

_____ SCHOOL DISTRICT

TRAINING REFERENCE GUIDE

Developed by

Keenan & Associates

LIMITATIONS

A sincere effort was made to include a comprehensive listing of Risk Management/Loss Control regulatory requirements in the following Training Reference Guide. This included identifying regulatory requirements of the California Code of Regulations and the Federal Code of Regulations.

The information contained in these guidelines is summarized and does not identify in full detail all of the regulatory requirements. The information contained in these guidelines does not conclude that these are the only regulations to which an employer must comply. It remains the responsibility of the employer to continue to be informed regarding their regulatory obligations.

LEGEND

ADA – Americans With Disabilities Act
AHERA – Asbestos Hazard Emergency Response Act
AST – Aboveground Storage Tank
ASTM – American Society for Testing and Materials
CCR – California Code of Regulations
CFR – Code of Federal Regulations
CPSC – Consumer Product Safety Commission
MSDS – Material Safety Data Sheet
RMI – Repetitive Motion Injury
SARA – Superfund Assessment Reauthorization Act

T - Title

NOTE: The regulations, which require a written plan/policy, have the words “written plan” in bold text.
The training frequency, i.e., “annual refresher” is in bold text as well.

KEENAN & ASSOCIATES

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Regulation	Steps to Compliance	Training Requirements	Frequency
Aboveground Storage Tanks CCR T26 Section 477	Register AST Monitor tanks Permit Required	Monitoring techniques	Upon initial assignment
Aerial Lift Devices CCR T8 Section 3648, 3638	Employee training Maintain equipment	Only authorized persons shall operate an aerial device. Employees must be trained for this type of work in accordance with the regulations	Upon initial assignment Recommended biannual refresher
Asbestos CCR T8 Section 5208 & AHERA	Needs assessment Warning signs Medical surveillance Written plan Employee training	The employer shall institute a training program for and ensure the participation of all employees exposed, or who may be reasonably expected to be exposed to asbestos.	Upon initial assignment Annual refresher
Automatic Fire Extinguishing Systems CCR T19 Section 901-906	Employee training	The employer shall provide training to employees to evaluate, test, and maintain automatic fire extinguishing systems.	Upon initial assignment
Bloodborne Pathogens CCR T8 Section 5193 29 CFR Section 1910.1030	Written plan Employee training	Employers shall ensure that all employees with occupational exposure to Bloodborne Pathogens participate in a training program, which must be provided at no cost to the employee and during work hours.	Upon initial assignment Annual refresher
Carcinogens	Needs assessment Controlled access	Each employee prior to being authorized to enter a regulated area shall receive a training &	Upon initial assignment Annual refresher

CA Prop 65 29 CFR 1900 Individual Regulations on specific substances	Medical surveillance Employee training Permit required	indoctrination program.	
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Regulation	Steps to Compliance	Training Requirements	Frequency
Chemical Hygiene CCR T8 Section 5191 29 CFR Section 1910.1450	Assessment of chemicals in laboratories Written plan Employee training	The employer shall provide employees with information & training to ensure that they are aware of the hazards of chemicals present in their laboratory work area(s).	Upon initial assignment Prior to assignments involving new exposure situations Refresher information & training determined by the employer
Compressed Gas & Liquefied Natural Gas System CCR T8 Section 523-544	Warning signs Employee training	The employer shall train personnel regarding safe work practices.	Upon initial assignment Annual refresher
Compressed Gas & Air Safety CCR T8 Section 1200-1280	Air locks Inspection Employee training	The employer shall train personnel who must use, move, or otherwise handle gas cylinders regarding safe work practices.	Upon initial assignment Annual refresher
Confined Space Entry CCR T8 Section 5157 29 CFR Section 1910.146	Written plan Identification of spaces Providing PPE and rescue Employee training	The employer shall provide training so that all employees whose work is regulated by Section 5157 acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned.	Before first assigned duties If a change in assigned duties If a change in permit space operations Whenever the employer has reason to believe either that there are deviations from the permit space entry procedures or there are inadequacies in the employee's knowledge or use of these procedures Annual refresher
Construction Safety CCR T8 Section 1509	Needs assessment Injury and Illness Prevention program Emergency medical services Provide PPE Employee training	The employer shall provide a training program and give instructions regarding the hazards and safety precautions applicable to the scope of work.	Before the employee is first assigned duties When there is a change in assigned duties
Electric Welding, Cutting	Employee training	Employees assigned to work with the	Upon initial assignment

