

# Loss Prevention Safety Class Catalog

Shasta Trinity Schools Insurance Group

---

## SAFETY CLASSES

---

### **Asbestos Awareness**

Class length: 30 minutes

Recommended audience: Maintenance, Operations, Administrators

General information on the identification and hazards of asbestos in schools as well as the Asbestos Hazard Emergency Response Act (AHERA). The discussion also covers laws regarding inspections, testing, training and mandatory policies.

### **Blood Borne Pathogens**

Class length: 45 minutes

Recommended audience: All employees

This is a OSHA required class for all employees and must be conducted annually in accordance with 29CFR1910. Class material covers the modes of transmission, symptoms, universal precautions, engineering controls, work practices, and personal protective equipment. Also discussed is the HBV vaccine, workers' rights, and the mandatory Exposure Control Plan (ECP). Example of ECP provided.

### **Body Mechanics**

Class length: 45 minutes

Recommended audience: All employees

Can be combined with Slips, Trips, and Falls. Includes Safe Lifting.

Learn the common causes of injuries to the back and how to prevent them, including steps for lifting safely and tools for lifting. A lifting demonstration and talk-through is provided as well as steps for reducing pain through stretching and healthy living practices.

### **Cold Weather Driving**

Class length: 30 minutes

Recommended audience: All employees

Can be combined with Cold Weather Injury Prevention

This class goes over common causes of vehicle accidents in cold, snowy, and icy conditions. Also discussed are general safety tips for identifying and mitigating dangerous conditions, being prepared for emergencies in cold weather, and tips for preparing your vehicle for the winter.

### **Cold Weather Injury Prevention**

Class length: 45 minutes

Recommended audience: All employees

Can be combined with Cold Weather Driving

This class goes over environmental factors of cold weather, heat loss, body responses to cold, individual factors, and the C.O.L.D acronym. Also discussed are cold weather injuries and how to recognize, prevent, and treat dehydration, hypothermia, frostbite, immersion foot, and carbon monoxide poisoning.

### **Composite Risk Management (CRM)**

Class length: 45 minutes

Recommended audience: Administrators and supervisors

This class for administrators and supervisors discusses the primary decision-making process for reducing risks associated with all hazards that have the potential to injure or kill, damage or destroy equipment, or have a negative impact on work. Attendees will learn how to apply the five-step

# Loss Prevention Safety Class Catalog

Shasta Trinity Schools Insurance Group

---

process to identify hazards, assess hazards, develop controls, implement those controls, and then supervise and evaluate the risk management process.

## **Conflict Management**

Class length: 45 minutes      Recommended audience: All employees

This class concentrates on defusing potentially damaging conflicts in the workplace by exploring the definition and causes of conflict and disagreements. Managing and relieving stress is a central theme and is examined as a way to resolve conflict when combined with healthy communication. Suicide and depression are also addressed.

## **Culture of Safety: Your district Safety Climate**

Class length: 45 minutes      Recommended audience: All employees

This class discusses what it means to have a strong culture of safety at your school and why it is important. Through discussion the class will explore their own culture and how it affects safety and morale as well as the bottom line when it comes to workers comp claims. Attendees should be prepared to discuss where they think the next accident will happen on campus and what they can do to prevent it. The class concludes with a list and discussion of safety resources and plans that can be adapted for use at your school.

## **Defensible Space at Work and at Home**

Class length: 45 minutes      Recommended audience: All rural employees

Can be combined with Fire Safety class.

### **IN DEVELOPMENT**

“In development” classes can be requested and will be constructed based on the requestor’s needs. Learn how reducing the fire-load outside can cut down on wild fires damaging your structures.

## **Electrical Lock-out/Tag-out**

Class length: 20 minutes      Recommended audience: Maintenance staff

This class is for maintenance staff who work on electrical wiring and energized equipment and is in accordance with the OSHA standard for The Control of Hazardous Energy, Title 29CFR parts 1910.147 & 333. Attendees will learn the practices and procedures necessary to disable and mark machinery, equipment, and electrical circuits, thereby preventing the release of hazardous energy while conducting servicing and maintenance activities.

