



Michigan School Business Officials



GUIDE TO COMPLIANCE TRAINING

for Michigan School Employees



TABLE OF CONTENTS

How to Use This Guide.....	3
Training Listed by Subject.....	4
All Employee Training.....	7
Administrator Training.....	8
Teacher Training.....	9
Transportation Training.....	10
Bus Garage Training.....	11
Athletic Director & Coaches Training.....	13
Food Service Training.....	14
Custodial & Maintenance Training.....	15
Glossary of Terms.....	18
Additional Resources.....	19



Michigan School Business Officials
1001 Centennial Way, Suite 200
Lansing, MI 48917
www.msbo.org
Phone: 517.327.5920
Fax: 517.327.0768



SET SEG
1520 Earl Avenue
East Lansing, MI 48823
www.setseg.org
Phone: 800.292.5421
Fax: 517.492.0883

This document provides information of a general nature regarding legislative and regulatory developments. It is not intended to be fully comprehensive, nor to provide legal advice or opinions relative to specific facts, matters, situations or issues. Future legal, legislative, or regulatory developments may affect the subjects addressed.

HOW TO USE THIS GUIDE

This guide is designed to help schools identify education and training that is required for Michigan schools. In the first section of this guide, training is organized by subject. In the second section, the training is broken out by employee groups. Both sections contain the following information:

- **Subject:** the topic addressed by the training. Policy courses, which are designed to satisfy implementation requirements for policies boards of education are required by law to adopt, are listed in red. Part of the compliance requirements for these courses includes employee review of the district's policies.
- **Governing Reference:** the regulation or standard that outlines the training requirements. It is important to refer to the actual regulation/standard to ensure compliance with all requirements.
- **Training Schedule:** the frequency with which the training needs to occur.
- **Personnel:** the employee(s) impacted by the training and/or exposed to specific hazards.
- **Training/Vector Solutions:** the training resource is listed for your convenience. When available, the corresponding Vector Solutions training class is listed. Vector Solutions training data and management is a value-added benefit available to SET SEG members, but it should be evaluated and supplemented with district specific information when necessary to be compliant. If your district is not a member of SET SEG, you can purchase Vector Solutions at a discounted price through MSBO.

At the end of this guide, you'll find a glossary of terms and a list of additional resources that can be helpful if you need to do further research about a particular subject or training requirement.

An electronic copy of this guide is available on the following web sites:

- www.setseg.org
- www.msbo.org

Important note: The training outlined in this guide should always be evaluated and customized to fit each school district's needs and specific exposures. Be aware that certain topics and/or exposures may apply to different employee groups than the ones listed. If a district has an unusual exposure, additional training topics may be required as well.

TRAINING LISTED BY SUBJECT

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Asbestos Awareness	MIOSHA General Industry Health Standards Part 305	Initial/annual	Employees with occupational exposure	Asbestos Awareness K-12 Full 2 Hour (4 courses)  MIOSHA Consultative Services
Automotive Service Operation	MIOSHA General Industry Safety & Health Standards Part 72	Initial	Employees where vehicles or tire and wheel assemblies are serviced, repaired or salvaged	MIOSHA Consultative Services
Beginning School Bus Driver	MCL 257.1851	Initial, plus 6 CEUs within 2 years	Beginning bus drivers	Michigan Department of Education
Bloodborne Pathogens	MIOSHA General Industry Safety & Health Standards Part 554	Initial/annual	Category A employees	Bloodborne Pathogens  Exposure Prevention (4 courses) MIOSHA Bloodborne Infectious Diseases Online Training Program
Bullying/Cyber Bullying*	MCL 380.1310b PA 478	Initial/annual	Administrators, school employees and volunteers	Bullying: Recognition & Response (4 courses)
Child Abuse Identification	MCL 722.623	Initial/annual	Social workers, teachers, school personnel, child care providers	Child Abuse: Identification & Intervention (3 courses)
Confined Space	MIOSHA General Industry Safety & Health Standards Parts 90 and 490	Initial/refreshers requirements	Affected and authorized employees, attendants	MIOSHA Consultative Services
Continuing School Bus Driver	MCL 257.1851	Within 2 years of completion of beginning course plus 6 CEUs. Required every other year	Bus drivers	Michigan Department of Education
Corporal Punishment*	MCL 380.1312	Initial/annual	All employees	Model Code of Student Conduct 2014 Michigan Department of Education
Disaster and Emergency Management	NFPA 1600 Disaster/Emergency Management, MIOSHA General Duty Clause	Annual	All employees	Emergency Operations Planning: Building the Plan (14 courses) Michigan State Police
Drug/Alcohol Awareness	U.S. Department of Transportation	Initial	Drivers, supervisors, employees who drive district vehicles	Reasonable Suspicion for Drug and Alcohol Use in the Workplace (3 courses)  U.S. Department of Transportation
Electrical Safety	MIOSHA General Industry Safety & Health Standards Part 40	Initial	Employees who face risk of electrical shock and others exposed	Electrical Safety Full Course and Primer (2 courses)
Emergency Seclusion and Restraint of Students	MCL 380.1307, et seq.	Initial/refreshers requirements	All employees Key identified personnel	Restraint and Seclusion Restraint and Seclusion Alternatives SET SEG Thrun Law Firm Crisis Prevention Institute, Inc. (CPI)

