



## SHASTA CCD

### Keenan SafeColleges Training Planner (Compliance-Driven Trainings in Red)

 <p style="font-size: small;">This is a sample planner. Work with your Keenan team to customize training specific to your district.</p>	Admin	Clerical	Welding	Manufacturing	Horticulture/AG	Industrial Technology	Line Bus	Length of Course	Recommend Training Frequency
	<b>Emergency Management</b>								
Active Shooter on Campus-Admin	X						Both	46 min	Initial
Active Shooter on Campus-Staff		X	X	X	X	X	Both	46 min	Initial
Active Shooter: Run, Hide, Fight	X	X	X	X	X	X	Both	15 min	Initial
Crisis Response & Recovery	X						Both	14 min	Initial
NIMS 100.c: Intro to Incident Com Systems (ICS)	X	X	X	X	X	X	Both	3 hour	Initial
NIMS 200.c: Basic ICS for Initial Response	X						Both	3 hour	Initial
NIMS IS-700.A: NIMS- An Introduction	X						Both	3 hour	Initial
Terrorism: Aware/Response (Admin)	X						Both	32 mins	Initial
Terrorism: Aware/Response (Staff)		X	X	X	X	X	Both	31 mins	Initial
<b>Employment Practices/Supervisory</b>									
Conducting Job Interviews	X						P&L	29 min	Annual
Discrimination: Avoiding Discrimination (E/S)	X						P&L	29 min	Annual
Managing Difficult Behaviors	X		X	X	X		Both	18 min	Annual
Performance Evaluations	X						P&L	24 min	Initial + Annual
Performance Management	X						P&L	31 min	Initial + Annual
Reasonable Suspicion: Drug/Alcohol	X						P&L	27 min	Annual
Retaliation Liability	X						P&L	27 min	Annual
Sensitivity Awareness	X						P&L	32 min	Initial
<b>Supervisor's Role in Safety</b>	X						WC	25 min	<b>Initial</b>
Supervisory Investigations: Overview	X						P&L	23 min	Initial + Annual
Supervisory Investigations: Procedures	X						P&L	33 min	Initial + Annual
Termination: Practice & Procedure	X						P&L	22 min	Annual
Wrongful Termination	X						P&L	34 min	Initial + Annual
<b>Environmental</b>									
Accident Investigation (Supervisors)	X						WC	25 min	Initial
Aerial Lift Awareness	X		X	X	X	X	Both	21 min	As needed-req hands-on
Asbestos Awareness	X	X	X	X	X	X	Both	25 min	Initial + Annual
<b>Back Injury Prev &amp; Lifting</b>	X	X	X	X	X	X	WC	17 min	<b>Initial</b>
Back Inj & Lift: Custodial & Maintenance (E/S)							WC	14 min	<b>Initial</b>
<b>Chemical Spills Overview (Eng/Span)</b>	X		X	X	X	X	Both	22 min	Initial
Commercial Mower Safety	X				X	X	WC	25 min	<b>Initial</b>
<b>Compressed Gas Safety</b>	X		X	X		X	Both	13 min	<b>Initial</b>
<b>Confined Space Awareness (Eng/Span)</b>							WC	17 min	<b>Initial + Updates</b>
<b>Electrical Safety</b>	X		X	X	X	X	Both	25 min	<b>Initial+every 3 yr</b>
Electrical Safety Primer			X	X	X	X	Both	17 min	<b>Initial + Annual</b>
Energy Conservation: All Staff	X	X	X	X	X	X	Both	17 min	Initial
Eye & Face Protection (Eng/Span)	X		X	X	X	X	WC	12 min	<b>Initial for PPE user</b>
Facility Emergencies	X	X	X	X	X	X	Both	21 min	<b>Initial</b>
<b>Fall Protection</b>	X						WC	24 min	<b>Initial</b>
<b>Fire and Explosion Hazards</b>	X		X	X	X	X	Both	25 min	<b>Initial + Annual</b>
<b>Fire Extinguisher Safety</b>	X		X	X	X	X	Both	12 min	<b>Initial + Annual</b>
<b>Forklift Safety Awareness</b>	X		X	X	X	X	Both	17 min	<b>Awareness Only - req hands-on 3 year certification for operators</b>
Hand & Power Tool Safety (E/S)	X		X	X	X	X	Both	23 min	Initial
Hazard Comm: Right to Understand (Eng/Span)	X		X	X	X	X	Both	26 min	<b>Initial + Product chg</b>
Hearing Loss Prevention	X		X	X	X	X	WC	13 min	<b>Initial + Annual</b>
<b>Heat Illness Prevent (OUTDOOR) *Updated</b>	X		X	X	X	X	WC	21 min	<b>Initial</b>
IIPP-Injury/Illness Prev Plan - Employee/Supervisor	X	X	X	X	X	X	WC	15 min	<b>Initial + Updates</b>
<b>Indoor Heat Illness *NEW</b>	X		X	X	X	X	WC	27 min	<b>Initial</b>
<b>Integrated Pest Management * DPR Approved</b>	X				X		Both	60 min	<b>Initial, annual for user</b>
<b>Ladder Safety (ENG/SPAN)</b>	X		X	X	X	X	WC	21 min	<b>Initial</b>