## **Ergonomics TTT (Train-the Trainer)**

Class length: 45 minutes      Recommended audience: Maintenance and office staff

This class was developed for individuals who want to make a difference in their worksite by coaching others on proper ergonomics and making equipment adjustments. The general information includes neutral body positioning, tips on working safely in an office environment, and prevention of repetitive motion injuries. Attendees will be given a demonstration of the tools and general procedures for making workplace modifications, including an on-site demonstration of an ergonomic evaluation and adjustment. A checklist and handouts will be provided.

# Loss Prevention Safety Class Catalog

Shasta Trinity Schools Insurance Group

---

## **Fire Equipment Maintenance and Operation**

Class length: 45 minutes      Recommended audience: All employees

Can be combined with Fire Safety.

IN DEVELOPMENT

“In development” classes can be requested and will be constructed based on the requestor’s needs.

## **Fire Safety/Extinguishers and Plans**

Class length: 45 minutes      Recommended audience: All employee

Can be combined with Fire Equipment Maintenance.

This class is developed with the school classroom environment in mind. The discussion includes common causes and prevention of school fires, as well as rules for keeping the fire load to a minimum in the classroom. A basic reminder and demonstration (dry) of the P.A.S.S principle for using fire extinguishers, how to inspect fire extinguishers, and the rules for mandatory fire drills are included. The class concludes with tips on preventing arson and self-inspections for compliance. Checklist provided.

*\*COMING SOON:* Hands-on instruction in using fire extinguishers (laser/optical simulated extinguisher)

## **Food Service Safety**

Class length: 45 minutes      Recommended audience: Food service staff and supervisors

This class is adapted from information distributed by CalOSHA in accordance with Restaurant and Kitchen Safety regulations in the CCR, Title 8, that are designed to keep workers safe. Various topics including prevention of burns and safety as applied to clean-up, electrical appliances, cold storage, fryers, knife handling, etc., are all addressed. Prevention of foodborne illness is not covered, but is briefly covered in another class: School Sanitation.

## **Forklift Training, Boom lift and Scissor lift training**

Class length: 90 minutes      Recommended audience: Forklift and man-lift operators (site dependent)

This is a mandatory certification class for operators and is covered in CFR 1910 (forklifts) and CFR 1926 (Manlifts and mobile scaffolds). Classes include a video, discussion, a written test, and a hands-on skills demonstration. Classes must be taught on-site with the equipment the employees will be using. Forklift operators must be re-evaluated on safe operation every three years and must re-certify every time there are new conditions at the site including new equipment, new procedures, or a demonstrated safety violation or lack of knowledge. Boom lift and man-lift operators must re-certify every time there are new conditions at the site including new equipment, new procedures, or a demonstrated safety violation or lack of knowledge.

## **General Back to School Safety**

Class length: 45 minutes      Recommended audience: Teachers and Office staff

Safety basics for teachers and office staff, covering prevention and causes of the most common types on injuries in the classroom and office: Lack of attention, ladder use/misuse, slips-trips-falls, improper lifting, and improper carrying. The stressful environment of educational work is addressed and the importance of a strong team concept is emphasized. This class can be modified according to site or job-specific safety considerations.

# Loss Prevention Safety Class Catalog

Shasta Trinity Schools Insurance Group

---

## **Hand and Power Tool safety**

Class length: 35 minutes      Recommended audience: Maintenance and custodians

IN DEVELOPMENT

“In development” classes can be requested and will be constructed based on the requestor’s needs.

## **Hazard Communication**

Class length: 60 minutes      Recommended audience: All employees exposed to any chemicals

This is a required annual class for all employees who may be exposed to any hazardous substances and is in accordance with Title 8, CCR. Topics include: Right to know and understand, Globally Harmonized System (GHS), Safety Data Sheets (SDS), Labeling and secondary containers, and requirements for your Hazard Communication Program. Additional information is provided about the online SDS management system contracted by STSIG for member school districts. Handouts and sample policies included.

## **Hearing Conservation**

Class length: 30 minutes      Recommended audience: All employees who use power equipment

IN DEVELOPMENT

“In development” classes can be requested and will be constructed based on the requestor’s needs.

## **How to Conduct a School Safety Inspection**

Class length: 60 minutes      Recommended audience: Maintenance, safety, and liability staff

Typically combined with a School Safety Courtesy Inspection

This class is designed to give a broad overview of common safety considerations around school sites. Topics include examples of different inspection checklists, types of inspections, frequencies, and recordkeeping. This class is best suited for the actual inspector who is new, or just needs another set of eyes on their site and may be done in conjunction with a walk-through of your site for practice.

