

**SECTION B**  
**SAFETY TRAINING**

Our Injury & Illness Prevention Program includes the following safety training programs:

- 1.0 Training for workers in general, safe work practices, the kind of work procedures that most workers would use during the course of their work.
  - 1.1 Correct lifting procedures
  - 1.2 Use of personal protective equipment
  - 1.3 Knowledge of exits and emergency procedures
  - 1.4 Good housekeeping
  - 1.5 Fire protection procedures
  - 1.6 Evacuation
  - 1.7 Handling of flammables and toxic materials
  - 1.8 Hazardous communication.
- 2.0 Work tasks that require specific instruction are:
  - 2.1 Lockout and tagout procedures
  - 2.2 Proper use and adjustment of machine guards
  - 2.3 Ladders and fall protection
  - 2.4 Power and hand tool safety
  - 2.5 Welding/cutting safety
  - 2.6 Bloodborne pathogens
  - 2.7 Electrical safety
  - 2.8 Confined space

### 3.0 Other safety training/certification:

#### 3.1 Respiratory Protection

Employees shall be instructed in the need, use, sanitary care and limitations of such respiratory equipment as any employee may have the occasion to use. Respirators shall be inspected before each use and shall not be worn when conditions prevent a good gas-tight face seal. Every respirator wearer shall be instructed in how to properly fit and test respiratory equipment and how to check the face piece fit and shall be provided the opportunity to wear respiratory equipment in normal air for an adequate familiarity period, and to wear it in a test atmosphere (such as generated by smoke tubes or odor of the banana oil). Districts will contact the SIPE Safety Officer for training and a fit test. All employees will be fit tested annually. Employees must show proof of a medical physical prior to the fit test. The Santa Barbara County Schools Respiratory Protection Program is located in Section R.

#### 3.2 Confined Space

Districts shall implement the provisions of this section before any employee is permitted to enter a confined space.

3.2.1 Confined space training will be conducted annually.

3.2.2 Written, understandable operating and rescue procedures shall be developed and shall be provided to affected employees.

3.2.3 Operating procedures shall conform to the applicable requirements of this article and shall include provision for the surveillance of the surrounding area to avoid hazards such as drifting vapors from tanks, piping and sewers.

3.2.4 Employees, including standby persons working in a confined space shall be trained in the operating and rescue procedures, including instruction as to the hazards they may encounter.

3.2.5 At least one person trained in first aid and CPR shall be immediately available whenever the use of respiratory protective equipment in a confined space operation.

3.2.6 The SIPE Safety Officer will be contacted prior to all confined space entry.

3.3 Hazard Communication Employee Training (See Section I)

3.4 General Noise Control Training Program

3.4.1 The SIPE safety office shall institute a training program for all employees who are exposed to noise at or above an 8 hour time weighted average of 85DBA and shall ensure employee participation in such programs.

3.4.2 The training program shall be repeated annually for each employee included in the hearing conservation program. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes.

3.4.3 The training program shall ensure that each employee is informed of the following:

The effects of noise on hearing;

The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instruction on selection, fitting, use and care;

The purpose of audiometric testing, and explanation of the test procedures.

3.5 Fire (training and education)

3.5.1 Where the employer has provided portable fire extinguishers for employee use in the work place, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

3.5.2 Portable fire extinguishers will be inspected monthly and inspection cards signed.

3.5.3 The employer shall provide the fire prevention training upon initial employment and at least annually thereafter.

3.6 Emergency Action Plan

3.6.1 Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

3.6.2 The employer shall advise each employee of his/her responsibility under

the plan at the following times:

- Initially when the plan is developed,
- Whenever the employee's responsibilities or designated action under the plan change and,
- Whenever the plan is changed.

3.6.3 The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency.

### 3.7 Fire Prevention Plan

#### 3.7.1 Training

- The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed. They shall also review with each employee upon initial assignment, those parts of the fire prevention plan which the employee must know to protect the employer in the event of an emergency.

### 3.8 Agriculture Operations

#### 3.8.1 Pesticide and Antimicrobial Training

- Each employer shall provide to each employee working with any pesticide adequate instruction and training so that the employee understands the safety procedures required for the pesticides that he will work with.
- Training will be conducted upon employees initial assignment and annually thereafter.
- Pesticide Usage Log, SIPE Form 7-588 (Attachment 4), will be used to record all pesticide usage in a school district.

#### 3.8.2 Operation of Agricultural Equipment

- At the time of initial assignment and at least annually thereafter, the employer shall instruct every employee in the safe operation and servicing of all equipment with which the employee is or will be involved.

### 3.9 Powered Industrial Trucks (Forklift) Training/Certification

3.9.1 Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors shall be permitted to operate such equipment.

3.9.2 Training and certification is conducted to meet CAL/OSHA requirements.

#### 4.0 Forklift, backhoe and aerial lift equipment training requirements:

4.1 Districts will contact the SIPE Safety Office for forklift, backhoe and aerial lift training.

4.2 Forklift, back hoe and aerial lift training will consist of two hours of classroom instruction and a two hour operational and proficiency training.

4.3 Upon completion, employee will be able to:

- Know the operator training definition for NIOSH and OSHA.
- Know the skills required for safe operation, including those involved in the pre-start safety inspection, general operating and material handling.
- Establish efficient preventive maintenance, recharging and refueling procedures.
- Evaluate safe pedestrian and lift truck patterns.
- Understand fire safety in terms of hazardous atmosphere conditions.

4.4 A completion certificate to operate will be issued to those employees who successfully complete the training course. The certificate will have a expiration of three years from the date of training.

4.5 Employees involved in a forklift, backhoe or aerial lift mishap, or when recommended by their supervisor, will be required to attend a recertification training program. Training will be conducted by the SIPE Safety Officer.

4.6 Training will be conducted using the Ives Training & Compliance Group training program.

#### 5.0 Who should be trained?

5.1 You can't train everyone. That is where the concept of "need-to-know" comes into play. To make your training most efficient, train employees only in what they need to know to be safe. Who needs to know what?

5.2 All employees need to be trained in general safety principles.

- 5.3 Employees who face specific job hazards need to be trained in those hazards.
- 5.4 Supervisors need to be trained in all hazards faced by their employees for whom they are responsible, as well as in the techniques of training employees.

## 6.0 Training Records

- 6.1 SIPE Form 1-588 will be used to document employee safety training.
- 6.2 Online safety training may use web data base to record training.
- 6.3 SIPE Form 10-588 (Attachment 5) will be used to document supervisors safety training.
- 6.4 Retention of employee health and safety training records will be maintained for three years.

## 7.0 Master Training Guide

In Attachment 6 you will find the master training guide. This at-a-glance chart will help you get an overall view of your training responsibilities.

- 8.0 Supervisors should contact the SIPE Safety Office for blank SIPE Safety forms or forms can be obtained online at [www.sbsipe.org](http://www.sbsipe.org).