Contra Costa County Schools Insurance Group

Cal OSHA Mandated Training Matrix by Occupation

Training Topic *("SafetySkills Training Title" – if different than Training Topic)*	**Cal OSHA Regulation**	**Frequency**	**CCCSIG Training Formats Available**	**DESCRIPTIONS/QUESTIONS/NOTES**	Administrator	**Custodian**	**Educator**	**Food Service**	**Grounds**	**Instructional Assistant**	**Maintenance**	**Equipment Mechanics**	**Warehouse and Delivery**	**Bus Drivers**
Accident Investigation *("Incident Investigation")*	3203 (a)(7)(F)	Initial	**In-Person & Zoom** (30-60 min) **Online** (18 min)	Supervisors	**X**									
Accident Prevention Signs and Tags	3341(d)(5)	Initial	In-Person & Zoom (5 min) Online (5-6 min) *Lesson 1 Only*	The Occupational Safety and Health Administration (OSHA) requires the use of signs and symbols to warn workers about specific hazards in the workplace and tell them how to prevent these hazards from causing harm or injury to employees. The design of these signs is standardized across all types of workplaces so that workers can easily understand their meanings. Workers need to understand the rules that govern safety signs and recognize the meanings of common symbols and colors in order to protect themselves and others from harm. This course – Lesson One -- is designed to provide the learner with an overview of the requirements for accident prevention signs and tags outlined by OSHA and ANSI. Lesson 2 goes into proper pipe labeling which may be inapplicable to school districts.	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
Acetylene, Oxygen and Fuel Gas Safety ("Compressed Gas Safety – Cal OSHA")	1740(k)(1) 8 CCR Sec. 4650, 29 CFR 1910.101	Initial	In-Person & Zoom (15 min) Online (16 min)	Compressed gas cylinders are designed to hold gases under extremely high pressures in a relatively small container. But this convenience also presents physical, explosive, toxic, corrosive and cryogenic dangers. This course should help employees learn how to identify the hazards of compressed gases and compressed gas cylinders, labeling and storage requirements for cylinders, and how to implement safe work practices. This course is intended for employees in California who use or work near compressed gases on a regular basis, and is designed to help employers meet the requirements of OSHA and Cal/OSHA's compressed gas standards.							**X**	**X**		
Agricultural and Equipment Tractors ("Lawn Mower and Lawn Care Safety")	3441(a)	Initial and Annually	Online (6 min)	Recommend IN-HOUSE supervisor or assigned competent/qualified person in the district provide hands-on training at time of hire or before using the equipment; and, a refresher annually					**X**		**X**	**X**		
Asbestos Awareness (Staff who perform Class IV Operations who come in contact	1529 40 CFR 763.92(a)(1)	Within 60 days of time of hire (EPA) and Annually	In-Person & Zoom Initial (2hrs - required)	Asbestos is a naturally occurring mineral with excellent heat- and fire-resistant properties. Throughout the 20th century, asbestos was commonly used in building materials, pipe coatings, flooring, paint and texturing, and many other applications. Unfortunately, inhaling asbestos fibers can cause		**X**			**X**		**X**	**X**	**X**	

