



Guide to Compliance

Mandatory Training Requirements

Jamison Hagerty | Risk Control Representative



Who Is SET SEG?

Risk management expert providing solutions to meet the unique needs of Michigan public schools

Programs are **member-owned** and **governed by superintendents** representing districts of all sizes throughout the state



Property/Casualty Pool

530+ members

\$170 million in net asset
returns

Provides: property,
liability, auto, school
violent acts, cyber
protection

Workers' Compensation Fund

520+ members

\$301 million in contribution
reductions

Features: customized safety
programs, online claim
reporting, personal claim
representatives

Employee Benefits

Healthcare, dental,
vision, long-term
disability

Consulting, compliance,
and administration
services

SET SEG Foundation

\$710,000+ in student
scholarships and grants

Promotes opportunities in
student leadership, skilled
trades, and risk
management studies

Guide to Compliance

Why do we train employees?

01
Regulation



It is regulated
and should be
documented

02
Safety



It is how we
remind
employees to
work safely

03
Education




It is how we teach
employees to
properly use
items and
materials



How to Access the Guide





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FUND OVERVIEW

FILE A CLAIM

FORMS

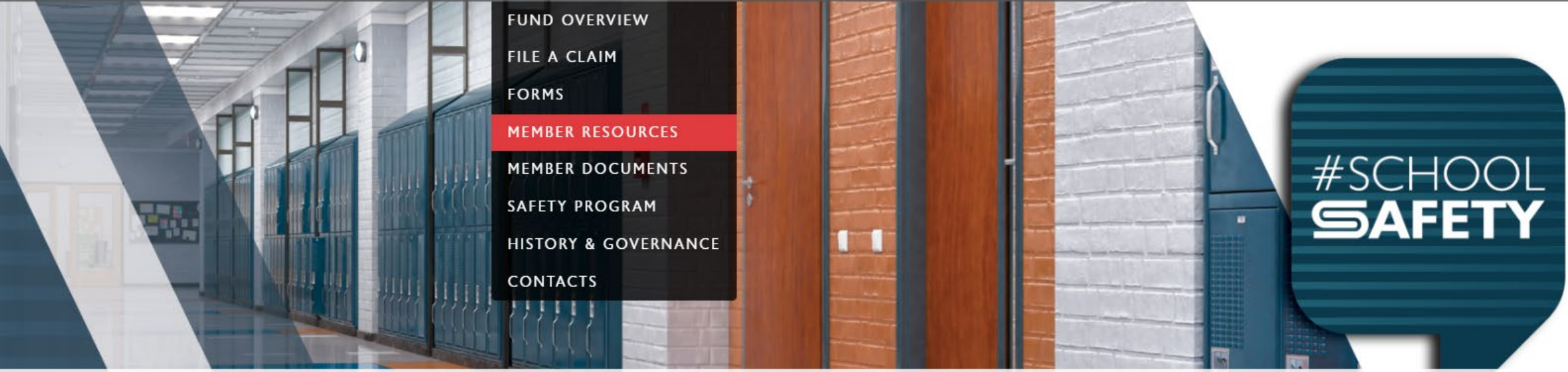
MEMBER RESOURCES

MEMBER DOCUMENTS

SAFETY PROGRAM

HISTORY & GOVERNANCE

CONTACTS



#SCHOOL SAFETY

Home > Prevent Hidden Dangers in Your School

PREVENT HIDDEN DANGERS IN YOUR SCHOOL

From staff and students to the facilities that house them, safety is an important and massive undertaking for public schools. That's why SET SEG provides our members with tools and resources to help Michigan districts stay safe and prepared all year long.

PROPERTY/CASUALTY

- Building & Property
- [PDF] Consumer Product Safety Commission Public Playground Safety Handbook
- [PDF] Contract Risk Management
- Cyber Security
- [PDF] Title IX
- Weather

GUIDE TO COMPLIANCE

FOR MICHIGAN SCHOOL EMPLOYEES

This guide is designed to help schools identify education and training that is required for Michigan schools.

Click Here

SET SEG members

- > Available at setseg.org
- > “Property/Casualty” or “Workers’ Compensation” tabs
- > Member Resources
- > PDF or online version available



Guide to Compliance Training



- Created by SET SEG to help Michigan schools
- Helps districts identify their compliance training requirements
- Combines mandated training and education requirements in one booklet

How to Use the Guide



- Organized by subject and employee group
- Alphabetically by topic
- Policy course vs. training requirement
- Also includes:
 - Governing reference
 - Training schedule
 - Personnel impacted by requirement
 - Training – Vector Solutions



Disclaimer

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.



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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.

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.