Lead Safety Awareness	X		X	X		X	Both	14 min	Initial
Lockout/Tagout: Energy Release	X		X	X	X	X	WC	13 min	Initial + updates
Mercury Spills	X		X	X	X	X	Both	14 min	Annual
Modules are available based on your line of business with Keenan. Please contact your Keenan Account Manager for more information. This is a sample planner. Work with Keenan to customize training specific to your campus.								1/7/2020	License No. 0451271

### Keenan SafeColleges Training Planner (Compliance-Driven Trainings in Red)

	Admin	Clerical	Welding	Manufacturing	Horticulture/AG	Industrial Technology	Line Bus	Length of Course	Recommend Training Frequency
	<b>Environmental (cont)</b>								
Office Ergonomics	X	X	X	X	X	X	WC	13 min	Initial + if triggered
Personal Protective Equip (PPE) (Eng/SPAN)	X	X	X	X	X	X	WC	15 min	Initial for PPE user
Respirable Crystalline <b>SILICA</b> Awareness	X		X	X	X	X	Both	16 min	Annual
Respiratory Protection Awareness	X		X	X	X	X	Both	17 min	Initial, annual for user
Safety Committee Operations (Best Practices)	X	X	X	X	X	X	WC	17 min	Initial
Safety Data Sheets (ENG/SPAN)	X	X	X	X	X	X	Both	19 min	Initial + new haz
Scaffolding Safety	X		X	X	X	X	WC	22 min	As needed-req hands-on
Science Lab Safety							Both	25 mins	Initial + new haz
Science Laboratory Chemical Spills							Both	28 min	Initial + new haz
Scissor Lift Safety Awareness	X		X	X	X	X	Both	21 min	As needed-req hands-on
Slips, Trips and Falls (Eng/SPAN)	X	X	X	X	X	X	Both	24 min	Initial
Trenching and Excavation Safety							WC	19 min	Initial+Annual
Utility Cart Safety	X				X	X	Both	17 min	Initial
Water Damage Prevention							P&L	28 min	Initial
Welding, Cutting & Brazing Safety	X		X	X		X	Both	22 min	Initial
Workplace Injury Prevention	X	X	X	X	X	X	Both	20 min	Initial
<b>Health</b>									
AED	X	X	X	X	X	X	Both	18 min	Initial
<b>Bloodborne Pathogens Prevention</b>	X	X	X	X	X	X	Both	24 min	Initial, annual, w exp
Common Illness Prevention	X	X	X	X	X	X	Both	13 min	Initial
Concussion Awareness: Athletes							P&L	18 min	Initial
CPR Awareness	X						Both	13 min	Annual - req hands-on
First Aid Awareness	X						Both	31 min	Annual - req hands-on
Health Emergencies Overview							P&L	21 min	Initial
Health Emergencies: Allergies							P&L	9 min	Initial
Health Emergencies: Asthma							P&L	13 min	Initial
Health Emergencies: Diabetes							P&L	10 min	Initial
Health Emergencies: Hemophilia							P&L	8 min	Initial
Health Emergencies: Seizures							P&L	11 min	Initial
HIV/AIDS Awareness	X						Both	6 min	Initial
MRSA Awareness	X						Both	12 min	Initial
Pandemic Flu	X						Both	20 min	Initial
Steroids & PED Awareness in Athletics							P&L	23 min	Initial
Stress Management	X						WC	29 min	Initial
Student Mental Health	X		X	X	X		P&L	11 min	Initial
<b>Human Resources</b>									
Athletic Liability							P&L	45 min	Initial
Boundary Invasion (Eng/SPAN)							Both	23 min	Initial
Camps on Campus: Keep Minors Safe	X						P&L	12 min	Annual
Clery Act Overview							Both	27 min	Annual
Conflict Management: Staff-to-Staff <b>*Updated</b>	X						Both	14 min	Initial
Customer Service: Administration							Both	11 min	Initial
Customer Service: Support Staff (ENG/SPAN)							Both	9 min	Initial
Customer Service: Faculty							Both	9 min	Initial
Discrimination Awareness in Workplace (E/S)	X						P&L	14 min	Initial
Diversity Awareness: Staff to Staff	X						P&L	23 min	Initial
Drug Free Workplace	X						WC	22 min	Initial
<b>Employee New Hire</b>	X	X	X	X	X	X	Both	25 min	Initial
FACTA: ID Theft / Consumer Protection	X						P&L	13 mins	Initial

