



K-12 Employee Training and Resource Matrix*

*Use this list after completing a hazard/ppe assessment of your work site(s). If there is a hazard exposed to employees that can't be eliminated, training will be required. Last updated on April 7, 2021.

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	Health and Safety Institute		*Teachers conducting field trips in areas known to be infested by poisonous snakes need to be certified
Accident Investigation										X		Title §3203	Initial hire	Discretionary	Yes	PRISMtv	BP Library	
Acetylene & Fuel Gas Safety	X						X					Title §1740	Before Exposure	Discretionary	Yes	Safety Talks		
ADA										X*	X	Title 1 Employment Title 2 Accessibility	As needed	Discretionary	Yes	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 ATD	Quick FacVS	Applies to school nurses (see referring employer).
Ag Equipment and Tractors		X					X			X		Title §3441, 3664	Before Exposure	Discretionary	No	Tractors require certification w/ practical test	Vendor of your Choice	
Animal Management					X*							Ed. Code 51540, HSC 1650-1662,	Before Exposure	Discretionary	No	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	Coming in June 2019	PRISMtv		
Anti-Harassment (et al) Prevention Non-Supervisory EE's	X	X	X	X	X	X	X	X	X		X	SB1343	Initial hire, Follow District Policy	Discretionary	Yes	PRISMtv		
Asbestos Class 2 or 3 Work	X									X		Title §1529, 5208, AHERA, Ed. Code 49410	Initial hire & Annually (if performing in-house asbestos work)	16 Hours	No			Requires EPA approved trainer.
Asbestos General Awareness Class	X	X	X		X*		X*			X		Title §1529, 5208, AHERA, Ed. Code 49410	Initial hire & Annually (Mandatory)	2 Hours	No	Online/onsite vendor of your choice		Mandatory each year for all M&O staff. Teachers should have training too, but there is not a two hour requirement.
Athletics: Sudden Cardiac Arrest						X						Ed. Code 35179.1	Initial; Every 2 Years	Discretionary	Yes			
Athletics: Concussions						X						Ed. Code 35179.1	Initial and Annual	Discretionary	Yes			
Athletics: Heat Illness Prevention						X						Ed. Code 35179.1	Initial and Annual	Discretionary	Yes			
Back Injury Prevention / Lifting	X	X	X				X		X	X		Risk Management Practices, Title §3203, 5110	Employees who Lift	Discretionary	Yes	Safety Talks		
Battery Charging/Handling	X	X	X									Title §5185	Before Exposure	Discretionary	No	Cal/OSHA	Safety Talks	
Bloodborne Pathogens	X	X	X	X	X	X	X	X	X	X	X	Title §5193	Initial hire; Annually	Discretionary	Yes	PRISMtv	Safety Talks	
Cal/OSHA Inspections										X	X	PRISM recommendation	Initial hire; As needed	Discretionary	No	PRISMtv		
Chemical Hygiene Plan/Lab Safety			X		X						X	Title §5191	Initial hire; When new hazards are introduced; Or as needed	Discretionary	Yes	CDE's Science Safety Handbook		
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	New hire (within 6 weeks); Annually	Discretionary	Yes	PRISMtv		
Civil Right/VS				X								Title VI	New hire;	Discretionary	No			



K-12 Employee Training and Resource Matrix*

*Use this list after completing a hazard/ppe assessment of your work site(s). If there is a hazard exposed to employees that can't be eliminated, training will be required. Last updated on April 7, 2021.