## **Identification and Treatment of Heat Injuries**

Class length: 45 minutes      Recommended audience: Maintenance, Custodians, Outdoor workers

Can be combined with IPM class.

This class covers the physiological effects of excess heat on the body, explains the different types of heat injuries, individual risk factors, and how to prevent and treat heat injuries. Also discussed is the current change to California State law regarding working times allowable in high heat conditions. Attendees receive a CalOSHA-produced bi-lingual information card.

## **Integrated Pest Management (IPM) for Applicators**

Class length: 90 minutes      Recommended audience: Maintenance staff who spray pesticides

Includes Healthy Schools Act (HSA) required IPM class material.

This certification course is designed for employees who are required by state law to receive annual training because they spray or apply pesticides including but not limited to herbicides, rodenticides, and insecticides. Class content is dictated by the Department of Pesticide Regulation, and includes: basic rules for applicators, using pesticides safely, dealing with emergencies, health considerations, and laws and regulations. The IPM coordinator must provide the instructor a copy of each pesticide Safety Data Sheet and/or product label being used at the site so they can be discussed for full certification.

# Loss Prevention Safety Class Catalog

Shasta Trinity Schools Insurance Group

---

## **Integrated Pest Management (IPM) for Teachers, Custodians, Food Service Workers**

Class length: 60 minutes      Recommended audience: All staff using antimicrobials or bactericides  
Mandatory Online class available at: <http://www.cce.csus.edu/form/department-pesticide-regulation>  
This **Healthy Schools Act (HSA)** class content is also included in the IPM for Applicators class.

## **OSHA 10 or 30 hour General Industry Outreach training program.**

Class length: 10 hours or 30 hours      Recommended audience: Maintenance, Operations, Custodians  
Through this program, workers can attend 10-hour or 30-hour classes delivered by an OSHA-authorized outreach instructor. The 10-hour class is intended for entry level workers, while the 30-hour class is more appropriate for supervisors or workers with some safety responsibility. These classes provide training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Attendees will receive an OSHA course completion card.

## **Preventing School Arson**

Class length: 16-30 minutes      Recommended audience: All employees  
Video available. 16 min. <http://www.sia-jpa.org/resources/online-training/30-ways-to-prevent-school-arson/>  
A DVD can also be borrowed from STSIG Loss Prevention, call Kurt at 221-6444.  
This class is focused on housekeeping and situational awareness in respects to preventing damage caused by arson at school sites. Some of this information is also included in the Fire Safety Class.

## **Prevention of repetitive-motion injuries**

Class length: 15 minutes      Recommended audience: Office employees and custodians  
Can be combined with Ergonomics TTT class; elements also found in Body Mechanics class.  
IN DEVELOPMENT  
“In development” classes can be requested and will be constructed based on the requestor’s needs.

## **Safe ladder use**

Class length: 45 minutes      Recommended audience: Maintenance and custodians  
Elements of this class are also present in the General Safety class and Body Mechanics class  
This class is especially useful for anyone who uses ladders as part of their normal workday. Topics include ladder accident information, operator considerations, selection, inspection, setup, and safe usage guidelines. Several different types of ladders are brought in and used for demonstrations, and at the end of the class attendees inspect the ladders using a provided safety checklist.

## **Sanitation in schools**

Class length: 45 minutes      Recommended audience: Custodians, food service workers  
This class is designed to reduce preventable diseases, sickness, and foodborne illnesses in the school environment. Topics include a discussion of common illnesses in schools, disease and illness transmission, foodborne illness and prevention, as well as effective cleaning and maintenance techniques. Attendees will learn the Five “fs” of sanitation, an easy way to remember modes of illness transmission.

# Loss Prevention Safety Class Catalog

Shasta Trinity Schools Insurance Group

---

## **School bus driver safety and cold weather driving**

Class length: 75 minutes

Recommended audience: Bus and district vehicle drivers

Contains elements of cold weather injury prevention, cold weather driving and can be combined with stress management.

This is a multi-topic discussion and instruction on the multiple issues that can affect bus drivers. This class is frequently modified based on current challenges the drivers are facing and may include sub-topics such as school bus discipline, stress, ergonomics for drivers, identification of drug paraphernalia and slang, as well as cold weather driving considerations.

