



K-12 Employee Training and Resource Matrix

This document is intended to assist employers, workers, and others as they strive to improve workplace health and safety. While we attempt to thoroughly address specific topics and identify all relevant topics, it is not possible to include discussion of or identify everything necessary to ensure a healthy and safe working environment. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive list of an employer's legal obligations, which are defined by statute, regulations, and standards. Likewise, to the extent this information references practices or procedures that may enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Regulators may modify statutes, regulations, and standards, so it is important for you to keep apprised of such developments by visiting regulatory websites. [Last updated on May 12, 2024.](#)

Topic	Job Classification											Legal Reference	Training Frequency	Length	Vector Solutions?	Other Resources		Notes
	Maint.	Grounds	Custodial	Food	Teachers	Athletics	Industrial Teachers	Transp.	Clerical	Supervisor	Other							
COVID-19 Prevention	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3205	Initial hire; As needed	Discretionary	COVID-19 Awareness	Safety Talks	*COVID-19 has been identified as a known hazard in the workplace and should be treated the same as any other hazard	
Cranes & Hoists	X						X					Title 8 §5006	Prior to use	Discretionary	No			
Crossing Guards											X	CA MUTCD 7D	Before exposure	Discretionary	Crossing Guard Safety (EDU)	CA Manual on Uniform Traffic Control Devices (CA MUTCD)		
Cyber Security	X	X	X	X	X	X	X	X	X	X	X*	PRISM Recommendation	Initial hire, As needed	Discretionary	Cybersecurity Overview , Cybersecurity Awareness for Employees: Social Engineering, Cybersecurity Awareness for Employees: Security Awareness Essentials and more	PRISM Cyber Security Resources	Cyber Smart:MFA : Cyber Smart:Phishing Risk Simplifieds	*Anyone that has access to District technology.
Defensive Driving / Fleet Safety	X			X				X				PRISM Recommendation	Before exposure; As needed	Discretionary	Defensive Driving Strategies (EDU), Fleet Program Defensive Driving Strategies, Distracted Driving (EDU), Driving Accidents and Emergencies (EDU) and more.			
Designated Employer Representative (Drug & Alcohol Testing)											X*	PRISM Recommendation, 49 CFR part 382	Initial hire, As needed	Discretionary	No	PRISMtv	*Staff responsible for managing District Drug & Alcohol Testing Program.	
Elevating Work Platforms and Aerial Devices	X	X	X							X		Title 8 §3636, 3648, 3646, 3638, 3294	Prior to use; Periodic Refresher	Discretionary	Bucket/Boom Truck Safety and Operation	Safety Talks		
Emergency Action Plan	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3220	Initial; Changes to Plan	Discretionary	Exit Routes, Emergency Action Plans & Fire Prevention Plans		This is in addition to SEMS.	
Employment Practices										X	X	CA Civil Code 51.7	Initial hire; As needed	Discretionary	No	PRISMtv	PRISM Employment Practices Legal Advice Services	*PRISM recommends training every two years.
Epinephrine auto-injectors & Insulin Injections & Glucagon					X						X	Ed. Code Ed. Code 49414, B&P Code 4119, SB 1266	Initial hire; Annually	Discretionary	Epinephrine Injections (EDU)	Health and Safety Institute - PRISM Partner Program		
Ergonomics / Cumulative Strain Prevention	X	X	X	X				X	X			Title §5110	As needed; When Standard is Triggered	Discretionary	General Office Ergonomics (EDU)			
Exertional Heat Illness Prevention						X						Ed. Code 35179.1	Initial hire; As needed	Discretionary	Working in Extreme Temperatures: Heat Illness Prevention (EDU)	NFHS Courses		
Fall Protection	X											Title 8 § 3209, 3210, 3212, 1509, 1730	Before exposure: Periodic refreshers	Discretionary	Fall Protection	Safety Talks		
Field Trips – Adult Supervision					X						X	PRISM Recommendation	Prior to Trip	Discretionary	No	School Liability Handbook		
Fire Prevention Basics	X	X	X		X		X	X	X	X	X	PRISM Recommendation	Initial hire; As needed	Discretionary	Fire Prevention Safety (EDU)	Safety Talks		
Fire Extinguishers	X	X	X	X	X		X	X	X	X	X	Title 8 §6151	Initial hire; Annually for Designated Users	Discretionary	Fire Extinguisher Safety (EDU)	Safety Talks		
Food Safety Manager Certification				X								AB 1978, SB 144, HSC 113947.1 – 113947.6	Initial hire; Every 5 Years	Pass Exam	No			
Forklifts	X	X	X									Title 8 §3664, 3657, 3668	Prior to use; Every 3 Years or due to unsafe operation by operator	Discretionary	Forklift Safety	Safety Talks	Operator certification can be provided by a third party or a combination of Vector Solutions & a practical test.	
Hand and Power Tools	X	X										Title 8 §3425, 3426, 3556	Prior to use; As needed	Discretionary	Hand & Power Tool Safety	Safety Talks		
Hazard Communication	X	X	X	X			X	X				Title 8 §5194	Initial hire; New Hazards or Plan Changes	Discretionary	Hazard Communication	Safety Talks		