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with asbestos through cleanup but do not disturb it)			In-Person & Zoom Refresher (30-60 min.) Online Refresher (23 min); also available in Spanish	asbestosis, a chronic – and often fatal – lung disease. Fortunately, U.S. manufacturing began phasing out asbestos in the 1970s. However, there are still many buildings, homes and commercial facilities that contain Asbestos-Containing Building Materials (ACBMs). This course will give workers an overview of asbestos safety, including how asbestos exposure can happen, the negative health effects of asbestos exposure, and common safety practices they must follow to avoid exposure. This course is presented in English and Spanish.											
Battery Handling/Changing /Charging (Assigned Employees)	5185(a)	Initial	None									**X**		
Bloodborne Pathogens (*Bloodborne Pathogens – Cal OSHA; the other BBP online course is available in multiple languages and also can be used).*	5193	Initial Hire and Annually	In-Person & Zoom Initial (60 min) & Refresher (30 min) Online (28 min)	The Occupational Safety and Health Administration (OSHA) recognizes that many employees come in contact with human blood or other potentially infectious materials during daily duties and thus are potentially exposed to this occupational hazard. OSHA's bloodborne pathogen standard has served as the basis for implementing policies and practices to minimize workers' risk of exposure to BBP's, specifically to the Hepatitis B virus (HBV), the Hepatitis C virus (HCV) and the Human Immunodeficiency Virus (HIV). This course will teach employees about the hazards of bloodborne pathogens in the workplace and the basic controls required under OSHA's bloodborne pathogen standard. Employees will learn how to identify major bloodborne diseases and symptoms, how pathogens are transmitted and the basics of exposure prevention and incident response and cleanup. This awareness-level course is designed for all workers who may be exposed to blood or other potentially infectious materials (OPIM) at any time during the performance of their regular job duties. Click here for Cal OSHA's "Exposure Control Plan for Bloodborne Pathogens"; and here for sample BBP Plan template.	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
Chemical Hygiene Plan (Only educators who will work in a lab with hazardous chemicals).	5191	Initial assignment or when new hazardous chemicals or exposures are present	In-Person & Zoom (30 min) Online (16 min)	A lot of important scientific research and development is done in laboratories, and a lot of people depend on their work. However, there can be several hazards to lab workers, particularly chemical hazards. The Occupational Safety and Health Administration (OSHA) requires labs to create a formalized chemical hygiene plan to help protect lab employees from chemical hazards. Learners who successfully complete this course will display the ability to recognize the purpose and components of a chemical hygiene plan, and identify his/her responsibilities in the continued implementation of such a plan. This course is designed for all workers, students or other			**X**							

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				personnel who will work in a laboratory. Click here for sample **Chemical Hygiene Plan template**.										
Compaction Equipment (Staff who will use garbage compactors).	4355(a)(2)	Before Use	None	Recommend using IN-HOUSE resource for this one, such as, a supervisor or lead employee.		X			X		X	X		
Confined Spaces Awareness (Affected Staff) **Confined Space Entry Supervisor** (supervisor only)	5157	Before employee is assigned and Annually	Online (32 min); also available in Spanish	Confined spaces are some of the most hazardous work environments. This course will teach employees the hazards and safety precautions associated with confined spaces, with a heavy emphasis on OSHA safety requirements. Employees will learn how to identify confined spaces, their hazards, methods used to control those hazards and the regulations regarding `permit-required' confined spaces. This course is intended for general industry employees who are required to work in or around areas defined by OSHA as confined spaces. This course is designed to help employers meet OSHA's standards on permit-required confined spaces. This course is presented in English and Spanish. **1. Do Confined Spaces exist within our District?** A 'confined space' as defined by Cal OSHA, is a space that has **all three** of the following characteristics: -Is large enough and configured such that an employee can bodily enter and perform work; **and** -Has limited openings for entry and exit; **and** -Is not designed for continuous employee occupancy **2. If 'yes', confined spaces do exist, then are they non-permit or permit-required confined spaces?** (If 'no', confined spaces do not exist (non-permit or permit-required) this topic can be removed from the list.) A permit-required confined space has all of the above three characteristics **AND** one or more of the following: -Contains or has a potential to contain a hazardous atmosphere -Contains a material that has the potential for engulfing the entrant -Contains inwardly converging walls or a floor that slopes downwards and tapers to a smaller cross-section -Contains any other recognized serious health or safety hazard i.e., unsafe temperature, electrical shock, corrosive chemicals If non-permit required Confined Spaces exist, awareness level Confined Space training is still required for those employees	X	X			X		X	X		