FERPA: Confidentiality of Records	X						P&L	15 min	Initial
General Ethics in the Workplace	X						P&L	16 min	Initial
<b>Sex Harass Prev: NON-Mgr SB 1343 NEW E/S</b>		X	X	X	X	X	Both	1 hour	<b>Every 2 years</b>
<b>Sex Harass Prev: Supvrs AB1825</b>	X						Both	2 hour	<b>Every 2 years</b>
Sex Harassment Prevention: Staff-to-Staff (E/S)	X	X	X	X	X	X	P&L	29 min	Initial+Mgr Biennial

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1/7/2020

	Admin	Clerical	Welding	Manufacturing	Horticulture/AG	Industrial Technology	Line Bus	Length of Course	Recommend Training Frequency
<b>Human Resources (cont)</b>									
Sexual Harassment Prev: Staff-to-Staff Refresher	X	X	X	X	X	X	P&L	15 min	Initial+Mgr Biennial
<b>Student Worker Orientation</b>	X		X	X	X		WC	25 min	<b>Initial</b>
Title IX and Gender Equity in Athletics							P&L	43 min	Initial
<b>Title IX &amp; Sexual Misconduct (E/S) *Updated</b>	X						Both	27 min	Annual
Title IX Roles of Coordinators & Administrators	X						P&L	37 min	Initial
Title IX Role Responsible Employees		X	X	X	X	X	P&L	26 min	Annual
Workplace Bullying: Awareness & Prevention		X	X	X	X	X	P&L	20 min	Initial
Workplace Violence (Employee) (E/S)		X	X	X	X	X	Both	20 min	Initial + periodic
Workplace Violence (Supervisor) (E/S)	X						Both	28 min	<b>Initial + periodic</b>
<b>Information Technology</b>									
Browser Security Basics	X	X	X	X	X	X	P&L	15 min	Initial
Copyright Infringement	X	X	X	X	X	X	P&L	22 min	Initial
Cybersecurity Overview	X	X	X	X	X	X	P&L	13 min	Initial
Email & Messaging Safety	X	X	X	X	X	X	P&L	12 min	Initial
Password Security Basics	X	X	X	X	X	X	P&L	7 min	Initial
Protection Against Malware	X	X	X	X	X	X	P&L	15 min	Initial
<b>Nutrition Services</b>									
<b>Foodborne Illnesses</b>							Both	19 min	Annual
<b>Food Safety &amp; Kitchen Sanitation</b>							Both	13 min	Annual
<b>Food Service Equipment: Safe Use</b>							Both	28 min	Annual
<b>Food Service Equipment: Sanitation</b>							Both	22 min	Annual
<b>HACCP-Hazard Analysis &amp; Critical Control Pts</b>							Both	23 min	Annual
<b>Policy</b>									
<b>DPR Link: Germ Mgmt IPM Teachers</b>	X		X	X	X		Both	50 min	Initial
NFHS Link: Heat Illness Athletics (AB 2800)							P&L	10 min	Initial
<b>Safety Shorts: Odors &amp; Fragrance in Class NEW</b>							Both	3 min	Initial
<b>Security</b>									
Arson Awareness & Prevention	X						P&L	31 min	Initial
Campus Security Authority: Roles/Responsibilities	X	X	X	X	X	X	Both	13 min	Initial