*Policy courses – designed to satisfy implementation requirements for policies boards of education are required by law to adopt.

 Vector Solutions course

 Additional training beyond course required for compliance

Continued on next page

TRAINING LISTED BY SUBJECT

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Epinephrine Auto-Injector	MCL 380.1179	Initial	Two staff per building	Registered nurse
Fall Protection	MIOSHA General Industry Safety & Health Standards Part 2	Initial/refresher requirements	Each employee exposed to fall hazards	Fall Protection Full Course (5 courses) MIOSHA Consultative Services
FERPA (Family Educational Rights and Privacy Act)*	U.S. Department of Education	Initial	All employees	FERPA: Confidentiality of Records
Fire Exits	MIOSHA General Industry Safety & Health Standards Part 6	Initial; An employer shall designate a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees	All employees	Local Fire Department
First Aid/CPR/AED	MIOSHA General Industry Safety & Health Standards Part 472	Initial/annual	Employees responsible for emergency response	First Aid Cardiopulmonary Resuscitation (CPR) Automated External Defibrillator (AEDs)
Hand and Portable Powered Tools	MIOSHA General Industry Safety & Health Standards Part 38	Initial	Employees required to utilize hand and powered tools	Tool Specific Manufacturer
Hazard Communication	MIOSHA Administrative Rules Part 42 MIOSHA General Industry Safety & Health Standards Parts 92 and 430	Initial/refresher requirements	Employees exposed to hazardous chemicals in the work area	Hazard Communication: Right to Understand (2 courses) ⚠️
Hazardous Waste Operations and Emergency Response	MIOSHA General Industry Safety & Health Standards Part 432	Initial/refresher requirements	Employees assigned to tasks that involve exposure or potential exposure to hazardous substances, health hazards or safety hazards	Emergency Operations Planning: Building the Plan (8 courses) Michigan State Police
Hearing Conservation	MIOSHA General Industry Safety & Health Standards Part 380	Annual	Employees who are exposed to a noise level at or above an 8hr, time-weighted average noise exposure of 85 decibels must be provided hearing protection	Hearing Loss Prevention Full Course (2 courses)
Integrated Pest Management (IPM) Agriculture	Michigan Department of Agriculture & Rural Development	Initial	Pesticide applicator	Approved Integrated Pest Management Training by Michigan Department of Agriculture & Rural Development
Ladder Safety	MIOSHA General Industry Safety & Health Standards Part 3	Initial	Employees that use ladders that have a working height of 6ft	Ladder Safety Full Course (2 courses)
Lead	MIOSHA General Industry Safety & Health Standards Part 310	Initial/annual	Employees that are subject to exposure to lead at or above an airborne concentration of 30 micrograms per cubic meter of air averaged over an 8 hour period	Lead Safety Awareness Full Course


*Policy courses – designed to satisfy implementation requirements for policies boards of education are required by law to adopt.