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				who will be required to enter and perform work in the confined spaces. Please see Cal OSHA's "Is it Safe to Enter" document for more details. If permit-required confined spaces exist that must be entered by assigned employees to perform work, a Permit-Required Confined Space Program must be developed and intensive training needs to be provided for new employees who will be required to enter the Confined Spaces and who will perform rescue operations before they are first assigned to duties under this regulation and annually (designated rescue workers).											
Elevating Work Platforms & Aerial Devices (aka MEWPs) (Authorized Employees Only)	3648(I)(7)	Before Use and Every 3 years	In-Person Only (depends on # of attendees)	**Does your District have scissor, boom or any other aerial lifts?** If 'yes', CCCSIG provides this in-person, IVES-certification training. To receive the IVES-certification, both classroom and hand on evaluations must be done in-person. Note: This training has been updated with the necessary ANSI 92 information due by December 2019.		X			X		X		X	
Emergency Action Plan *(Emergency Action Plan for Office Employees)*	3220(e)	Initial Hire and when updated	Online (30 min)	Fire Prevention Plan can be combined with this program.	X	X	X	X	X	X	X	X	X	X
Equipment and Machinery (Construction; Only Qualified Persons) *(Hand and Power Tool Safety – Cal OSHA)*	1510(b)	Initial	Online (24 min)								X	X		
Ergonomics *("Office Ergonomics")*	5110 (b)(3)	Initial (ideally in first 30 days of hire) and when standard is triggered This one applies mainly to Office/Clerical employees of which we still need to create a category for	**In-Person & Zoom** (30-60 min) **Online** (17 min) **CCCSIG Video** (10 min)	**Standard:** Where a repetitive motion injury (RMI) has occurred to more than one employee in the same work area under the following conditions: (1) Work related causation. The repetitive motion injuries (RMIs) were predominantly caused (i.e. 50% or more) by a repetitive job, process, or operation; (2) Relationship between RMIs at the workplace. The employees incurring the RMIs were performing a job process, or operation of identical work activity. Identical work activity means that the employees were performing the same repetitive motion task, such as but not limited to word processing, assembly or, loading;										

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		on this worksheet.		(3) Medical requirements. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed; and (4)Time requirements. The RMIs were reported by the employees to the employer in the last 12 months but not before July 3, 1997.										
Fall Protection (Affected Employees, Competent and Qualified Persons) *("Fall Protection Awareness – Cal OSHA" and "Active Fall Protection Systems", if applicable)*	1669	Initial	**Online** Fall Protection Awareness: (20 min) Active Fall Protection Systems (10 min)	**Does your District have work performed from thrust outs, such as trusses, beams, purlins or plates of 4 inch nominal width or greater at elevations exceeding 15 feet above ground, water surface, or floor level below and where temporary guardrail protection is impracticable?** If 'yes', a Fall Protection Program must be developed and in-person, hands on training provided. Can provide online and in-person (hybrid) training.							X			
Fire Extinguishers (Assigned Employees only); *("Portable Fire Extinguishers")*	6151(g)(1)-(2)	Initial and Annually	Online (18 min)				X	X				X	X	
Fire Prevention Plan – (Exposed Employees) *("Fire Safety – Cal OSHA")*	3221(d)(1)-(2)	Upon Initial Assignment	Online (27 min)	Can be combined with Emergency Action Plan.	X	X	X	X	X	X	X	X	X	X
First Aid & CPR (Assigned Employees Only); *("Basic First Aid" and/or "CPR Refresher" and/or "Hands Only CPR")*	3439(b) 6251(d)(2) 3400(b) 5157, 5158, 5193, 3421, 6052	Initial Changes Every 2 years (or as specified by certifying organization)	**Online** Basic First Aid (32 min) CPR Refresher (7 min) Hands Only CPR (7 min)											
Formaldehyde – (Exposed Employees at or exceeding 0.1 ppm)	5217(n)	Upon Initial Assignment and When a New	Online (32 min)	**Does your district have formaldehyde at any of its sites?** If 'yes', employees who work with and are potentially exposed to it must be trained.		X			X		X			