## **Situational Awareness**

Class length: 30 minutes

Recommended audience: All employees

This class covers recent changes in the policies governing prison systems that have resulted in the release of prisoners and the resulting raises in violent crimes and property crimes. Attendees will be given tips on what to do if approached or attacked, and the different responses they should take if threatened versus physically assaulted. Situational awareness tips and techniques are gone over in detail. A handout is provided with tips and emergency contact numbers.

## **Slips, trips and falls**

Class length: 20 minutes

Recommended audience: All employees

Can be combined with body mechanics. Also a component of "General Back To School Safety".

This class is designed to build awareness and generate situational awareness for hazardous conditions many of us tend to ignore. Topics include statistics of injuries related to slips, trips, and falls, and the resulting problems faced by employees and employers following a preventable injury. Both same-level and elevated falls are discussed, along with common causes and prevention.

## **Stress Management**

Class length: 45 minutes

Recommended audience: All employees

Can be combined with Suicide Prevention.

In this class, the two types of stress are discussed from a physiological perspective with ways to identify and deal with normal stressors in the education environment. Additionally, depression and suicide are addressed. At the end of the class students will participate in a practical group exercise to practice skills learned during instruction.

## **Suicide Prevention**

Class length: 45 minutes

Recommended audience: All employees

Can be combined with Stress Management

This class discusses the common danger signs of suicidal ideation and the ways depression and stress combine to create the conditions for suicide. The focus of this class is helping one another by identifying warning signs, enhancing communication, and encouragement to seek help as appropriate.

## **Wheelchair lift safety**

Class length: 45 minutes

Recommended audience: All employees

IN DEVELOPMENT

"In development" classes can be requested and will be constructed based on the requestor's needs.

# Loss Prevention Safety Class Catalog

Shasta Trinity Schools Insurance Group

---

## SERVICES

---

### **Ergonomic evaluation and workstation adjustment (in person)**

Time required: 30-45 minutes (depends on adjustments)      Recommended for: Office employees  
Results in a written report.

To request an ergonomic evaluation, supervisors must submit a request form for each individual. Ergonomic evaluations are conducted one-on-one onsite at the employee's workstation and will include a brief class on ergonomics, an adjustment of all necessary components, and a formal written report with recommendations. The report will be sent to the supervisor. Request forms may be found on the STSIG website or by calling/emailing Loss prevention.

### **Playground Safety Inspection**

Time required: 30 min.to 3 hours (depends on size)      Recommended for: All new/old playgrounds  
Results in a written report.

A comprehensive inspection by a NRPA certified playground safety inspector will ensure your students are safe and you are protected from most liability issues. When scheduling please ensure ample time and have all playground documentation on-hand. It is requested a representative from the site or district be present. The report with pictures will be returned to the requesting site administrator with recommendations for repair, replacement, or modification as necessary.

### **School Safety Courtesy Inspection**

Time required: 30-60 minutes (depends on site size)      Recommended for: Safety coordinators

This is an opportunity to have someone walk through your site as a "second pair of eyes" to help employees responsible for safety to fine-tune their inspection skills and get an objective opinion of safety challenges on-site. New safety coordinators will be provided with example checklists if desired, and assistance will be rendered with existing checklist modifications as needed.

### **Illness and Injury Prevention Plan (IIPP) courtesy inspection**

Time required: 30-45 minutes      Recommended for: Office employees

Maintaining an up-to-date IIPP is required by law, and is also a requirement for your district to earn the annual Loss Prevention Incentive from STSIG. Send your existing IIPP to Loss Prevention by email for a review, or schedule an on-site evaluation of your whole safety book including your IIPP. Examples and materials will be provided, as well as assistance writing an IIPP if necessary.

### **Return to Work (RTW) Program courtesy inspection**

Time required: 20      Recommended for: Office employees

Maintaining a robust RTW program is instrumental in reducing employee costs, and is also a requirement for your district to earn the annual Loss Prevention Incentive from STSIG. Send your existing RTW policy to Loss Prevention by email for a review, or schedule an on-site evaluation of your whole RTW book. Examples and materials will be provided, as well as assistance developing a Return to Work program if necessary.