 Vector Solutions course

 Additional training beyond course required for compliance

Continued on next page

TRAINING LISTED BY SUBJECT

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Lockdown/Shelter in Place*	MCL 29.19	Annual	All employees	Michigan State Police
Lockout/Tagout	MIOSHA General Industry Safety & Health Standards Part 85	Initial/refreshers requirements. Authorized employees must receive annual training	Affected and authorized employees	Lockout/Tagout: Energy Release Full Course
Machine Guarding	MIOSHA General Industry Safety & Health Standards Part 1	Initial	Employees who have exposure to machines	Machine specific manufacturer
Personal Protective Equipment	MIOSHA General Industry Safety & Health Standards Part 33	Initial/refreshers requirements	Employees required to wear personal protective equipment	Personal Protective Equipment (PPE) Full Course (2 courses) 
Powered Industrial Truck	MIOSHA General Industry Safety & Health Standards Part 21	Initial/every 3 years/refreshers requirements	Employees expected to operate truck	Forklift Safety Lift manufacturer
Recordkeeping	MIOSHA Administrative Rules Part 11	Initial	Employees responsible for recordkeeping and recording of employee injuries and illnesses	MIOSHA Consultative Services SET SEG Loss Control Consultant
Respirator Protection	MIOSHA General Industry Safety & Health Standards Part 451	Initial/annual/upon change	Employees required to use respirators	Respiratory Protection Full Course
Safety Drills	PA 12 of 2014	Annual	Administrators	Michigan State Police
Sexual Harassment/Sexual Misconduct*	MCL 380.1300a	Annual	All employees	Sexual Harassment: Staff to Staff (7 courses)
Sports Concussions	Public Acts 342 and 343 of 2012	Initial	Coaches and any employees, volunteers or other adults involved with a youth athletic activity	Michigan Department of Community Health
Spray Finishing	MIOSHA General Industry Safety & Health Standards Part 76	Initial	Employees who do this task	MIOSHA Consultative Services
Supervisor's Continuing Education	MCL 257.1851	Initial year supervising and every other year following	Transportation supervisors	Michigan Department of Education
Underground Storage Tanks	International Code Council (ICC)	Initial	Class "C" operators	International Code Council (ICC)
Weapons*	MCL 380.1311	Initial	All employees	Visual Weapons Screening Michigan State Police

*Policy courses – designed to satisfy implementation requirements for policies boards of education are required by law to adopt.

 Vector Solutions course

 Additional training beyond course required for compliance

ALL EMPLOYEE TRAINING




Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Bullying/Cyber Bullying*	MCL 380.1310b PA 478	Initial/annual	Administrators, school employees and volunteers	Bullying: Recognition & Response (4 courses)
Corporal Punishment*	MCL 380.1312	Initial/annual	All employees	Model Code of Student Conduct 2014 Michigan Department of Education
Disaster and Emergency Management	MIOSHA General Duty, NFPA 1600 Disaster/Emergency Management	Annual	All employees	Emergency Operations Planning: Building the Plan (14 courses) Michigan State Police
Emergency Seclusion and Restraint of Students	MCL 380.1307, et seq.	Initial/refresher requirements	All employees Key identified personnel	Seclusion and Restraint: Awareness Restraint and Seclusion: Alternatives SET SEG Thrun Law Firm Crisis Prevention Institute, Inc. (CPI)
FERPA (Family Educational Rights and Privacy Act)*	U.S. Department of Education	Initial	All employees	FERPA: Confidentiality of Records
Fire Exits	MIOSHA General Industry Safety & Health Standards Part 6	Initial – An employer shall designate a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. Employers must train employees on the fire hazards of the materials and processes to which they are exposed.	All employees	Local fire department
Lockdown/Shelter in Place*	MCL 29.19	Annual	All employees	Michigan State Police
Sexual Harassment/Sexual Misconduct*	MCL 380.1300a	Annual	All employees	Sexual Harassment: Staff to Staff (7 courses)
Weapons*	MCL 380.1311	Initial	All employees	Visual Weapons Screening Michigan State Police
Title IX Overview		Initial/annual	All employees Key identified personnel	Examining New Title IX Rules, Core Considerations, and Potential Pitfalls

*Policy courses – designed to satisfy implementation requirements for policies boards of education are required by law to adopt.

