolding Safety		
Security Officer/Guards (SB 390)												X	Ed. Code 39001.5, 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	Sexual Misconduct in Schools (EDU) , Title IX and Sexual Misconduct for K-12 (EDU)	School Administrator's Guide to Preventing Sexual Abuse & Misconduct	
Slips, Trips and Fall Prevention	X	X	X	X	X	X	X	X	X	X	X		Title 8§3203	As needed	Discretionary	Avoiding Slips, Trips, and Falls (EDU) , Slips, Trips, and Falls Prevention, PRISM: Preventing Slip, Trip and Fall Accidents	Safety Talks	

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	FEMA		
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Suicide Prevention Training for Staff					X		X			X		AB 2246; AB 1767	Annually; Beginning of School Year	Discretionary	Recognizing and Preventing Youth Suicide (EDU)	Pupil Suicide Prevention Policy Risk Simplified		
Supervisory Training										X		Title 8 §3203; PRISM Recommendation	Initial hire; As needed	Discretionary	No	PRISMtv		
Title IX											X*	Title IX of the Education Amendments of 1972	Initial hire; As needed	Discretionary	Title IX and Sexual Misconduct for K-12 (EDU)	School Administrator's Guide to Preventing Sexual Abuse & Misconduct	*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	PRISMtv	PRISM Blog	Search PRISMtv for "Managing Hazardous Tree Risk and Safety"
Trenching & Shoring	X	X										Title 8 §1540, 1541	Prior to Digging / As needed	Discretionary	Trenching & Shoring	PRISMtv		Search PRISMtv for "Excavations for Public Entities"
Universal Waste Management	X	X	X									Title 22-66273.30-39;	Initial hire; As needed	Discretionary	No	Department of Toxic Substances Control		
Utility Carts	X	X	X									Title 8 §3203	Prior to use; As needed	Discretionary	Safe Use of Utility Vehicles (EDU), The Safe Operation of Utility Carts			
Welding	X						X					Title 8 §4799, 4848, 8357, 4850, 4853	Prior to use; As needed	Discretionary	Welding Safety	Safety Talks		
Wildfire Smoke Protection	X	X	X		X	X				X		Title 8 §5141.1	Initial hire; As needed	Discretionary	PRISM: Wildfire Smoke Awareness	Wildfire Smoke - Protecting Employees and Understanding the Rules Risk Simplified	Worker Protection From Wildfire Smoke - School Action for Safety and Health	
Workplace Violence	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3203	Initial hire; As needed	Discretionary	Workplace Violence (EDU)	Safety Talks	PRISMtv	