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							
Classroom Safety - Science					X							Title §3203, 5191	Initial hire; As needed	Discretionary	Yes	CDE's Science Safety Handbook		
Confined Spaces	X		X							X		Title §5156 thru 5159	Before Exposure; As needed	Discretionary	Yes	PRISMv	Safety Talks	
COVID-19 Prevention	X	X	X	X	X	X	X	X	X	X	X	Title § 3205	Initially; As needed	Discretionary	Yes*			*Links to Cal/OSHA training website
Cranes & Hoists	X						X			X		Title §5006	Prior to Use	Discretionary	No	PRISMv		
Crossing Guards											X	CA MUTCD 7D	Before Exposure	Discretionary	Yes			
Defensive Driving / Fleet Safety	X			X				X				PRISM Recommendation	Before Exposure; As Needed	Discretionary	Yes	PRISMv		This is recommended by PRISM staff
Elevating Work Platforms and Aerial Devices	X	X	X							X		Title § -3636, 3648, 3646, 3638, 3294	Prior to Use; Periodic Refresher	Discretionary	No	Safety Talks		
Emergency Action Plan	X	X	X	X	X	X	X	X	X	X	X	Title § - 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	PRISMv		*PRISM recommends training every two years
Epinephrine auto-injectors & Insulin Injections					X						X	Ed. Code Ed. Code 49474, B&P Code 4119, 49496	Initial hire; Annually	Discretionary	No	Health and Safety Institute		
Ergonomics / Cumulative Strain Prevention	X	X	X	X				X	X			Title §5110	As needed; When Standard is Triggered	Discretionary	Yes	PRISMv		Click to learn when the standard is triggered.
Exertional Heat Illness Prevention						X						Ed. Code 35179.1	Initial hire; As needed	Discretionary	No	NHS Free Course		*Supervisors have different training requirements covered in PRISMv but not in the VectorSolutions course.
Fall Protection	X											Title § 3209, 3210, 3212, 1509, 1730	Before Exposure: Periodic refreshers	Discretionary	Yes	Safety Talks		
Field Trips – Adult Supervision					X						X	PRISM recommendation	Prior to Trip	Discretionary	No	PRISMv		Search "School Liability Handbook"
Fire Prevention Basics	X	X	X	X	X		X		X	X	X	PRISM recommendation	Initial hire; As needed	Discretionary	Yes	Safety Talks		
Fire Extinguishers	X	X	X	X	X		X	X	X	X	X	Title §6151	Initial hire & Annually for Designated Users	Discretionary	Yes	Safety Talks		
Food Safety Manager Certification				X								AB 1978, SB 144, HSC 113947.1 – 113947.6	Initial; Every 5 Years	Pass Exam	No	Your preferred vendor		
Forklifts	X	X	X				X					Title §3664, 3657, 3668	Prior to Use; Every 3 Years or due to unsafe operation by operator	Discretionary	Yes	Safety Talks		Operator certification can be provided by a third party or a combination of VS and a practical test.
Hand and Power Tools	X	X					X					Title §3425, 3426, 3556	Prior to Use; As needed	Discretionary	Yes	Safety Talks		
Hazard Communication	X	X	X	X			X	X				Title §5194	Initial hire; New Hazards or Plan Changes	Discretionary	Yes	PRISMv	Safety Talks	
Hazardous Waste Management	X	X	X		X		X				X	Ed. Code 49340, Title § 5164	Initial hire; as needed	Discretionary	Yes	CUPA		If conducting emergency clean up response in-house, additional training is
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	DPR		
Hearing Protection & Conservation	X	X					X					Title §5097, 5098, 5099	If Triggered by Standard - Initial & Annually	Discretionary	Yes			



K-12 Employee Training and Resource Matrix*

*Use this list after completing a hazard/ppe assessment of your work site(s). If there is a hazard exposed to employees that can't be eliminated, training will be required. Last updated on April 7, 2021.