Copper Theft Awareness	X		X	X	X	X	P&L	9 min	Initial
Safety Basics for Security Staff							WC	22 min	Initial
Visual Weapons Screening							Both	15 min	Initial
<b>Social &amp; Behavioral</b>									
<b>Child Care Mandated Reporter AB 1207</b>							Both	61 min	<b>New Hire -Every 2 years</b>
Communication Styles & Skills	X		X	X	X	X	Both	9 min	Initial
Dating Violence: Identification & Prevention							P&L	20 min	Initial
Hazing Awareness & Prevention							P&L	17 min	Initial
Implicit Bias & Microaggression Awareness							Both	21 min	Initial
<b>Making Campus Safe/Inclusive Transgender *Updated</b>	X						P&L	19 min	Initial
Making Campus Safe for LGBTQ+ Students	X						P&L	22 min	Initial
<b>Mandated Reporter: Abuse &amp; Neglect- E/S Updated</b>	X		X	X	X		Both	27 min	<b>Annual, if applicable</b>
Playground Supervision (Child Dev Centers)(E/S)							P&L	16 min	Initial

<b>Prescription Drug Abuse: Impact Students *NEW</b>								<b>P&amp;L</b>	<b>36 min</b>	Initial
Self-Injury & Cutting	X	X	X	X	X	X	X	<b>Both</b>	<b>18 min</b>	Initial
<b>Sex Violence Aware EE Campus SaVE Act Update</b>	X	X	X	X	X	X	X	<b>P&amp;L</b>	<b>39 min</b>	Annual
Student Drug & Alcohol Abuse	X	X	X	X	X	X	X	<b>P&amp;L</b>	<b>22 min</b>	Initial
Youth Suicide Awareness & Prevention	X	X	X	X	X	X	X	<b>Both</b>	<b>27 min</b>	Initial

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**1/7/2020**

	Admin	Clerical	Welding	Manufacturing	Horticulture/AG	Industrial Technology	Line Bus	Length of Course	Recommend Training Frequency	
										Transportation
City Driving	X		X	X	X	X	X	<b>Both</b>	<b>15 min</b>	Initial
Defensive Driving	X		X	X	X	X	X	<b>Both</b>	<b>18 min</b>	Initial
Distracted Driving	X		X	X	X	X	X	<b>Both</b>	<b>12 min</b>	Initial
Road Rage	X		X	X	X	X	X	<b>Both</b>	<b>7 min</b>	Initial
Van Safety	X		X	X	X	X	X	<b>Both</b>	<b>22 min</b>	Initial
Winter Driving	X		X	X	X	X	X	<b>Both</b>	<b>15 min</b>	Initial

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**1/7/2020**

**Total Courses: 177** **A Note on Compliance-Dies**

We have indicated the basic compliance-driven courses in RED. However, based on various regulations, different occupation groups will have different "mandatory" trainings, some of which are not identified on this training planner. If you have any questions on courses considered "mandatory" for a specific occupation, please contact your Keenan Account Manager, Loss Control Consultant or RM Analyst.