

Training Matrix for School District Employees

Schools Insurance Program for Employees (SIPE)

Online Safety Training for Public Schools www.sipeonlinetraining.com

Applies to (Job Types)	Subject (A-Z)	Legal Reference	Training Frequency	Length	Resources
All Employees	ADA	Title 1 Employment Title 2 Accessibility	Initial Hire	Discretionary	SISC , USDOJ
Supervisors/Accident Investigators	Accident Investigation	Risk Management Practices, CLC 6314.5, Title 8-3203	Initial Hire	Discretionary	SIPE , Workers' Comp Administrator, Competent Person
Impacted Employees	Accident Prevention Signs and Tags	Title 8-3341	Initial Hire	Discretionary	Online , SIPE , Competent Person
M&O, Industrial Arts	Acetylene & Fuel Gas Safety	Title 8-1740	Initial Hire	Discretionary	Online , SIPE , Competent Person
Industrial Art/Technology Teachers	Ag Equipment and Tractors	Title 8-3441, 3664	Initial Hire & Annually	Discretionary	SIPE , Competent Person
Science, Administration, Custodial	Animal Management	Ed. Code 51540, CDC, HSC 1650-1662,	Initial Hire	Discretionary	Animal Control, Center for Disease Control (CDC)
Custodians, Nurses, Health Clerks, Food Service	Antimicrobial Pesticides	Title 8-3203, 5194	Prior to Use	Discretionary	Online , SIPE , Competent Person
Aquatic Coaches, Lifeguards	Aquatic Safety	Health and Safety Code 116025-116068	Initial Hire & Every 3 Years	8+ Hours	American Red Cross , Qualified Person
M&O, Grounds, Custodial, Mechanics, Technology	Asbestos General Awareness Class IV Work	Title 8-1529, 5208, AHERA, Ed. Code 49410	Initial Hire & Annually	2 Hours	Online , SIPE , Competent Person
M&O Disturbing ACM or PACM	Asbestos Class III Work	Title 8-1529, 5208, AHERA, Ed. Code 49410	Initial Hire & Annually	16 Hours	SIPE , Qualified Person
Potentially All Employees	Back Injury Prevention / Lifting	Risk Management Practices, Title 8-3203, 5110	Employees who Lift	Discretionary	Online , SIPE , Competent Person
M&O, Grounds, Auto Shop, Golf Cart Operators, Mechanics	Battery Charging/Handling	Title 8-5185	Initial Hire	Discretionary	SIPE , Competent Person
Science, Nurses, Health Clerks	Biosafety	CDC, HSC, Title 8-5193, Medical Waste Act	Initial Hire	Discretionary	SIPE , CDC , Competent Person
All employees or employees who are exposed to human blood or blood containing fluids	Bloodborne Pathogens	Title 8-5193	Initial Hire & Annually	Discretionary	SIPE , CDC , District Exposure Control Plan, Competent Person
All Employees	CA Posting Requirements	Title 8-340	Initial Hire	Discretionary	SIPE , Competent Person
All Employees	Carcinogens as Listed	Title 8-5209	Initial Hire	Discretionary	SIPE , Competent Person
Employees working in a chemical laboratory	Chemical Hygiene Plan/Lab Safety	Title 8-5191	Initial Hire	Discretionary	SIPE , Chemical Hygiene Plan, Competent Person
All Employees	Child Abuse Awareness	Penal Code 11166	Initial Hire	Discretionary	Online , SISC , Pamphlets, Competent Person
Teachers, Aides	Classroom Safety - General	Risk Management Practices, Title 8-3203, NFPA 101	Initial Hire	Discretionary	Online , SIPE , Competent Person
Art Teachers, Aides	Classroom Safety - Art	Title 8-3203, Ed Code 32060	Initial Hire	Discretionary	Online , SIPE , Competent Person , ACMI

