

Loss Prevention Safety Class Catalog



SAFETY CLASSES

ALICE Training (Active Shooter)

Class Length: Min. 2 hours, 3 hours ideal Recommended audience: All employees

Alice (Alert, Lockdown, Inform, Counter, Evacuate) training is designed to change the way you think and react to an active assailant situation at your school. This training is a blended class with an online portion and followed up with in-person scenario based drills. Maximum 50 attendees.

Asbestos Awareness

Class length: 120 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. This is an OSHA required class for all maintenance workers who may be exposed but do not disturb asbestos materials. This class may be contracted through Richard Beall with Entek Consulting for advanced certifications.

Blood Borne Pathogens

Class length: 45 minutes Recommended audience: All employees

This is an 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.

Boom lift and Scissor lift training (Aerial Lift)

Class length: 90 minutes Recommended audience: Boom and Scissor-lift operators (site dependent)

This is a mandatory certification class for operators and is covered in 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. Aerial 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.

Loss Prevention Safety Class Catalog



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 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. NOTE: This class may qualify your district for extra Loss Prevention Incentive Points.

Defensible Space at Work and at Home

Class length: 45 minutes Recommended audience: All rural school employees

Learn how reducing the fire-load outside can cut down on wildfires damaging your structures.

This class is typically conducted as a walk-through of the campus. Can be combined with School Safety Courtesy Inspection or Fire Prevention/Extinguisher class.

Loss Prevention Safety Class Catalog



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, Info. Tech, 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.

Fire Prevention/Extinguishers and Plans

Class length: 45 minutes (1:30 with hands-on fire ext.) Recommended audience: All employees

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.

**For actual hands-on fire extinguisher training, please coordinate well in advance. Appropriate weather and a suitable site with water hose must be provided.*

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 CCR, Title 8. Various topics including prevention of burns and safety considerations for 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: see Sanitation in Schools.

Forklift Training

Class length: 90 minutes Recommended audience: Forklift operators (site dependent)

This is a mandatory certification class for operators and is covered in CFR 1910 (forklifts). 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.

Loss Prevention Safety Class Catalog



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: Slips-Trips-Falls, Safe Lifting, Bloodborne Pathogens, Fire Safety, and Pest Management. 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.

Hand and Power Tool safety

Class length: 35 minutes Recommended audience: Maintenance and custodians

This OSHA recommended class concentrates on the rules and procedures for equipment guards and safety devices, PPE, and clean work areas. This class can be combined with the M&O Safety Class and/or the standalone PPE class.

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.

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.

NOTE: This class will qualify your district for extra Loss Prevention Incentive Points.

Identification and Treatment of Heat Injuries

Class length: 45 minutes Recommended audience: Maintenance, Custodians, Outdoor workers
A basic version of this material is included in the 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 California State law regarding working times allowable in high heat conditions. Attendees receive a CalOSHA-produced bi-lingual information card.

Loss Prevention Safety Class Catalog



Integrated Pest Management (IPM) for Applicators

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

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

This mandatory certification course is designed for employees who are required by state law to receive annual training because they spray or apply reportable 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, PPE with examples, 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.

Healthy Schools Act training/HSA and IPM for school employees

Class length: 60 minutes Recommended audience: Mandatory for all staff who want to use antimicrobial sprays and wipes on school grounds.

This class is required by law BEFORE staff members use anti-microbials, and includes information on the Healthy Schools Act, physiological effects of pesticides on children, and Integrated Pest Management in schools. The class culminates with a 10 question test, and each participant is given a certificate of completion.

The class is also available online 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.

Mandated Safety Programs

Class length: 60 minutes Recommended audience: Administrators, Safety, and Operations managers

This class discusses the multitude of safety programs and training required by law and Ed Code for school districts. A list of the most important programs is given out along with strategies to meet requirements with minimum effort. Discussion also covers the financial and legal cost of non-compliance and the agencies enforcing the laws.

M & O Safety

Class Length: 45 minutes Recommended audience: Maintenance and Operations employees and their supervisors

This class covers basic "Back to School" reminders on safety issues specific to M & O workers. Topics include Slips, trips and falls, Safe Lifting, Ladder safety, Fire Safety, Hand and Power Tool Safety, and PPE training. Additionally, a reminder of various compliance trainings are discussed.

NEST New Employee Safety Training

Class Length: Full day, including lunch Recommended audience: New employees at all levels

This class is designed to fully train new employees on all safety compliance requirements in a comprehensive manner in one day. Topics include: Bloodborne Pathogens, Body Mechanics, Ladder Safety, Slips Trips and Falls, School Fire Safety, Hazard Communication, Heat or Cold Weather Injury Prevention, and Integrated Pest Management (as needed for pesticide applicators). Lunch provided.

Loss Prevention Safety Class Catalog



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 the complaint system.

Attendees will receive an OSHA course completion card.

Safe ladder use

Class length: 45 minutes Recommended audience: Maintenance, IT, 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.

Safety Leadership

Class length: 30 minutes Recommended audience: Safety Leads, Principals, Superintendents

This class covers the importance of leading from the front and setting expectations for district personnel for safety. The main topics include Leadership Vs Management, Communication skills, and a demonstrated Commitment to Safety.

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.

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.

Loss Prevention Safety Class Catalog



Sexual Harassment for Supervisors, AB 1825

Class length: 120 minutes Recommended audience: All personnel in a supervisory position

Assistance in scheduling this training with a qualified attorney can be provided through STSIG Loss Prevention. This class is a biennial requirement for supervisors and must be given to new supervisors. Covered are federal and state laws on the prohibition, prevention and correction of harassment. Also included are practical examples and factual scenarios as well as a supervisor's obligation to report. Districts requesting this training must provide their harassment policy at least 5 working days in advance for review and addition to slide presentation.

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: 40 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. This class is frequently combined with Conflict Resolution, which can be effective for high-stress work environments.

Suicide Prevention

Class length: 45 minutes Recommended audience: All employees

Can be combined with Stress Management. This class covers requirements of AB58 and California Education Code Section 215.

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 encouraging people to seek help as appropriate.

Loss Prevention Safety Class Catalog



Universal Waste Handling for Schools

Class Length: 45 minutes

Recommended audience: Maintenance, Operations, Custodians

This class is an overview of the Universal Waste Program that dictates how hazardous waste is stored and disposed of on school sites. Discussion includes types of Federal Universal waste and California Specific Universal waste and the rules for how different items should be handled.

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 that is sent to the district or requesting school administrator.

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, not the employee. Request forms may be found on the STSIG website or by calling/emailing Loss prevention.

Ergonomic Checkup

Time required: 10-15 minutes per person Recommended for: Office employees with past evaluations or workers who would like a quick adjustment and feedback.

Does not result in a written report. This option is most suitable as a preventative tool when the employee is familiar with the basics of ergonomics and just needs a little help. The ergonomic checkup can be scheduled for one employee or multiple employees in one office. Simple literature is provided as well as an adjustment of the chair, desktop, and computer monitor(s). For a more detailed evaluation please arrange a formal Ergonomic Evaluation (above).

Playground Safety Inspection

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

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.

NOTE: This class will qualify your district for extra Loss Prevention Incentive Points (5 points per site).

Illness and Injury Prevention Plan (IIPP) courtesy inspection

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

Loss Prevention Safety Class Catalog



Maintaining an up-to-date IIPP is required by Title 8 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 personalized assistance writing an IIPP if necessary.

Return to Work (RTW) Program courtesy inspection

Time required: 20 minutes

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.