 Vector Solutions course

 Additional training beyond course required for compliance

ADMINISTRATOR TRAINING

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Bloodborne Pathogens	MIOSHA General Industry Safety & Health Standards Part 554	Initial/annual	Category A employees	Bloodborne Pathogens Exposure Prevention: Teachers and Administration (4 courses)  MIOSHA Bloodborne Infectious Diseases Online Training Program
Child Abuse Identification	MCL 722.623	Initial/annual	Social workers, teachers, school personnel, child care providers	Child Abuse: Identification & Intervention (3 courses)
Drug/Alcohol Awareness	U.S. Department of Transportation	Initial	Drivers, supervisors, employees who drive district vehicles	Reasonable Suspicion for Drug and Alcohol Use in the Workplace (2 courses) U.S. Department of Transportation
First Aid/CPR/AED	MIOSHA General Industry Safety & Health Standards Part 472	Initial/annual	Employees responsible for emergency response	First Aid  Cardiopulmonary Resuscitation (CPR) Automated External Defibrillator (AEDs)
Hazard Communication	MIOSHA Administrative Rules Part 42 MIOSHA General Industry Safety & Health Standards Parts 92 & 430	Initial and whenever a new physical or health hazard is introduced into employee work area	Employees exposed to hazardous chemicals in the work area	Hazard Communication: Right to Understand (2 courses) 
Recordkeeping	MIOSHA Administrative Rules Part 11	Initial	Employees responsible for recordkeeping and recording of employee injuries and illnesses	MIOSHA Consultative Services SET SEG Loss Control Consultant
Safety Drills	PA 12 of 2014	Annual	Administrators	Michigan State Police
Title IX Overview		Initial/annual	All employees Key identified personnel	Examining New Title IX Rules, Core Considerations, and Potential Pitfalls

Recommended Training

Accident Reporting/Investigation Process
 Diversity Awareness
 Seizure Awareness
 Diabetes Awareness
 Life Threatening Allergies
 Asthma Awareness
 Managing Tragedy
 Youth Suicide Awareness
 Record Confidentiality
 General Safety




Training/Vector Solutions

SET SEG Loss Control Consultant
 Diversity Awareness (2 courses)
 Health Emergencies: Seizure Awareness
 Health Emergencies: Diabetes Awareness
 Health Emergencies: Life Threatening Allergies
 Health Emergencies: Asthma Awareness
 Managing the Aftermath of a Tragedy: Administrators
 Youth Suicide: Awareness & Prevention: Full Course (2 courses)
 HIPAA Overview
 General Safety Orientation

 Vector Solutions course

 Additional training beyond course required for compliance

TEACHER TRAINING

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Bloodborne Pathogens	MIOSHA General Industry Safety & Health Standards Part 554	Initial/annual	Category A employees	Bloodborne Pathogens Exposure Prevention: Teachers and Administration (4 courses)  MIOSHA Bloodborne Infectious Diseases Online Training Program
Child Abuse Identification	MCL 722.623	Initial/annual	Social workers, teachers, school personnel, child care providers	Child Abuse: Identification & Intervention (4 courses)
First Aid/CPR/AED	MIOSHA General Industry Safety & Health Standards Part 472	Initial/annual	Employees responsible for emergency response	First Aid  Cardiopulmonary Resuscitation (CPR) Automated External Defibrillator (AEDs)
Hazard Communication	MIOSHA Administrative Rules Part 42 MIOSHA General Industry Safety & Health Standards Parts 92 & 430	Initial/whenever a new physical or health hazard is introduced into employee work area	Employees exposed to hazardous chemicals in the work area	Hazard Communication: Right to Understand (2 courses) 
Sports Concussions	Public Acts 342 and 343 of 2012	Initial	Coaches and any employees, volunteers or other adults involved with a youth athletic activity	Michigan Department of Community Health

Recommended Training

Accident Reporting
Back Safety and Lifting Techniques
Seizure Awareness
Diabetes Awareness
Life Threatening Allergies
Asthma Awareness
Slip/Fall Prevention
General Safety





Training/Vector Solutions

SET SEG Loss Control Consultant
Back Injury & Lifting: Teachers and Administration
Health Emergencies: Seizure Awareness
Health Emergencies: Diabetes Awareness
Health Emergencies: Life Threatening Allergies
Health Emergencies: Asthma Awareness
Slips, Trips & Falls: Teachers & Administration
General Safety Orientation