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("Formaldehyde Safety in Research and Education")		Exposure Occurs												
Hazard Communications	5194(b)(1)	Upon Initial Assignment and when new chemicals or processes are introduced	**In-Person** & Zoom (30-60 min) **Online** (27 min)	Click here for "Guide to California Haz Com Program" which includes a sample program template.	X	X	X	X	X		X	X	X	
Hazardous Waste Operations and Emergency Response – (Assigned New Hires and Qualified Persons)	5192	Initial: 40 hours and 3 days field training and Annually: 8 hour refresher	Online (See SafetySkills online to view the ten available courses)	**Does your district have uncontrolled hazardous waste operations that warrant 'HAZWOPER' training?** This standard applies to employers whose employees are exposed to significantly hazardous substances (would not include small amounts of motor oil or light ballasts) while engaged in emergency hazardous waste response, clean-up, treatment, storage and disposal of hazardous waste, and employees that work at hazardous waste sites.		X			X		X	X		
Hearing Protection Plan (For those exposed to >85 dBA for more than 8 hour time-weighted average)	5097	Initially and Annually	Online (20 min)	**When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels (unlikely in school districts- possibly leaf blowers), the employer shall obtain measurements for employees who may be exposed at or above that level and potentially need to have audiometric testing and training done.** If 'yes', then the district must have an Audiometric Testing Program and in-person or a combination of in-person and online training to those affected employees.		X			X		X	X		
Heat Illness (for Exposed Employees); *("Heat Stress in the Workplace- Cal OSHA")*	3395	Initial Before employee starts working outside in the heat	**In-Person & Zoom** (30-60 min) **Online** (31 min)	Note: in addition to viewing the video training, employees must also be trained on site-specific emergency procedures and review District Heat Illness Prevention Plan in order to comply with Cal OSHA.		X	X	X	X		X			
Industrial/Lift Trucks (Forklifts) &	3668	Before Use and Every 3	**In-Person Only** (timeframe	In-Person Operator Evaluation every 3 years				X	X		X		X	

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Tractors (Operators)		years or if unsafe behavior is observed	depends on # of attendees)	Click here to view more details for CCCSIG Fork Lift Trainings (IVE Certified Trainer)										
Injury and Illness Prevention Plan	3203(a)(7)	Initial Hire and when updated	**In-Person & Zoom** (10 min) **Online:** (15 min) **CCCSIG Video:** (6 min)	Click here for sample IIPP template.	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
Job Hazards (otherwise not listed on this document): *("Slip Trips Falls" and "Back Injury Prevention")*	3203(a)(7)	Before Job Assignment and when new hazards are introduced	**In-Person & Zoom** (30-60 min) **Online:** STF: 16 min Back Safety: 19 **CCCSIG Video:** STF: 5 min	Job Hazards: Back Injury Prevention, Slip Trip Fall (STF) Prevention Occupation Specific Safe Work Practices Handouts also available This training is dependent on the occupation being trained. If mainly office staff, may consider using the online training, "General Safety Orientation" – 23 min.	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
Lead (Only Exposed Employees and Supervisors) *("Lead Awareness")*	5198(l)	Prior to Job Assignment Annually	Online (23 min)			**X**			**X**		**X**	**X**		
Lock Out Tag/Block Out (Authorized and Affected Employees); *("Lock Out/Tag Out" and/or "LOTO: Affected Personnel" or "LOTO: for Construction"*	3314(l)	Initial and When Updated	**In-Person & Zoom** (30-60 min) **Online:** General: 18 min Affected: 10 min Construction: 22 min	Click here for sample LOTO Program template; and here for Cal OSHA LOTO Program Powerpoint in PDF (2013) LOTO Affected Employees: Custodians and Food Service LOTO Construction: M&O LOTO General: may be appropriate for all of the above; still needs to be reviewed by CCCSIG to determine differences		**X**		**X**	**X**		**X**	**X**	**X**	
Medical and Exposure Records – Access *("OSHA Reporting and Recordkeeping"*	3204(g)(1)	Initial Annual	Online (26 min)	Affected employees only.										