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Industrial Art/Technology Teachers, Aides	Classroom Safety – Industrial Arts/Technology	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , SIPE , Competent Person , Suppliers
Science Teachers, Lab Assistants, Aides	Classroom Safety - Science	Title 8-3203, 5191	Initial Hire	Discretionary	Online , SIPE , Competent Person , Suppliers , Science Safety Handbook
M&O, Custodial, Warehouse	Compaction Equipment	Title 8-4355	Prior to Use	Discretionary	SIPE , Competent Person
M&O, Industrial Arts, ASB	Compressed Air & Gas	Title 8-3301 & 4650	Prior to Use	Discretionary	Online , SIPE , Competent Person
M&O or employees entering vaults, tanks, sewers, manholes, etc.	Confined Spaces	Title 8-5156 thru 5159	Prior to Entry / Annually	Discretionary	SIPE , Competent Person
Coaches, Credentialed Employees	CPR	CCR-Title 5, Ed. Code 49413, 44259 & 35179.1	Upon Credential & Every 2 Years	2 - 8 hrs.	SIPE , Qualified Person
M&O	Cranes & Hoists	Title 8-5006	Prior to Use	Discretionary	Supplier, Competent Person
All Employees	Crime Prevention Hotline (WeTip)	Risk Management Practices	Initial Hire / As Needed	Discretionary	Online , SIPE , WeTip
Adult Crossing Guards	Crossing Guard Training	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , SIPE , Competent Person , Law Enforcement
Custodians	Custodial Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , SIPE , Competent Person
M&O, Industrial Art/Technology Teachers, Aides	Demolition	Title 8-1734, 1735, 1736	Prior to Demo	Discretionary	Qualified Person
All Employees	Disaster Management	Ed. Codes 35295, 35297, SEMS, Title 8-3220	Several Times Per Year	Discretionary	SIPE , OES , Local Ops. Area, Competent Person
M&O	Electrical Safety	Title 8-2320.2, 2940	Initial Hire	Discretionary	Online , SIPE , Competent Person
All Employees	Employment Practices	CA Civil Code 51.7	Initial Hire, Follow District Policy	Discretionary	SISC , District Policies, Bargaining Unit Handbooks
All Employees	Ergonomics	Title 8-5110	When Standard is Triggered	Discretionary	Online , SIPE , Competent Person
M&O or employees working on an unguarded surface more than 7½' off the ground	Fall Protection	Title 8-1671, 1670, 3209, 3210, 3212	Initial Hire	Discretionary	SIPE , Competent Person , Supplier
Potentially All Certificated Employees	Field Trips – Adult Supervision	Risk Management Practices, Ed Code 32040, 35330	Initial Hire / Prior to Trip	Discretionary	Online , SIPE , SISC , Competent Person
Employees servicing fire detection systems	Fire Detection Systems	Title 8-6183	Initial Hire	Discretionary	Competent Person
All Employees	Fire & Life Safety	Title 8-3220 & 3221 Title 19-State Fire Code	Initial Hire	Discretionary	Online , SIPE , Competent Person , Local FD
All employees or designated users	Fire Extinguishers	Title 8-6151	Initial Hire & Annually for Designated Users	Discretionary	Online , SIPE , Competent Person , Local FD

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All Employees	Fire Prevention Plan	Title 8-3221	Initial Hire	Discretionary	Online , SIPE , Competent Person
Food Service	Fire System Fixed Extinguishing Systems	Title 8-6175	Initial Hire / Annually	Discretionary	Service Company, Competent Person
Coaches, Nurses, Health Clerks,	First Aid	Title 8-3400, HSC 1596.798, Ed Code 32403	Every 2 years	2-40 hours	SIPE , Qualified Person
Kitchen manager or equivalent at each kitchen	Food Safety Manager Certification	AB 1978, SB 144, HSC 113947.1 – 113947.6	Every 5 Years	Pass Exam	SIPE , Approved Exam Proctor
M&O, Grounds, Warehouse	Forklifts	Title 8-3664, 3657, 3664, 3668	Prior to Use & Every 3 Years	Discretionary	SIPE , Competent Person , Supplier
Grounds	Grounds Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , SIPE , Competent Person
M&O, Custodial, Industrial Tech, Technology	Hand Tools	Title 8-3310, 3426, 3556	Prior to Use	Discretionary	Online , SIPE , Competent Person , Supplier
Potentially all employees, employees using or exposes to chemicals in the workplace	Hazard Communication/ Right to Know	Title 8-5194	Initial Hire & Annually	Discretionary	Online , SIPE , Competent Person
M&O, Custodial, Science, Photography, Health Clerks, Nurses	Hazardous Waste Management	Ed. Code 49340, Title 8-5164,5194	Initial Hire	Discretionary	SIPE , Competent Person
Emergency Responders	Hazardous Waste Operations/Emergency Response	Title 8-5192	Initial Hire / Annually	Discretionary	Qualified person
M&O or employee exposed to excessive noise over the TWA	Hearing Protection & Conservation	Title 8-5097, 5098, 5099	Initial Hire & Annually if Program in Place	Discretionary	SIPE , Competent Person
M&O or employees exposed to heat sources	Heat Illness Prevention	Title 8-3395	Prior to Working in Heat	Discretionary	Online , SIPE , Competent Person
Potentially All Employees	Housekeeping	Title 8-3203, 3362, 3364, 3321, 5551, 5552	Initial Hire	Discretionary	Online , SIPE , Competent Person
All Employees	Injury & Illness Prevention Program (IIPP) Workplace Injury & Illness Prevention	Title 8-3203	Initial Hire	Discretionary	Online , SIPE , Competent Person , Supervisor
All Employees	Indoor Air Quality	Title 8-5142	Initial Hire	Discretionary	Online , SIPE , Competent Person
All Employees	Job Hazard(s)	Title 8-3203	Before Job Assignment, New Hazards	Discretionary	Online , SIPE , Competent Person , Supervisors
Food Service, Home Economics, Ag	Kitchen Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	SIPE , Competent Person
All employees using fixed industrial or portable ladders	Ladders	Title 8-1675,3276	Prior to Use / As Needed	Discretionary	Online , SIPE , Competent Person
M&O, Industrial Technology	Laser Equipment	Title 8-1801	Initial Hire	Discretionary	SIPE , Competent Person
M&O	Lead & Lead Standard	Title 8-1532, 5198	Annually	2 hour awareness	SIPE , Competent Person