Regulation	Steps to Compliance	Training Requirements	Frequency
and Heating CCR T8 Section 4850-4853	Use of equipment	equipment shall be instructed for this work. Rules and instructions covering operation & maintenance shall be readily available.	Annual refresher
Emergency Action CCR T8 Section 3220 CCR T19 Section 2620 Health & Safety Code Section 25500 29 CFR Section 1910.38	Written plan Employee training Employee alarm systems	Designate & train sufficient number of persons to assist in safe & orderly evacuation of the buildings. Advise each employee of his/her responsibility. Review parts of the plan in which employees must know in the event of emergency.	Initially when plan is developed Whenever the employee's responsibilities or designated actions under the plan change Whenever the plan is changed
Ergonomics CCR T8 Section 5110	Written plan Work site evaluations Administrative controls Engineering controls Employee training	The employer shall provide a general training program that includes: <ul style="list-style-type: none"> • Minimizing RMIs • Exposures to RMIs • Symptoms of RMIs • Reporting • The employer's program 	Upon establishment of the program Upon completion of an evaluation Upon initial assignment New job assignments Recommend annual refresher
Fire Prevention CCR T8 Section 3221 29 CFR Section 1910.38	Written plan Employee training	Apprise employees of the fire hazards of the materials & processes to which they are exposed. Review parts of the Fire Prevention Plan in which the employee must know in the event of an emergency.	Upon initial assignment to specific job to which the plan or parts of the plan apply
Fixed Extinguisher Systems 29 CFR Section 1910.160 CCR T8 Section 6175-6182	Alarms Employee training	The employer shall train employees designated to inspect, maintain, operate, or repair fixed extinguishing systems.	Upon initial assignment Annual refresher
Forklift Operations	Employee training	The employer shall ensure that each operator is	All current drivers to be certified by 7/15/00

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29 CFR Section 1910.178 CCR T8 Section 3668	Equipment maintenance	competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and an on the job evaluation.	New employees to be certified before operating forklift Refresher training shall be provided to all appropriate persons as specified in 3668 (d)(1)
Gas Systems for Welding & Cutting CCR T8 Section 4794-4858 29 CFR Section 1910.253	Employee training Usage Storage	Employees in charge of oxygen or fuel-gas supply equipment shall be instructed before being assigned. Rules and instructions covering operation & maintenance shall be readily available.	Upon initial assignment Annual refresher
Hand and Portable Powered Tools and Equipment CCR T8 Section 3556	Employee training	The employer shall train employees in the safe operations and practices.	Upon initial assignment Annual refresher
Hazard Communication CCR T8 Section 5194 29 CFR Section 1910.1200	Hazard assessment Written plan MSDS maintenance Employee training	Employers are required to provide information to employees about the hazardous substances to which they may be exposed.	Upon initial assignment Whenever a new hazard is introduced into their work area
Hazardous Waste Management CCR T22 Section 66001	Manage hazardous waste generation, transportation, storage, treatment and disposal “Cradle to grave” manifest tracking system Employee training	Hazardous waste handling procedures Labeling requirements Spill procedures	Upon initial assignment Annual refresher
Hazardous Waste Operations & Emergency Response (HAZWOPER) 29 CFR Section 1910.120 40 CFR Section 260	Written plan Employee training	Covers all persons working at hazardous waste operation sites or persons involved in emergency responses for releases of hazardous substances without regard to location. Training shall be provided to all appropriate persons as specified in Section 5192 (e)(1)(A). Initiate an emergency response when they	Upon initial assignment Annual refresher

Regulation	Steps to Compliance	Training Requirements	Frequency
		<p>witness or discover a hazardous substance release - Awareness Level. Respond in a defensive fashion without actually trying to stop the release. Contain the release from a safe distance, keeping it from spreading and preventing exposures.</p>	

Regulation	Steps to Compliance	Training Requirements	Frequency
Hearing Conservation CCR T8 Section 5099	Noise level assessment Audiometric testing PPE Employee training Written plan	Employer shall institute a training program for all employees who are exposed to noise at or above an 8 hour TWA of 85 dBA. Ensure each employee is informed of the affects of noise on hearing, purpose of hearing protectors & purpose of audiometric testing. Provide access to information & training materials.	Upon initial assignment Annual refresher
Injury & Illness Prevention Program CCR T8 Section 3203 Labor Code Section 6360	Written plan Responsible personnel Employee compliance Communication Identify hazards Corrective action Accident investigation Employee training Recordkeeping	All employers with 10 or more employees must provide a training and information program for all employees.	When program is first established For all new employees Employees given new job assignments When new substances, processes, or equipment is introduced New and previously unrecognized hazards
Lead - Toxin CCR T8 Section 5216	IH monitoring Medical surveillance Protective measures Employee training	Each employer who has a workplace in which there is a potential exposure to airborne lead at any level shall inform employees of the content of Appendices A & B of Section 5216. The employer shall institute a training program for all employees who are subject to exposure to lead at or above the action level or for whom the possibility exists of skin or eye irritation from exposure to lead.	Upon initial assignment Annual refresher
Lockout/Tagout CCR T8 Section 3314 29 CFR Section 1910.147	Written plan Locks & tags Employee training	Each employee who works on equipment for set-up, maintenance, installation, or other reason shall receive training on energy control procedures.	Upon initial assignment When job assignments change or a new hazard is present for authorized & affected personnel