K-12 Employee Training and Resource Matrix

This document is intended to assist employers, workers, and others as they strive to improve workplace health and safety. While we attempt to thoroughly address specific topics and identify all relevant topics, it is not possible to include discussion of or identify everything necessary to ensure a healthy and safe working environment. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive list of an employer's legal obligations, which are defined by statute, regulations, and standards. Likewise, to the extent this information references practices or procedures that may enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Regulators may modify statutes, regulations, and standards, so it is important for you to keep apprised of such developments by visiting regulatory websites. [Last updated on May 12, 2025](#)

Topic	Job Classification											Legal Reference	Training Frequency	Length	Vector Solutions?	Other Resources		Notes
	Maint.	Grounds	Custodial	Food	Teachers	Athletics	Industrial Teachers	Transp.	Clerical	Supervisor	Other							
Hazardous Waste Management	X	X	X		X		X				X	Ed. Code 49340, Title 8 § 5164	Initial hire; As needed	Discretionary	Hazardous Material Identification and Spill Prevention (EDU)	CUPA		If conducting emergency clean up response in-house, additional training is required.
Healthy Schools Act / Integrated Pest Management	X	X	X	X	X		X		X	X		AB 2260, Education Code sections 17608-17613	Initial hire; Annually	1 hour	California Integrated Pest Management (EDU)	Department of Pesticide Regulation		
Hearing Protection & Conservation	X	X					X					Title 8 §5097, 5098, 5099	If Triggered by Standard - Initial & Annually	Discretionary	Hearing Conservation (EDU)	Safety Talks		
Homeless Youth and Children												Ed. Code 48851.3	Initial hire; Annually	Discretionary	No	CDE - Resources for Homeless Children and Youth		Training to be offered to certificated & classified employees providing services to pupils
Housekeeping	X	X	X	X	X		X	X	X			Title 8 §3203, 3362, 3364, 3321, 5551, 5552	Initial hire; As needed	Discretionary	Yes (see slips/falls)	Safety Talks		
Human Trafficking					X							Ed. Code 51950	Initial hire; As needed	Discretionary	Human Trafficking (EDU)	CDE Health Education Framework - Sex Trafficking		
Indoor Air Quality / Ventilation	X									X		Title 8 §5142	As needed	Discretionary	Indoor Air Quality	PRISMtv		
Indoor Heat Illness Prevention				X	X		X		X	X	X	Title 8 §3396	Prior to Working in Area with Exposure to Risk of Heat Illness; Or As needed	Discretionary	PRISM: Indoor and Outdoor Heat Illness Prevention			
Injury & Illness Prevention Program (IIPP)	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3203	Initial hire; When plan/roles change	Discretionary	No	Effective Injury and Illness Prevention Plan (IIPP)		PRISM recommends periodic IIPP review.
Kitchen Safety				X			X					Risk Management Practices, Title 8 §3203	Initial hire	Discretionary	Yes (search "food service")	Safety Talks	Preventing Injuries in Food Service	
Ladders	X	X	X				X					Title 8 §1675, 3276, 3277, 3278	Prior to use / As needed	Discretionary	Ladder Safety	Safety Talks		
Laser Equipment (non-ionizing radiation)	X											Title 8 §1801	Prior to use	Discretionary	Laser Safety			
LGBTQ+ Cultural Competency					X						X	Ed. Code 218.3	Initial hire; Annually	1 hour	No	PRISM for LGBTQ+ Students		Eff. 7/1/25, grades 7-12
Lead Awareness in Schools	X	X	X							X	X	Title 8 § 1532.1 & EPA Regulations on lead in schools	Initial hire; As needed	Discretionary	Lead Awareness (EDU)	Safety Talks		* The EPA recommends that schools periodically test their drinking water for lead.
Lockout/Tagout; Control of Hazardous Energy	X	X	X				X			X		Title 8 §3314	Initial hire; As needed	Discretionary	Lock-Out / Tag-Out	Safety Talks		
Machine Guarding	X	X		X			X					Title 8 §3203	Initial hire; As needed	Discretionary	Machine Guarding	Safety Talks		
Naloxone Administration											X	Ed. Code 49414.3	Initial Volunteer; Annually	Discretionary	PRISM: Administering Naloxone	Naloxone Program Administration for School Districts Risk Simplified		
Office Ergonomics					X				X			Title 8 §3203, 5110	Initial hire; As needed or when standard is triggered	Discretionary	General Office Ergonomics (EDU)		Computer Workstation Chair Ergonomics Risk Simplified	
Office Safety					X				X			Title 8 §3203	Initial hire; As needed	Discretionary	Office Safety			
Outdoor Heat Illness Prevention	X	X	X			X				X		Title 8 §3395; Ed. Code 35179.1	Prior to Working in Heat; When High Heat Procedures are in effect; Or As needed	Discretionary	PRISM: Indoor and Outdoor Heat Illness Prevention			
Personal Protective Equipment	X	X	X	X	X	X	X	X		X		Title 8 §3380 - 3387	Prior to use	Discretionary	Personal Protective Equipment (EDU)	Safety Talks		