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M&O, Custodial, Industrial Tech or employees performing maintenance on electrical circuits or machinery	Lockout/Tagout Control of Hazardous Energy	Title 8-3314	Initial Hire / As Needed	Discretionary	Online , SIPE , Qualified Person
M&O, Custodial, Industrial Tech	Machine Safeguarding	Title 8-3203	Initial Hire / As Needed	Discretionary	Online , SIPE , Competent Person
M&O, Custodial, Industrial Tech	Material Handling & Storage	Title 8-3203, 5541	Initial Hire	Discretionary	Online , SIPE , Competent Person
Administration, Office Personnel	Medical and Exposure Records	Title 8-3204	Initial Hire / Annually	Discretionary	SIPE , Competent Person
Custodial, Nurses, Health Clerks	Medical Waste Management	Title 8-5193 H & S Code 117600-118360	Annually	Discretionary	SIPE , Competent Person , Dept of Health
M&O, Industrial Technology	Metal Working (forging) Machines	Title 8-4243	Initial Hire	Discretionary	SIPE , Competent Person
M&O, Grounds, Custodial, Industrial Technology	Miter Saws	Title 8-4307	Initial Hire	Discretionary	SIPE , Competent Person
All employees that operate vehicles on district business	Mobile Communications	Vehicle Codes	As Needed	Discretionary	Competent Person , CHP
M&O, Auto Shops, Mechanics, Bus Drivers	Natural Gas Fuel Tanks on Vehicles	Title 8-544	Initial Hire	Discretionary	SIPE , Competent Person
All Employees	New Employee Safety Orientation	Title 8-3203	Initial Hire	Discretionary	Online , SIPE , Competent Person , Supervisor
Clerical/financial, Office Personnel	Office Safety	Risk Management Practices, Title 8-3203, NFPA 101	Initial Hire	Discretionary	Online , SIPE , Competent Person
M&O, Grounds, Custodial, Industrial Tech, Technology, Science, Nurses, Health Clerks	Personal Protective Equipment	Title 8-3380 - 3387	Prior to Use	Discretionary	Online , SIPE , Competent Person , Supplier
Grounds, Custodial, Pool Maintenance	Pesticide Safety	Title 8-5194, AB 2260, Dept. of Ag.	Annually	Discretionary	SIPE , Competent Person , County/State Ag Dept
Site Administrators, Playground Supervisors	Playground Safety	H & S Code 115725 et. seq., CPSC	As Needed	Discretionary	Online , SIPE , Competent Person , SISC , CPRS
M&O, Grounds, Mechanics, Industrial Tech	Pneumatic Tools	Risk Management Practices, Title 8-3203, 3300, 3559	Prior to Use	Discretionary	Online , SIPE , Competent Person , Supplier
M&O, Grounds	Poisonous Plants and Harmful Animals	Title 8-3421	Initial Hire	Discretionary	SIPE , Competent Person , Animal Control
M&O, Custodial, Industrial Tech, Technology	Portable Power Tools	Title 8-3310, 3425, 3556	Prior to Use	Discretionary	Online , SIPE , Competent Person , Supplier
M&O, Industrial Technology	Powder-Actuated Tools	Title 8-1685, 1689	Initial Hire	Discretionary	Qualified Person
M&O, Industrial Technology	Power Presses	Title 8-4203, 4208	Initial Hire/ Annually	Discretionary	SIPE , Competent Person

