

# Required Training for Board of Education Personnel



Training Topic	Personnel Required	Training Frequency	Notes
<b>Mandated Reporter Training</b>	All Employees	Every 3 years	C.G.S. §17a-101a
<b>Human Anti-Trafficking</b>	All Employees	Annually	C.G.S. §17a-106h
<b>Preventing Sexual Harassment</b>	All Employees	Upon Hire and refreshed every 10 years	Public Acts 19-16 and 19-93. Initial Training is 2 hours and refresher course is 1 hour
<b>FERPA</b>	School Officials	Upon Hire	Family Educational Rights and Privacy Act
<b>Bloodborne Pathogens</b>	All Employees	Annually	OSHA 29 CFR 1910.1030
<b>Emergency Action Plan (EAP)</b>	All Employees	Once, and again if changes are made to the EAP	C.G.S § 10-222n
<b>Epi-pen Administration</b>	Appropriate School Personnel determined by board of education	Annually	Public Act 19-19
<b>Hearing Conservation</b>	Employees who regularly use equipment that produces loud noises. Maintenance staff or teachers who are in areas with consistent loud noises, like PE and music teachers.	Annually	OSHA 29 CFR 1910.95
<b>Respiratory Protection</b>	Any Employee required to wear a respirator for any part of their job	Upon Hire	OSHA 29 CFR 1910.134
<b>Lockout/ Tagout</b>	Any Employee involved in maintenance, service, or repair of equipment	Upon hire and when there are changes to job assignments, equipment, or procedures.	OSHA 29 CFR 1910.147
<b>Portable Fire Extinguisher</b>	Any employee designated to use a portable fire extinguisher	Annually	OSHA 29 CFR 1910.157
<b>Stairways and Ladders</b>	Any employee who uses ladders or stairways	Upon hire for all employees and every 2 years for "Competent persons responsible for overseeing fall protection systems"	OSHA 29 CFR Subpart D (1910.23 and 1910.25)
<b>Fall Protection</b>	Any employee who might be exposed to fall hazards	Initially and every 2 years	OSHA 29 CFR Subpart D (1910.28 and 1910.29)

**NOTE:** The information provided in this chart is designed to be used as a guide for municipalities and Boards of Education to assist in developing a comprehensive training program. Training requirements for each job should be determined after careful review of the job duties and hazards associated with each task performed. Additional training requirements may apply.

All Connecticut Interlocal Risk Management Agency (CIRMA) recommendations and this document are purely advisory and intended to assist our members in risk control and safety procedures. The implementation of recommendations made by CIRMA is the sole responsibility of the member. This training matrix is an overview only and **does not** address all aspects of standard O.S.H.A training requirements.