 Vector Solutions course

 Additional training beyond course required for compliance

TRANSPORTATION TRAINING

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Beginning School Bus Driver	MCL 257.1849 MCL 257.1851	Initial, plus 6 CEUs within 2 years	Beginning bus drivers	Michigan Department of Education
Bloodborne Pathogens	MIOSHA General Industry Safety & Health Standards Part 554	Initial/annual	Category A employees	Bloodborne Pathogens Exposure Prevention (4 courses)  MIOSHA Bloodborne Infectious Diseases Online Training Program
Continuing School Bus Driver	MCL 257.1849 MCL 257.1851	Within 2 years of completion of beginning course plus 6 CEUs. Required every other year	Bus drivers	Michigan Department of Education
Drug/Alcohol Awareness	U.S. Department of Transportation	Initial	Drivers, supervisors, employees who drive district vehicles	Reasonable Suspicion for Drug and Alcohol Use in the Workplace (2 courses)  U.S. Department of Transportation
First Aid/CPR/AED	MIOSHA General Industry Safety & Health Standards Part 472	Initial/annual	Employees responsible for emergency response	First Aid  Cardiopulmonary Resuscitation (CPR) Automated External Defibrillator (AEDs)
Hazard Communication	MIOSHA Administrative Rules Part 42 MIOSHA General Industry Safety & Health Standards Parts 92 & 430	Initial/whenever a new physical or health hazard is introduced into employee work area	Employees exposed to hazardous chemicals in the work area	Hazard Communication: Right to Understand (2 courses) 
Supervisor's Continuing Education	MCL 257.1851	Initial year supervising and every other year following	Transportation supervisors	Michigan Department of Education

Recommended Training

Accident Reporting
 Back Safety and Lifting Techniques
 Bus Evacuation
 Defensive Driving
 Emergency Response
 Seizure Awareness
 Diabetes Awareness
 Life Threatening Allergies
 Asthma Awareness
 Slip/Fall Prevention
 Wheelchair Securement
 General Safety





Training/Vector Solutions

SET SEG Loss Control Consultant
 Back Injury & Lifting: Transportation
 Michigan State Police
 Defensive Driving
 Special Education Transportation: Evacuation Planning
 Health Emergencies: Seizure Awareness
 Health Emergencies: Diabetes Awareness
 Health Emergencies: Life Threatening
 Health Emergencies: Asthma Awareness
 Slips, Trips & Falls: Complete (3 courses)
 Special Education Transportation: Wheelchair Securement
 General Safety Orientation

 Vector Solutions course

 Additional training beyond course required for compliance

BUS GARAGE TRAINING

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Automotive Service Operations	MIOSHA General Industry Safety & Health Standards Part 72	Initial	Employees where vehicles or tire and wheel assemblies are serviced, repaired or salvaged	MIOSHA Consultative Services
Bloodborne Pathogens	MIOSHA General Industry Safety & Health Standards Part 554	Initial/annual	Category A employees	Bloodborne Pathogens Exposure Prevention: Complete and Refresher (4 courses)  MIOSHA Bloodborne Infectious Diseases Online Training Program
Electrical Safety	MIOSHA General Industry Safety & Health Standards Part 40	Initial	Employees who face risk of electrical shock and others exposed	Electrical Safety Full Course and Primer (2 courses)
First Aid/CPR/AED	MIOSHA General Industry Safety & Health Standards Part 472	Initial/annual	Employees responsible for emergency response	First Aid  Cardiopulmonary Resuscitation (CPR) Automated External Defibrillator (AEDs)
Hand and Portable Powered Tools	MIOSHA General Industry Safety & Health Standards Part 38	Initial	Employees required to utilize hand and powered tools	Tool Specific Manufacturer
Hazard Communication	MIOSHA Administrative Rules Part 42 MIOSHA General Industry Safety & Health Standards Parts 92 & 430	Initial/whenever a new physical or health hazard is introduced to the work area	Employees exposed to hazardous chemicals in the work area	Hazard Communication: Right to Understand (2 courses) 
Hazardous Waste Operations and Emergency Response	MIOSHA General Industry Safety & Health Standards Part 432	Initial/whenever there is a change in process or response	Employees assigned to tasks that involve exposure or potential exposure to hazardous substances, health hazards or safety hazards	Emergency Operations Planning: Building the Plan (8 courses) Michigan State Police
Lockout/Tagout	MIOSHA General Industry Safety & Health Standards Part 85	Initial/whenever there is a change in machines, equipment processes that present a new hazard, or when there is a change in the energy control procedures Authorized employees must receive annual training	Affected and authorized employees	Lockout/Tagout: Energy Release Full Course
Personal Protective Equipment	MIOSHA General Industry Safety & Health Standards Part 33	Initial/retrain when employer suspects employee does not have an understanding or skill required, changes in the workplace and environment	Employees required to wear personal protective equipment	Personal Protective Equipment (PPE) Full Course (2 courses) 

