

2010 -2011 Administrator SafeSchools Training Matrix

Individual Coursework	Due Date	Time
General Safety Orientation	31-Aug-10	20 minutes
FERPA: Confidentiality of Records	31-Aug-10	18 minutes
Hazard Communication: Right To Know	30-Sep-10	22 minutes
Fire Safety Orientation	29-Oct-10	15 minutes
Lockout/Tagout	30-Nov-10	28 minutes

Optional (Recommended for Elementary Levels)	
Playground Supervision	Discretionary
Playground Maintenance and Inspections	Discretionary
The following subjects shall be addressed at the discretion of the Administration	
Bloodborne Pathogen	Will be conducted by School Nurse w/in 30 days of hire
Sexual Harassment	Will be conducted by Administration
Child Abuse Identification and Intervention	Will be conducted by Darkness to Light Stewards
Bullying and School Violence	Will be conducted by Administration

2010 - 2011 Extended Day SafeSchools Training Matrix

Individual Coursework	Due Date	Time
General Safety Orientation	31-Aug-10	20 minutes
FERPA: Confidentiality of Records	31-Aug-10	18 minutes
Hazard Communication: Right To Know	30-Sep-10	22 minutes
Playground Supervision	30-Sep-10	25 minutes
Fire Safety Orientation	30-Oct-10	15 minutes
Slips, Trips and Falls	30-Oct-10	25 minutes
Lockout/Tagout	30-Nov-10	28 minutes

The following subjects shall be addressed at the discretion of the Administration	
Bloodborne Pathogen	Will be conducted by School Nurse
Child Abuse identification and Intervention	Will be conducted by Darkness to Light Stewards
Sexual Harassment	Will be conducted by Department Administration
Bullying and School Violence	Will be conducted by Department Administration

2010 -2011 Custodian SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-10	20 minutes
Hazard Communication: Right to Know	31-Aug-10	15 minutes
Fire Extinguisher Safety	30-Sep-10	15 minutes
Slips, Trips & Falls	30-Sep-10	25 minutes
Back Injury & Lifting	30-Oct-10	15 minutes
Ladder Safety	30-Oct-10	20 minutes
Lockout/Tagout	30-Nov-10	28 minutes
Personal Protective Equipment	30-Nov-10	20 minutes

Optional (Completed by employees performing duties at a sites with identified asbestos)		
Asbestos Awareness	Upon job assignment	15 minutes

The following subjects shall be addressed at the discretion of School Administration	
Bloodborne Pathogen	To be conducted by School Nurse
Sexual Harassment	To be conducted by School/Department Administrator
School Violence/Bullying	To be conducted by School/Department Administrator

2010 - 2011 Food Service SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-10	20 minutes
Hazard Communication: Right To Know	31-Aug-10	22 minutes
Fire Extinguisher Safety	30-Sep-10	15 minutes
Slips, Trips & Falls	30-Sep-10	25 minutes
Food Safety/Kitchen Sanitation	30-Oct-10	15 minutes
Back Injury & Lifting	30-Oct-10	15 minutes
Lockout/Tagout	30-Nov-10	28 minutes
Personal Protective Equipment	30-Nov-10	20 minutes

Optional (Completed by employees performing duties at a sites with identified asbestos)		
Asbestos Awareness	Upon job assignment	15 minutes

The following subjects shall be addressed at the discretion of department/school administration	
Bloodborne Pathogen	To be conducted by School Nurse
Sexual Harassment: Staff-to-Staff	To be conducted by School/Department Administrator
School Meal Compliance	To be conducted by School/Department Administrator
Foodborne Illnesses	To be conducted by School/Department Administrator
School Violence/Bullying	To be conducted by School/Department Administrator

2010 - 2011 Maintenance SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-10	20 minutes
Lockout/Tagout	31-Aug-10	28 minutes
Hazard Communication: Right to Know	30-Sep-10	22 minutes
Fire Extinguisher Safety	30-Sep-10	15 minutes
Back Injury and Safety	30-Oct-10	15 minutes
Ladder Safety	30-Oct-10	45 minutes
Asbestos Awareness	30-Nov-10	15 minutes
Personal Protective Equipment	30-Nov-10	20 minutes

Optional Training (To be completed by employees assigned to duties involving Elementary School Playg

Playground Maintenance and Inspection	Upon job assignment	20 minutes
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The following subjects shall be addressed at the discretion of department/school administration

