

TRAINING REQUIREMENTS FOR DISTRICT STAFF

NEW HIRE ENVIRONMENTAL HEALTH & SAFETY ORIENTATION CHECKLIST

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR

Safety, Fire and Health Issues

	Review evacuation procedures in case of fire and walk employee through primary and secondary exit routes and any emergency tasks assigned to employee
	Identify emergency response agencies and telephone numbers
	Inform the employee of who to contact in the case of an emergency
	Give the new employee a tour of the facility, pointing out safety equipment, (Location of eye-wash station, emergency showers, emergency exits, etc.)
	Identify first aid stations, services and available equipment
	Identify all fire extinguishers in the work area, explain what types of fires they extinguish
	Review injury/illness prevention program (IIPP)
	Instruct employee to promptly report all accidents or injuries to supervisor, no matter how minor.
	Encourage employee to report any unsafe acts or conditions and to ask questions before taking on any new assignment that is not fully understood.
	Review written Hazard Communication Program, the location of Material Safety Data Sheets (MSDS) and any chemicals that pose specific hazards
	Review job specific hazards related to assignment, (lifting, chemicals, traffic, machinery, etc)
	Review applicable safe work procedures, such as safe lifting, housekeeping, etc
	Ensure that equipment specific training is completed prior to assignment
	Review standard operating procedures (SOP) for equipment the employee will be using
	Provide applicable Personal Protective Equipment (PPE) & train on usage
Employee's Name:	
_____	_____
Employee Signature / Date	Supervisor Signature / Date

MANDATORY ENVIRONMENTAL HEALTH & SAFETY TRAINING
 EMPLOYEE'S SUPERVISOR OR SITE ADMINISTRATOR IS RESPONSIBLE FOR PROVIDING OR
 ARRANGING STAFF TRAINING

TOPIC	FREQUENCY	RESOURCE	MANDATE	AUDIENCE
1. Emergency plan	First week of school	Site emer plan	EP 16	All staff & students
2. Fire extinguishers	First week of school	Safety office	T8 6151	All employees
3. Injury/illness prevention program	First week of school	Safety office	T8 3203	All employees
4. Hazard communication	First week of school	Safety office	T8 5194	All employees
5. Blood borne pathogens	First week of school	Nurse,Safety office	T8 5193	All employees
6. Task specific training, (lifting, machine operations, PPE...)	Prior to assignment	Safety office	Various	All employees

ENVIRONMENTAL HEALTH & SAFETY TRAINING
MANDATORY FOR SELECT STAFF MEMBERS

EMPLOYEE'S SUPERVISOR OR SITE ADMINISTRATOR IS RESPONSIBLE FOR PROVIDING OR
 ARRANGING STAFF TRAINING

TOPIC	FREQUENCY	RESOURCE	MANDATE	AUDIENCE
1. Hazardous materials/waste handling, storage & disposal	November	Safety office	AP 5120, T8 5164, EC 49340	All staff who handle hazmat and/or waste
2. Laboratory standards	Prior to assignment	Safety office	AP 5110, CA science safety handbook	Science teachers
3. Heat illness prevention	June - Prior to hot weather, no less than annual	Safety office	T8 3395	All outdoor workers & their supervisors
4. Classroom/office safety	September	Safety office	T8 3203	Teachers & admin staff
5. Lifting/material handling	June	Safety office	T8 3203 & 5110	All employees
6. Ladders	April	Safety Office	T8 1675 & 3276	Employees who use ladders
7. Compressed gas	Prior to Use or handling	Safety office	T8 3301 & 4650	Employees using or handling cylinders
8. Playground safety	Annual	Safety office	H&SC 115725	Playground supervisor
9. Personal protective equipment (PPE)	March	Safety office	T8 3380 – 3387	Employees whose tasks require PPE
10. Ergonomics	As needed	Safety office	T8 5110	All employees

KEY: T8 = Title 8 California Code of Regulations, the Cal-OSHA regulations. EC = California Education Code. EP = District Emergency Procedures. AP = District Administrative Procedures. H&SC = California Health & Safety Code