 Vector Solutions course

 Additional training beyond course required for compliance

Continued on next page

11

BUS GARAGE TRAINING

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Respirator Protection	MIOSHA General Industry Safety & Health Standards Part 451	Annual/whenever there is a change in the workplace, type of respirator or if there is an indication the employee does not have the appropriate understanding	Employees required to use respirators	Respirator Protection Full Course
Spray Finishing	MIOSHA General Industry Safety & Health Standards Part 76	Initial	Employees who do this task	MIOSHA Consultative Services

Recommended Training

Accident Reporting
Back Safety and Lifting Techniques
Slip/Fall Prevention
General Safety



Training/Vector Solutions

SET SEG Loss Control Consultant
Back Injury & Lifting: Transportation
Slips, Trips & Falls: Complete (3 courses)
General Safety Orientation

 Vector Solutions course

 Additional training beyond course required for compliance

ATHLETIC DIRECTOR & COACHES TRAINING

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Bloodborne Pathogens	MIOSHA General Industry Safety & Health Standards Part 554	Initial/annual	Category A employees	Bloodborne Pathogens Exposure Prevention (4 courses)  MIOSHA Bloodborne Infectious Diseases Online Training Program
First Aid/CPR/AED	MIOSHA General Industry Safety & Health Standards Part 472	Initial/annual	Employees responsible for emergency response	First Aid  Cardiopulmonary Resuscitation (CPR) Automated External Defibrillator (AEDs)
Sports Concussions	Public Acts 342 and 343 of 2012	Initial	Coaches and any employees, volunteers or other adults involved with a youth athletic activity	Michigan Department of Community Health
Title IX Overview		Initial/annual	All employees Key identified personnel	Examining New Title IX Rules, Core Considerations, and Potential Pitfalls

Recommended Training

Accident Reporting
 Appropriate Use of Technology/Communication
 Emergency Response - Weather Conditions
 Seizure Awareness
 Diabetes Awareness
 Life Threatening Allergies
 Asthma Awareness
 Supervision & Safety
 General Safety

Training/Vector Solutions

SET SEG Loss Control Consultant
 Online Safety: What Every Educator Needs to Know (3 courses)
 Michigan State Police
 Health Emergencies: Seizure Awareness
 Health Emergencies: Diabetes Awareness
 Health Emergencies: Life Threatening Allergies
 Health Emergencies: Asthma Awareness
 Sports Supervision & Safety
 General Safety Orientation

 Vector Solutions course

 Additional training beyond course required for compliance

FOOD SERVICE TRAINING

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Bloodborne Pathogens	MIOSHA General Industry Safety & Health Standards Part 554	Initial/annual	Category A employees	Bloodborne Pathogens Exposure Prevention (4 courses)  MIOSHA Bloodborne Infectious Diseases Online Training Program
First Aid/CPR/AED	MIOSHA General Industry Safety & Health Standards Part 472	Initial/annual	Employees responsible for emergency response	First Aid  Cardiopulmonary Resuscitation (CPR) Automated External Defibrillator (AEDs)
Hazard Communication	MIOSHA Administrative Rules Part 42 MIOSHA General Industry Safety & Health Standards Parts 92 & 430	Initial/refresher requirements	Employees exposed to hazardous chemicals in the work area	Hazard Communication: Right to Understand (2 courses) 

Recommended Training

Accident Reporting
 Back Safety and Lifting Techniques
 Ergonomics – Work Process Analysis
 Seizure Awareness
 Diabetes Awareness
 Life Threatening Allergies
 Asthma Awareness
 Slips/Fall Prevention
 Health Emergencies
 General Safety





Training/Vector Solutions

SET SEG Loss Control Consultant
 Back Injury & Lifting: Nutrition Services
 SET SEG Loss Control Consultant
 Health Emergencies: Seizure Awareness
 Health Emergencies: Diabetes Awareness
 Health Emergencies: Life Threatening Allergies
 Health Emergencies: Asthma Awareness
 Slips, Trips & Falls: Nutrition Services
 Health Emergencies: Choking & The Heimlich Maneuver
 General Safety Orientation