Bloodborne Pathogen	To be conducted by School Nurse
Sexual Harassment	To be conducted by School/Department Administrator
School Violence/Bullying	To be conducted by School/Department Administrator

2010 - 2011 Nurse SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-10	20 minutes
FERPA: Confidentiality of Records	31-Aug-10	18 minutes
Hazard Communication: Right to Know	30-Sep-10	22 minutes
Fire Safety Orientation	30-Sep-10	15 minutes
Slips, Trips and Falls	30-Oct-10	25 minutes
Lockout/Tagout	30-Oct-10	28 minutes
Back Injury and Lifting	30-Nov-10	15 minutes

The following subjects shall be addressed at the discretion of school administration	
Bloodborne Pathogen	Will be conducted by School Nurse
Sexual Harassment	Will be conducted by School Administration
Child Abuse Identification and Intervention	Will be conducted by Darkness to Light Steward
Bullying and School Violence	Will be conducted by School Administration

2010 - 2011 Support Staff SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-10	20 minutes
Hazard Communication: Right To Know	31-Aug-10	22 minutes
Fire Safety Orientation	30-Sep-10	15 minutes
Office Ergonomics	30-Sep-10	20 minutes
Back Injury and Lifting	30-Oct-10	15 minutes
Slips, Trips and Falls	30-Oct-10	25 minutes
Lockout/Tagout	30-Nov-10	28 minutes

Optional (To be completed by Support Staff tasked with handling student records)

FERPA: Confidentiality of Records	31-Aug-10	18 minutes
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The following subjects shall be addressed at the discretion of the Administration

Bloodborne Pathogen	Will be conducted by School Nurse
Sexual Harassment	Will be conducted by Administration
Child Abuse Identification and Intervention	Will be conducted by Darkness to Light Stewards
Bullying and School Violence	Will be conducted by School Administration

2010 - 2011 Teacher SafeSchools Training Matrix

SafeSchools Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-10	20 minutes
FERPA: Confidentiality of Records	31-Aug-10	18 minutes
Hazard Communication: Right to Know	30-Sep-10	22 minutes
Fire Safety	30-Sep-10	15 minutes
Lockout/Tagout	30-Oct-10	28 minutes
Slips, Trips and Falls	30-Nov-10	25 minutes

Optional		
Playground Supervision - *Elementary School Educators	At the discretion of Administration	25 minutes
Back Injury and Lifting	At the discretion of Administration	15 minutes

The following subjects shall be addressed at the discretion of school administration	
Bloodborne Pathogen and First Aide	Will be conducted by School Nurse
Sexual Harassment	Will be conducted by School Administration
Child Abuse Identification and Intervention	Will be conducted by Darkness to Light Stewards
Bullying and School Violence	Will be conducted by School Administration

2010 -2011 Transportation SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
Transportation Safety	31-Aug-10	35 minutes
FERPA: Confidentiality of Records	31-Aug-10	18 minutes
Fire Safety Orientation	30-Sep-10	15 minutes
Hazard Communication: Right to Know	30-Sep-10	22 minutes
Slips, Trips and Falls	30-Oct-10	25 minutes
Back Injury and Lifting	30-Nov-10	15 minutes

The following subjects shall be addressed at the discretion of the Transportation Administrator		
Bloodborne Pathogen	Will be conducted by school nurse w/in 30 days of hire	
Bus Behavior and Discipline	Upon Job Assignment	20 minutes
Defensive Driving	Upon Job Assignment	20 minutes
Sexual Harassment	Will be conducted by Administrator	
Child Abuse Identification and Intervention	Will be conducted by Darkness to Light Steward	
School Violence and Bullying Recognition	Will be conducted by Administrator	

2010 - 2011 Technology SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-10	20 minutes
Lockout/Tagout	31-Aug-10	28 minutes
Hazard Communication: Right to Know	30-Sep-10	22 minutes
Fire Extinguisher Safety	30-Sep-10	15 minutes
Back Injury and Safety	30-Oct-10	15 minutes
Ladder Safety	30-Oct-10	45 minutes
Asbestos Awareness	30-Nov-10	15 minutes
Personal Protective Equipment	30-Nov-10	20 minutes

Optional Training (To be completed by employees assigned to duties involving Elementary School Playgrounds)		
Playground Maintenance and Inspection	Upon job assignment	20 minutes

The following subjects shall be addressed at the discretion of department/school administration	
Bloodborne Pathogen	To be conducted by School Nurse
Sexual Harassment	To be conducted by School/Department Administrator
School Violence/Bullying	To be conducted by School/Department Administrator