

## Safety Training and Safety Forms DUE to SECC

*(Required by HR or Office of Educ.)*

Training or Form	For Whom	By Whom	How Often	How Taken	Date Due to SECC	Turn in to:
Bloodborne Pathogens	All employees	School Administration	1 X / year	Group or individually with Everyfi or resources provided in Red Book pg. 39-40 (can count as Staff safety training for one quarter)	October	Office of Educ. (Datha or Kathi)
Anti-Harassment Work/Bully	Supervisors (i.e. Dept head for maint., IT, Dev. )	Everfi Online	Upon hire and then 1 X/ every other year	Everfi or online resource will be sent out by HR to employees		Human Resources
Anti-Harassment	Non-supervisors (i.e. hourly non-aides)	Everfi Online	Upon hire and then 1 X/ every other year	Everfi or online resource will be sent out by HR to employees		Human Resources
Anti-Harassment (general)	Certificated Employees and aides	School Administration	Every Year	Group or faculty meeting. Resources in Red Book. (can count as staff safety training for one quarter)	September	Office of Educ.
Anti-Harassment: prevention	All students	School Administration	1 X / year	Done by teachers or administration in class or assembly. Resources in Red Book pg 84-87	August	Office of Educ.
CPR/First Aid	All employees	Arranged by School Administration	1 X / every other year	American Red Cross Certified Instructor usually at school site		Records kept at school site
Safety Training	Employees in Department (i.e. Teachers, Maintenance, office, etc.)	School Principal or Head of Department	Quarterly	As a group in faculty meeting or departmental meetings. Resources provided in Red Book. (i.e. bloodborne pathogens, child abuse reporting, etc.)	October January March June <i>Forms found in Red Book pg 60 and on Educ. Website</i>	Office of Educ.

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Disaster Preparedness Plan	All employees	School Administration	1 X / year	As a group. Review responsibilities. Resource on page 68-78 of Red Book	Written Plan submitted to SECC by end of September	Office of Educ.
Safety Inspection of Campus Reports	Each school campus	Admin. or Designated person by Admin	Quarterly	Use forms provided in Red Book pg 59 or on Educ. Website	October January March June	Office of Educ.
Playground Safety Check list	Each school campus	Admin. or Designated person by Admin	Quarterly	Use forms provided in Red Book pg 61-62 or on Educ. Website	October January March June	Office of Educ.
Fire Drills	Each Campus	Administration	Elem: 1X/mo. Jr. High: Qtrly HS: 1X/Sem	Details on page 68 of Red Book	Records of Drills Form found in Red Book page 69 and Due annually, Usually June	Office of Educ.
Earthquake Drills	Each Campus	Administration	Elem: Qrtly Jr. High: Qrtly HS: 1X/Sem	Details on page 68 of Red Book	Records of Drills Form found in Red Book page 69 and Due annually, Usually June	Office of Educ.
Lock Down Drills	Each Campus	Administration	All levels, 1X/Sem	Details on page 68 of Red Book	Records of Drills Form found in Red Book page 69 and Due annually, Usually June	Office of Educ.