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Miter Saws (Operators)	4301.1(c	Initial	Online	Can be part of Hand and Power Tool Safety							X			
Personal Protective Equipment (PPE Users Only); *("PPE" and/or "PPE for Construction"*	3380c	Initial	**In-Person & Zoom** (30 min) **Online** 20/28 min	Also, shorter, PPE online micro-courses available that are broken out by eye/face; head, leg, foot, etc.		X			X		X	X		
Pesticide Safety Healthy Schools Act (HSA; annually)	5194h Healthy Schools Act (HAS)	Initial; Annually (HSA) & when new chemicals are introduced	None	The Healthy Schools Act requires that **all staff who apply or use pesticides, including disinfectants, and sanitizers, and herbicides,** must complete DPR-approved HSA training each year prior to any pesticide application that year. Training must be completed before any applications take place. DPR has created free online training courses. For BASIC course, click here. For advanced, click here. Click here for IPM Plan Template for Schools (fillable PDF)	X	X	X	X	X	X	X	X	X	X
Portable Ladders *("Ladder Safety – Cal OSHA")*	3276	Before Use	**In-Person & Zoom** (30-60 min) **Online** 16 min			X			X		X			
Respiratory Protection (When respiratory hazards exceed OSHA's Permissible Exposure Limit (PEL) and engineering controls are not possible)	5144	Initial and Annual	Online (33 min)	**Are there employees in your district who perform tasks that may require a respirator? Examples, pool maintenance, paint spraying, disturbing asbestos, handling/applying pesticides, welders, etc.** Review the Safety Data Sheet (SDS) for each chemical used and/or conduct air sampling to determine if use of a respirator is required. If SDS indicates that a respirator is required, then a Respiratory Protection program must be developed and followed OR district can look to see if there are other chemicals that could suffice that do not require a respirator ("engineer out" the chemical). If 'yes', and no engineering controls are possible, district must develop a Respiratory Protection Program and provide training. Contact CCCSIG for ideas on how to 'engineer out' the hazard to eliminate the need for a respirator and program.		X			X		X			
Roofing (Qualified Persons only)	1730	Initial	Online (See Fall Protection and/or Active Fall Protection Systems)	**Can be combined with Fall Protection Training**							X	X		
Scaffolds (Erectors Dismantlers; Qualified Persons	1637(k)1	Initial	Online (17 min)								X	X		

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Supervisor Safety Training (New Supervisors Only)	3203(a)(7)(F)	Initial or When Protocol or Procedures Change	In-Person (60-120 min) Online *(Leadership Skills for Managers):* 26 min		**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
Tree Work General	3420(b)	Initial	None	This standard applies to work performed and equipment used in tree and ornamental palm maintenance and removal.					**X**					
Welding and Cutting Safety (Gas Systems for Welding and Cutting Operations for Newly hired Welders, fire watchers, and qualified persons only)	4799	Initial	Online Electrical Safety – NFPA 70E- Arc Flash – Cal OSHA (35 min) Four other Electrical Safety modules available, as well.	Might be able to be combined with Acetylene, Fuel and Oxygen training.							**X**	**X**		
Wheels or Rims	3326(c)	Initial	None									**X**		

Source: Cal OSHA Training Requirements. Questions? Contact CCCSIG at 1-866-922-2744 ext. 270 or visit our website at www.cccsig.org.

This document is intended to provide general safety guidelines and ease of reference to data. Under no circumstances should the matrix be used as an exclusive source of information on the topic, as it may not address each and every possible loss potential, code or other statutory violation, or exception to good practices and procedures. In view of the possibility of human error or changes, you should confirm the content in the matrix through your own independent sources.

This training is a living document – continually evolving.