Regulation	Steps to Compliance	Training Requirements	Frequency
Pesticide Handling CCR T3 Section 2452.1-2490.2	Maintain MSDS Record use Provide PPE Medical surveillance Employee training Recordkeeping	Employee rights Series "A" pamphlets Date handling procedures PPE use and selection How to read MSDS and labels	Upon initial assignment Annual refresher
Personal Protective Equipment CCR T8 Section 3380	Needs assessment Employee training	Each employee who uses personal protective devices shall be instructed on the use of each device in accordance with manufacturer's instructions.	Upon initial assignment & initial use of PPE
Playground Safety Health & Safety Code Section 115725-115750 CPSC ASTM	Inspections Maintenance Employee training	All agencies operating playgrounds shall provide training on playground supervision & equipment inspections.	Upon initial assignment Annual refresher recommended
Portable Fire Extinguishers CCR T8 Section 6151 29 CFR Section 1910.157	Provide extinguishers Employee training	Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an education program to familiarize employees with the general principals of fire extinguisher use & the hazards involved with fire fighting.	Upon initial assignment Annual refresher
Radiation Protection Standards CCR T17, Article 2 & 3 29 CFR Section 1910.96	Written plan Inspections & investigations Surveys and tests Caution signs/notices	The employer shall provide a training program for employees, who will be exposed to any type of radiation, safe work practices and basic radiation protection standards.	Upon initial assignment Annual refresher

Regulation	Steps to Compliance	Training Requirements	Frequency
	Employee training		

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Replacing & Charging Batteries CCR T8 Section 5185	Employee procedures for handling and storage	Employees assigned to work with batteries shall be instructed in emergency procedures.	Upon initial assignment
Respiratory Protection Equipment CCR T8 Section 5144 29 CFR Section 1910.134	Needs assessment Written plan Medical surveillance Semiannual fit test Employee training	Employees shall be instructed and trained in the need, use, sanitary care and limitations of respiratory equipment that they may have the occasion to use. Every respirator wearer shall be instructed in the proper fit and testing of respiratory equipment. Persons issuing respirators shall be adequately instructed to ensure that the correct respirator is used.	Upon initial assignment Annual refresher
SARA III CFR40 Part 355 Health & Safety Code 25503.5(a)	Inventory hazardous materials Develop & submit hazardous materials business plan Annually update disclosure of hazardous materials Employee training	Covers all persons working at hazardous waste operation sites or persons involved in emergency responses for releases of hazardous substances without regard to location. Training shall be provided to all appropriate persons as specified in Section 5192 (e)(1)(A). Initiate an emergency response when they witness or discover a hazardous substance release – Awareness Level. Respond in a defensive fashion without actually trying to stop the release. Contain the release from a safe distance, keeping it from spreading and preventing exposures.	Upon initial assignment Annual refresher
Standardized Emergency Management Systems (SEMS)	Establish advisory board Written policy Employee training	The employer shall provide a training program in which employees can demonstrate and maintain the minimum SEMS performance	Upon initial assignment Annual refresher

Regulation	Steps to Compliance	Training Requirements	Frequency
CCR T19 Section 2428		objectives.	

Regulation	Steps to Compliance	Training Requirements	Frequency
Storm Water Pollution Prevention CCR T23 Section 2000	Written plan Wet season sampling Dry season observation Annual audit Employee training	The employer is required to provide training for employees whose work practices may have an affect on the contaminant levels of storm water runoff. The training must include information on the standard and the procedures they must follow to prevent the pollution of storm water runoff.	Upon initial assignment Annual refresher
The Safe Drinking Water & Toxic Enforcement Act Proposition 65	Determine employee exposure Risk assessment Appropriate warnings Handling practices	Provide employee training regarding the background of the act, compliance issues, identification of Prop 65 materials, & their safe handling.	
Underground Storage Tanks CCR T23 Section 2610	Register UST Secondary containment Monitoring Permit required	Monitoring techniques	Upon initial assignment
Unfired and Fire Pressure Vessel Safety CCR T8 Section 782	Inspection Safety devices Employee training Permit required	The employer shall train personnel regarding safe work practices with regards to boiler and fired pressure vessel safety.	Upon initial assignment Annual refresher
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