 Vector Solutions course

 Additional training beyond course required for compliance

CUSTODIAL & MAINTENANCE TRAINING


Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Asbestos Awareness	MIOSHA General Industry Health Standards Part 305	Initial/annual	Employees with occupational exposure	Asbestos Awareness K-12 Full 2 Hour (4 courses)  MIOSHA Consultative Services
Bloodborne Pathogens	MIOSHA General Industry Safety & Health Standards Part 554	Initial/annual	Category A employees	Bloodborne Pathogens Exposure Prevention: Custodial (4 courses)  MIOSHA Bloodborne Infectious Diseases Online Training Program
Confined Space	MIOSHA General Industry Safety & Health Standards Parts 90 & 490	Initial/refresher when there is a change in permit space operations that presents a hazard not previously addressed through training and when the employer suspects inadequate employee knowledge	Affected and authorized employees attendants	MIOSHA Consultative Services MIOSHA Bloodborne Infectious Diseases Online Training Program
Electrical Safety	MIOSHA General Industry Safety & Health Standards Part 40	Initial	Employees who face risk of electrical shock and others exposed	Electrical Safety Full Course and Primer (2 courses)
Fall Protection	MIOSHA General Industry Safety & Health Standards Part 2	Initial/when an employer believes employee that has already been trained does not have the understanding or skill required	Each employee exposed to fall hazards	Fall Protection Full Course (5 courses) MIOSHA Consultative Services
First Aid/CPR/AED	MIOSHA General Industry Safety & Health Standards Part 472	Initial/annual	Employees responsible for emergency response	First Aid  Cardiopulmonary Resuscitation (CPR) Automated External Defibrillator (AEDs)
Hazard Communication	MIOSHA Administrative Rules Part 42 MIOSHA General Industry Safety & Health Standards Parts 92 & 430	Initial/whenever a new physical or health hazard is introduced to the work area	Employees exposed to hazardous chemicals in the work area	Hazard Communication: Right to Understand (2 courses) 
Hazardous Waste Operations and Emergency Response	MIOSHA General Industry Safety & Health Standards Part 432	Initial/whenever there is a change in process or response	Employees assigned to tasks that involve exposure or potential exposure to hazardous substances, health hazards or safety hazards	Emergency Operations Planning: Building the Plan (8 courses) Michigan State Police
Hearing Conservation	MIOSHA General Industry Safety & Health Standards Part 380	Annual	Employees who are exposed to a noise level at or above an 8hr, time-weighted, average noise exposure of 85 decibels must be provided hearing protection	Hearing Loss Prevention Full Course (2 courses)

 Vector Solutions course

 Additional training beyond course required for compliance

Continued on next page 15

CUSTODIAL & MAINTENANCE TRAINING

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Integrated Pest Management (IPM) & Rural Development	Michigan Department of Agriculture & Rural Development	Initial	Pesticide applicator	Approved Integrated Pest Management Training by Department of Agriculture
Ladder Safety	MIOSHA General Industry Safety & Health Standards Part 3	Initial	Employees that use ladders that have a working height of 6 ft	Ladder Safety Full Course (2 courses)
Lead	MIOSHA General Industry Safety & Health Standards Part 310	Initial/annual	Employees that are subject to lead exposure at or above an airborne concentration of 30 micrograms per cubic meter of air averaged over an 8 hour period	Lead Safety Awareness Full Course
Lockout/Tagout	MIOSHA General Industry Safety & Health Standards Part 85	Initial/whenever there is a change in machines, equipment processes that present a new hazard, or when there is a change in the energy control procedures. Authorized employees must receive annual training.	Affected and authorized employees	Lockout/Tagout; Energy Release Full Course
Machine Guarding	MIOSHA General Industry Safety & Health Standards Part 1	Provide training to each newly assigned employee regarding the operating procedures, hazards, and safe guarding of the job	Employees who have exposure to machines	Machine Specific Manufacturer
Personal Protective Equipment	MIOSHA General Industry Safety & Health Standards Part 33	Initial/retrain when employer suspects employee does not have an understanding or skill required, changes in the workplace and equipment	Employees required to wear personal protective equipment	Personal Protective Equipment (PPE) Full Course (2 courses) 
Powered Industrial Truck	MIOSHA General Industry Safety & Health Standards Part 21	Initial/every 3 years/refresher required when operator observed to operate the vehicle in an unsafe manner, operator involved in an accident or near miss, operator assigned to a different type of truck, and conditions/ changes in the workplace that could affect safe operation of the truck	Employees expected to operate truck	Forklift Safety Lift manufacturer