K-12 Employee Training and Resource Matrix

This document is intended to assist employers, workers, and others as they strive to improve workplace health and safety. While we attempt to thoroughly address specific topics and identify all relevant topics, it is not possible to include discussion of or identify everything necessary to ensure a healthy and safe working environment. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive list of an employer's legal obligations, which are defined by statute, regulations, and standards. Likewise, to the extent this information references practices or procedures that may enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Regulators may modify statutes, regulations, and standards, so it is important for you to keep apprised of such developments by visiting regulatory websites. [Last updated on May 12, 2025](#)

Topic	Job Classification											Legal Reference	Training Frequency	Length	Vector Solutions?	Other Resources		Notes
	Maint.	Grounds	Custodial	Food	Teachers	Athletics	Industrial Teachers	Transp.	Clerical	Supervisor	Other							
Pesticide Handler		X										Title 8 §5194; AG Code 13180-13188, Ed Code 17608 - 17614.5	Initial hire; As needed	Discretionary	No	DPR - Employees Handling Pesticides		
Playground Equipment Maintenance	X		X									H & S Code 115725; CPSC	As needed	Discretionary	Playground Safety (EDU)	Identifying Playground Hazards Risk Simplified	CPSC	
Playground Supervision					X						X	PRISM Recommendation	Initial hire; As needed	Discretionary	Playground Supervision (EDU)			
Pneumatic Tools / Compressed Air	X						X					Title 8 §3203, 3300, 3559	As needed	Discretionary	Hand & Power Tool Safety	Safety Talks		
Powder-Actuated Tools	X						X					Title 8 §1685, 1689	Prior to use	Discretionary	Hand & Power Tool Safety	Safety Talks		Must carry valid operators cards during use.
Reasonable Suspicion, Drug and Alcohol										X	X	40 CFR Part 382, § 382.603.	Initial hire; As needed	2 hours	Reasonable Suspicion of Alcohol for Supervisors ; Reasonable Suspicion of Drugs for Supervisors			
Respiratory Protection	X	X					X				X	Title 8 §5144, 1531	Prior to use ; Annually	Discretionary	Cal/OSHA Respiratory Protection	Safety Talks	Face Covering or Respirator? Know the Difference Risk Simplified.	
Scaffolding	X											Title 8 §1637, 1658	Prior to use; As needed	Discretionary	Ladders & Scaffolding Safety			
Security Officer/Guards (SB 390)											X	Ed. Code 38001.5, 72330.5, BPC 7583.45, SB 390	Initial hire	24 hours	No			
Sexual Abuse and Molestation	X	X	X	X	X	X	X	X	X	X	X	PRISM Recommendation	Initial hire; Annual refresher; As needed	Discretionary	Sexual Misconduct in Schools (EDU) , Title IX and Sexual Misconduct for K-12 (EDU)	School Administrator's Guide to Preventing Sexual Abuse & Misconduct		
Slips, Trips and Fall Prevention	X	X	X	X	X	X	X	X	X	X	X	Title 8§3203	As needed	Discretionary	Avoiding Slips, Trips, and Falls (EDU) , Slips, Trips, and Falls Prevention, PRISM: Preventing Slip, Trip and Fall Accidents	Safety Talks		
Standardized Emergency Mgmt System (SEMS) & National Incident Mgmt System (NIMS)	X	X	X	X	X	X	X	X	X	X	X	Title 19, Section 2428	Initial hire; As needed or when plan changes	Courses and Length Varies	No	FEMA		