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M&O or users of any type of respiratory protection other than dusks masks	Respiratory Protection	Title 8-5144, 1531	Prior to Use / Annually	Discretionary	SIPE , Competent Person ,
M&O, Industrial Technology	Roofing Operations	Title 8-1509, 1730	Initial Hire	Discretionary	Qualified Person
M&O, Grounds, Ag Technology	Seat Belts (In vehicles with ROPS)	Title 8-3653, 6309	Initial Hire	Discretionary	SIPE , Competent Person
All Employees	Sexual Harassment Prevention	Title VII,IX,FEHA CC 51.9,Ed C.40, 200, 212.5, 220, 260, 35293	Initial Hire, Follow District Policy	Discretionary	Board Policy, Annual Notification, Online , Competent Person
All Supervisors	Sexual Harassment Prevention for Supervisors	CA Assembly Bill 1825	Initial Hire / Every 2 Yrs	2 hours	Board Policy, SISC , Competent Person
M&O, Industrial Technology, Performing Arts	Scaffolds	Title 8-1637, 1658	Initial Hire	Discretionary	Qualified Person
All Employees	Slips, Trips and Fall Prevention	Risk Management Practices, Title 8-3203	As Needed	Discretionary	Online , SIPE , Competent Person
M&O, Transportation, Facilities	Storm Water Pollution Prevention	State Water Resources Control Board	As Needed	Discretionary	Online , SIPE , Competent Person , RWQCB , District Storm Water Plans
All Employees	Stress Management	Risk Management Practices	As Needed	Discretionary	Online , SIPE , Competent Person
M&O, Industrial Technology	Structural Wood Framing	Title 8-1716	Initial Hire	Discretionary	Competent Person
Student Workers	Student (Minors) Workplace Safety	Title 8-3203, CLC 1290-1298	Initial Hire / As Needed	Discretionary	Online , SIPE , Competent Person
All Supervisors	Supervising for Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , SIPE , Competent Person
All Employees	Terrorism Awareness	Risk Management Practices	As Needed	Discretionary	Online , SIPE
Mechanics	Tire Changing Wheels or Rim Servicing	Title 8-3326	Initial Hire	Discretionary	SIPE , Competent Person
All Employees	Tobacco Free Workplace	CA Gov't Code 8350-8356	Initial Hire	Discretionary	Board Policy
M&O, Grounds, Crossing Guards	Traffic Control / Flaggers	Title 8-1599	Initial Hire	Discretionary	SIPE , Competent Person
Transportation	Transportation Bus Evacuations	Ed. Code 39831.5	Annually	Discretionary	Board Policy, CHP, Competent Person
Transportation, M&O	Transportation Drug Testing	CFR Title 49, CVC 12517	Initial Hire / As Needed	Discretionary	SIPE , Board Policy
Grounds	Tree Maintenance	Title 8-3420 thru 3428	Initial Hire / As Needed	Discretionary	Online , SIPE , Competent Person

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M&O	Trenching & Shoring	Title 8-1540, 1541	Prior to Digging / As Needed	Discretionary	Competent Person
All Employees	Uniform Complaint Procedures	District Policies	Initial Hire, Follow District Policy	Discretionary	Board Policies
Custodial, M&O	Universal Waste Management	Title 22	Initial Hire / As Needed	Discretionary	Online , CIWMB , Competent Person
M&O, Grounds, Custodial, Administration or employees that operate utility carts, etc.	Utility Vehicles & Golf Carts	Risk Management Practices, Title 8-3203	Prior to Use / As Needed	Discretionary	Online , SIPE , Competent Person , Supplier , Operators Manual
All employees that operate vehicles on district business	Vehicle Use	Title 8-3319, Vehicle Codes, District Policies	Prior to Use / As Needed	Discretionary	Online , SIPE , Competent Person , District Policy
Warehouse	Warehouse Safety	Risk Management Practices, Title 8-3203	Initial Hire	Discretionary	Online , SIPE , Competent Person
M&O, Industrial Tech	Welding	Title 8-4799, 4848, 8357, 4850, 4853	Prior to Use	Discretionary	Online , SIPE , Competent Person
M&O, Grounds, Custodial	Elevating Work Platforms and Aerial Devices	Title 8 -3636, 3648, 3646, 3638, 3294	Prior to Use	Discretionary	SIPE , Competent Person , Supplier
All Employees	Workers' Compensation	L.C. 3200-5900,P.C. 65.2 Ed.C. 44043,45192	Initial Hire	Discretionary	Online , SIPE , Competent Person , Workers' Comp Administrator , Bargaining Units
All Employees	Workplace Violence	Title 8-3203, Ed. Code Article 10.3 for K-12	Initial Hire / As Needed	Discretionary	Online , SIPE , Competent Person
M&O, Industrial Tech	Woodworking Machines	Title 8-Article 59,	Prior to Use	Discretionary	Online , SIPE , Competent Person , Supplier

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A [qualified person](#) is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely all assigned duties; &, when required is properly licensed in accordance with federal, state, or local laws and regulations.

A [competent person](#) is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

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