

2011 - 2012 Administrator SafeSchools Training Matrix

Individual Coursework	Due Date	Time
General Safety Orientation	31-Aug-11	20 minutes
FERPA: Confidentiality of Records	31-Aug-11	18 minutes
Hazard Communication: Right To Know	30-Sep-11	22 minutes
Fire Safety Orientation	31-Oct-11	15 minutes
Lockout/Tagout	30-Nov-11	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

2011 - 2012 Extended Day SafeSchools Training Matrix

Individual Coursework	Due Date	Time
General Safety Orientation	31-Aug-11	20 minutes
FERPA: Confidentiality of Records	31-Aug-11	18 minutes
Hazard Communication: Right To Know	30-Sep-11	22 minutes
Playground Supervision	30-Sep-11	25 minutes
Fire Safety Orientation	31-Oct-11	15 minutes
Slips, Trips and Falls	31-Oct-11	25 minutes
Lockout/Tagout	30-Nov-11	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

2011 - 2012 Custodian SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-11	20 minutes
Hazard Communication: Right to Know	31-Aug-11	15 minutes
Fire Extinguisher Safety	30-Sep-11	15 minutes
Slips, Trips & Falls	30-Sep-11	25 minutes
Back Injury & Lifting	31-Oct-11	15 minutes
Ladder Safety	31-Oct-11	20 minutes
Lockout/Tagout	30-Nov-11	28 minutes
Personal Protective Equipment	30-Nov-11	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

2011-2012 Food Service SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-11	20 minutes
Hazard Communication: Right To Know	31-Aug-11	22 minutes
Fire Extinguisher Safety	30-Sep-11	15 minutes
Slips, Trips & Falls	30-Sep-11	25 minutes
Food Safety/Kitchen Sanitation	31-Oct-11	15 minutes
Back Injury & Lifting	31-Oct-11	15 minutes
Lockout/Tagout	30-Nov-11	28 minutes
Personal Protective Equipment	30-Nov-11	20 minutes
HACCP	30-Dec-11	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

2011 - 2012 Maintenance SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-11	20 minutes
Lockout/Tagout	31-Aug-11	28 minutes
Hazard Communication: Right to Know	30-Sep-11	22 minutes
Fire Extinguisher Safety	30-Sep-11	15 minutes
Back Injury and Safety	31-Oct-11	15 minutes
Ladder Safety	31-Oct-11	45 minutes
Asbestos Awareness	30-Nov-11	15 minutes
Personal Protective Equipment	30-Nov-11	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
---------------------------------------	---------------------	------------

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
Integrated Pest Management	To be conducted by School/Department Administrator
Electrical Safety	To be conducted by School/Department Administrator
Heat Illness Prevention	To be conducted by School/Department Administrator
Personal Protective Equipment	To be conducted by School/Department Administrator

2011 - 2012 Nurse SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-11	20 minutes
FERPA: Confidentiality of Records	31-Aug-11	18 minutes
Hazard Communication: Right to Know	30-Sep-11	22 minutes
Fire Safety Orientation	30-Sep-11	15 minutes
Slips, Trips and Falls	31-Oct-11	25 minutes
Lockout/Tagout	31-Oct-11	28 minutes
Back Injury and Lifting	30-Nov-11	15 minutes

The following subjects shall be addressed at the discretion of school/department 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
Concussion Awareness: Athletics	Will be conducted by School/Department Administration
Medication Administration Basics	Will be conducted by School/Department Administration
Health Emergencies Series	Will be conducted by School/Department Administration

2011 -2012 Support Staff SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-11	20 minutes
Hazard Communication: Right To Know	31-Aug-11	22 minutes
Fire Safety Orientation	30-Sep-11	15 minutes
Office Ergonomics	30-Sep-11	20 minutes
Back Injury and Lifting	31-Oct-11	15 minutes
Slips, Trips and Falls	31-Oct-11	25 minutes
Lockout/Tagout	30-Nov-11	28 minutes

Optional (To be completed by Support Staff tasked with handling student records)		
FERPA: Confidentiality of Records	31-Aug-11	18 minutes

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

2011 -2012 Teacher SafeSchools Training Matrix

SafeSchools Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-11	20 minutes
FERPA: Confidentiality of Records	31-Aug-11	18 minutes
Hazard Communication: Right to Know	30-Sep-11	22 minutes
Fire Safety	30-Sep-11	15 minutes
Lockout/Tagout	31-Oct-11	28 minutes
Slips, Trips and Falls	30-Nov-11	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
Special Education: Safety in the Classroom	Will be conducted by School/Department Administration
Concussion Awareness: Athletics (Faculty involved in Athletics)	Will be conducted by School/Department Administration

2011 -2012 Technology SafeSchools Training Matrix

Individual Coursework	Training Cycle	Time
General Safety Orientation	31-Aug-11	20 minutes
Lockout/Tagout	31-Aug-11	28 minutes
Hazard Communication: Right to Know	30-Sep-11	22 minutes
Fire Extinguisher Safety	30-Sep-11	15 minutes
Back Injury and Safety	31-Oct-11	15 minutes
Ladder Safety	31-Oct-11	45 minutes
Asbestos Awareness	30-Nov-11	15 minutes
Personal Protective Equipment	30-Nov-11	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
Electrical Safety	To be conducted by School/Department Administrator
Heat Illness Prevention	To be conducted by School/Department Administrator
Personal Protective Equipment	To be conducted by School/Department Administrator