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							
Housekeeping	X	X	X	X	X		X	X	X			Title §3203, 3362, 3364, 3321, 5551, 5552	Initial hire; As needed	Discretionary	Yes (see slips/falls)	Safety Talks		
Indoor Air Quality	X									X		Title §5142	As needed	Discretionary	Yes	PRISMv		
Injury & Illness Prevention Program (IIPP)	X	X	X	X	X	X	X	X	X	X	X	Title §3203	Initial hire; When plan/voles change	Discretionary	No	PRISMv		Must be review your entity's IIPP
Kitchen Safety				X			X					Risk Management Practices, Title §3203	Initial hire	Discretionary	Yes (search "food service")	Safety Talks		
Ladders	X	X	X				X					Title §1675, 3276, 3277, 3278	Prior to Use / As Needed	Discretionary	Yes	Safety Talks		
Laser Equipment (non-ionizing radiation)	X											Title §1801	Prior to Use	Discretionary	Yes			
Lockout/Tagout; Control of Hazardous Energy	X	X	X				X			X		Title §3314	Initial hire; As Needed	Discretionary	Yes	Safety Talks		
Machine Guarding	X	X		X			X					Title §3203	Initial hire / As Needed	Discretionary	Yes	Safety Talks		
Office Ergonomics									X			Title §3203, 5110	Initial hire; As needed or when standard is triggered	Discretionary	Yes	PRISMv		
Office Safety									X			Title §3203	Initial hire; As Needed	Discretionary	Yes			
Outdoor Heat Illness Prevention	X	X	X			X				X		Title §3395, Ed. Code 35179.1	Prior to Working in Heat; When High Heat Procedures are in effect. Or as needed	Discretionary	No	PRISMv*		*Supervisors have different training requirements covered in PRISMv but not in the Mentor Solutions course
Personal Protective Equipment	X	X	X	X	X	X	X	X		X		Title §3380 - 3387	Prior to Use	Discretionary	Yes			
Pesticide Handler		X										Title §5194; AG Code 13180-13188, Ed Code 17608 - 17614.5	Initial; Annually	Discretionary	No	DPR Train-the-Trainer		
Playground Equipment Maintenance	X		X									H & S Code 115725; CPSC	As Needed	Discretionary	Yes	Risk Simplified	CPSC	
Playground Supervision					X						X	PRISM recommendation	Initial; As Needed	Discretionary	Yes			
Pneumatic Tools / Compressed Air	X						X					Title §3203, 3300, 3559	As Needed	Discretionary	No	Safety Talks		
Powder-Actuated Tools	X						X					Title §1685, 1689	Prior to Use	Discretionary	No	Safety Talks		Must be carry valid operators cards during use.
Reasonable Suspicion, Drug and Alcohol										X	X	40 CFR Part 382, § 382.603.	Initial; As Needed	2 hours	Yes			
Respiratory Protection	X	X					X					Title §5144, 1531	Prior to Use / Annually	Discretionary	Yes	Safety Talks		
Scaffolding	X											Title §1637, 1658	Prior to Use; As needed	Discretionary	Yes			
Security Officer (SB1626)											X	Ed. Code 38001.5, 72330.5, 7583.45	Initial hire	24 hours	No	Vendor of your choice		
Slips, Trips and Fall Prevention	X	X	X	X	X	X	X	X	X		X	Title §3203	As Needed	Discretionary	Yes	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; As Needed or when plan changes	Courses and Length Varies	No	FEMA		



K-12 Employee Training and Resource Matrix*

*Use this list after completing a hazard/ppe assessment of your work site(s). If there is a hazard exposed to employees that can't be eliminated, training will be required. Last updated on April 7, 2021.

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							
Suicide Prevention Training for Staff (Grades 7-12)					X		X			X		AB 2246	Annually Beginning of School Year	Discretionary	Yes	Risk Simplified		
Supervisory Training										X		Title §3203; PRISM Recommendation	Initial hire; as needed	Discretionary	No	PRISMtv		
Tree Maintenance, Tree Service Worker		X										Title §3420 thru 3428	Initial hire / As Needed	Discretionary	No	PRISMtv		Search Managing Hazardous Tree Risk and Safety
Trenching & Shoring	X	X										Title §1540, 1541	Prior to Digging / As Needed	Discretionary	Yes	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	DVSC		
Utility CarVS	X	X	X									Title §3203	Prior to Use; As needed	Discretionary	Yes			
Welding	X						X					Title §4799, 4848, 8357, 4850, 4853	Prior to Use; As needed	Discretionary	Yes	Safety Talks		
Wildfire Smoke Protection	X	X	X		X	X		X				Title 8 §5141.1	Initially; As needed	Discretionary	Yes			
Workplace Violence	X	X	X	X	X	X	X	X	X	X	X	Title §3203	Initial hire; As Needed	Discretionary	Yes	Safety Talks	PRISMtv (webcasVS)	