

Training Matrix for School District Employees

Schools Insurance Program for Employees (SIPE)

Online Safety Training for Public Schools www.sipeonlinetraining.com

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

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

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

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

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

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

REVISED JULY 6, 2010

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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