Suicide Prevention Training for Staff					X		X				X	AB 2246; AB 1767	Annually; Beginning of School Year	Discretionary	No	Pupil Suicide Prevention Policy Risk Simplified		
Supervisory Training										X		Title 8 §3203; PRISM Recommendation	Initial hire; As needed	Discretionary	No	PRISMtv		
Title IX											X*	Title IX of the Education Amendments of 1972	Initial hire; Annually; As needed	Discretionary	Title IX and Sexual Misconduct for K-12 (EDU)	School Administrator's Guide to Preventing Sexual Abuse & Misconduct		*Any individual designated by a local educational agency (LEA) as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process must be trained.
Tree Maintenance, Tree Service Worker		X										Title 8 §3420 thru 3428	Initial hire; As needed	Discretionary	No	PRISMtv	PRISM Blog	Search PRISMtv for "Managing Hazardous Tree Risk and Safety"
Trenching & Shoring	X	X										Title 8 §1540, 1541	Prior to Digging / As needed	Discretionary	Trenching & Shoring	PRISMtv		Search PRISMtv for "Excavations for Public Entities"



K-12 Employee Training and Resource Matrix

This document is intended to assist employers, workers, and others as they strive to improve workplace health and safety. While we attempt to thoroughly address specific topics and identify all relevant topics, it is not possible to include discussion of or identify everything necessary to ensure a healthy and safe working environment. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive list of an employer's legal obligations, which are defined by statute, regulations, and standards. Likewise, to the extent this information references practices or procedures that may enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Regulators may modify statutes, regulations, and standards, so it is important for you to keep apprised of such developments by visiting regulatory websites. [Last updated on May 12, 2025](#)

Topic	Job Classification											Legal Reference	Training Frequency	Length	Vector Solutions?	Other Resources	Notes
	Maint.	Grounds	Custodial	Food	Teachers	Athletics	Industrial Teachers	Transp.	Clerical	Supervisor	Other						
Universal Waste Management	X	X	X									Title 22-66273.30-39;	Initial hire; As needed	Discretionary	No	Department of Toxic Substances Control	
Utility Carts	X	X	X									Title 8 §3203	Prior to use; As needed	Discretionary	Safe Use of Utility Vehicles (EDU), The Safe Operation of Utility Carts		
Welding	X						X					Title 8 §4799, 4848, 8357, 4850, 4853	Prior to use; As needed	Discretionary	Welding Safety	Safety Talks	
Utility Carts	X	X	X									Title 8 §3203	Prior to use; As needed	Discretionary	Safe Use of Utility Vehicles (EDU), The Safe Operation of Utility Carts		
Welding	X						X					Title 8 §4799, 4848, 8357, 4850, 4853	Prior to use; As needed	Discretionary	Welding Safety	Safety Talks	
Wildfire Smoke Protection	X	X	X		X	X		X				Title 8 §5141.1	Initial hire; As needed	Discretionary	PRISM: Wildfire Smoke Awareness	Wildfire Smoke - Protecting Employees and Understanding the Rules Risk Simplified	Worker Protection From Wildfire Smoke - School Action for Safety and Health
Workplace Violence	X	X	X	X	X	X	X	X	X	X	X	Title 8 §3203; LC 6401.9	Initial hire; Annually; As needed	Discretionary	No	Safety Talks	Workplace Violence Prevention: Best Practices for Public Agencies