 Vector Solutions course

 Additional training beyond course required for compliance

Continued on next page 16

CUSTODIAL & MAINTENANCE TRAINING

Subject	Governing Reference	Training Schedule	Personnel	Training/Vector Solutions
Respirator Protection	MIOSHA General Industry Safety & Health Standards Part 451	Annual/whenever there is a change in workplace, type of respirator or if there is an indication the employee does not have the appropriate understanding	Employees required to use respirators	Respiratory Protection Full Course
Underground Storage Tanks	International Code Council (ICC)	Initial	Class "C" operators	International Code Council (ICC)

Recommended Training

Accident Reporting
 Back Safety and Lifting Techniques
 Ergonomics
 Slip/Fall Prevention
 General Safety

Training/Vector Solutions

SET SEG Loss Control Consultant
 Back Injury & Lifting: Custodial
 SET SEG Loss Control Consultant
 Slips, Trips & Falls: Custodial
 General Safety Orientation

GLOSSARY OF TERMS

Annual Training: Training within a 12-month period.

Bloodborne Pathogens: Category A – employees who have tasks that involve reasonably anticipated exposure to blood or other potentially infectious material. This includes emergency medical responders and tasks conducted in non-routine situations as a condition of employment.

Confined Space: Attendant – individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized – employee who is authorized by the employer to enter a permit space.

Affected – employee whose work is affected by a confined permit space.

Initial Training: Training required prior to beginning work.

Lockout/Tagout: Affected – employees whose job requires the operation or use of a machine or equipment on which servicing or maintenance is being performed under lockout or tagout or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized – a person who locks or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.

Policy Course: Instructional class designed to satisfy implementation requirements for policies boards of education are required by law to adopt. Part of the compliance requirements for these courses includes employee review of district policy.

Underground Storage Tanks: Class C Operator – an individual who is responsible for responding to alarms or other indications of emergencies caused by spills, releases or overfills associated with an underground storage tank system.

ADDITIONAL RESOURCES

Resource	Topic	Contact
International Code Council	Underground Storage Tanks	www.iccsafe.org
Michigan Attorney General	Michigan Cyber Safety Initiative	https://www.michigan.gov/som/0,4669,7-192-78403_78404---,00.html
Michigan Department of Agriculture and Rural Development	Integrated Pest Management	http://www.michigan.gov/mda/0,4610,7-125-1569_16988---,00.html
Michigan Department of Education	School Bus Driver Training	http://www.michigan.gov/mde/0,4615,7-140-74638_38338-264521--,00.html
Michigan High School Athletic Association	Head and Heart Resources	www.mhsaa.com http://www.nfhsllearn.com/electiveDetail.aspx?courseID=15000 http://neurosport.med.umich.edu/education.php
Michigan Legislature	Michigan Compiled Law (MCL) Reference Search	http://www.legislature.mi.gov/(S(ccrckikrk1ojsipawcok213m))/mileg.aspx?page=MCLBasicSearch
Michigan School Business Officials	Certifications; Resources and Information for Improving School Business and Operational Service	www.msbo.org
Michigan Sports Concussion Law	Concussion Training Modules and Informational Resources	www.michigan.gov/sportsconcussion
Michigan State Police	Internet Safety, Safety Tips, School Lockdown/Shelter-in-Place Drill Policy, Tornado Safety	http://www.michigan.gov/msp
MIOSHA	Publications, Posters, Forms and Media, Brochures, Posters, Cards, Stickers, 5-Minute Safety Talks, Sample Worker Fatality Report Line: 800-858-0397 Plans, Standards and Administrative Rules, MIOSHA Consultative Services	http://www.michigan.gov/lara Worker Fatality Report Line: 800.858.0397 http://www.michigan.gov/cetrca MIOSHA Standards Section: 517.322.1845
National Fire Protection Association (NFPA)	NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs	www.nfpa.org
Vector Solutions Training	Online Safety Training	https://vectorsolutions.com/support
SET SEG	Safety Posters, Training Resource Library, Loss Control Consultants, EduSeries Online Learning Program	www.setseg.org
U.S. Department of Education	Family Educational Rights & Privacy Act (FERPA)	http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html