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



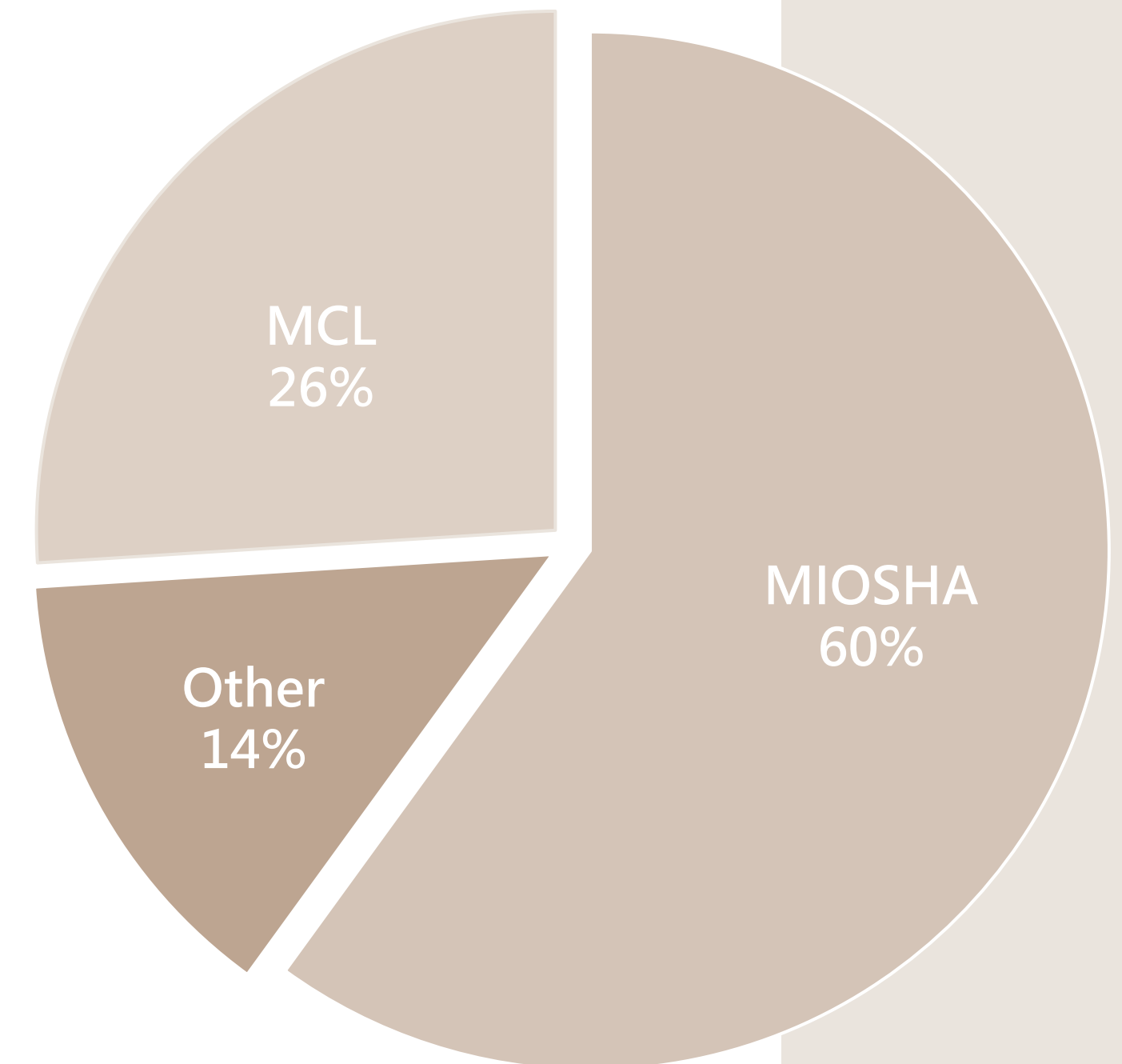
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Governing Reference



- > Very important!
- > Regulation or standard that outlines the training
- > Source for ensuring compliance with all requirements

What is the source of the governing references listed in the guide?







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



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MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 2 of 2019
House: Adjourned until Tuesday, April 9, 2019 1:30:00 PM

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Section 380.1310b

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THE REVISED SCHOOL CODE (EXCERPT) Act 451 of 1976

380.1310b Policy prohibiting bullying; adoption and implementation; public hearing; submission of policy to department; contents of policy; annual report of incidents of bullying; form and procedure; school employee, school volunteer, pupil, or parent or guardian reporting act of bullying to school official; modified policy; definitions; section to be known as "Matt Epling Safe School Law."

Sec. 1310b.

- (1) The board of a school district or intermediate school district or board of directors of a public school academy shall adopt and implement a policy prohibiting bullying at school, as defined in this section.
- (2) Subject to subsection (3), before adopting the policy required under subsection (1) or any modification to the policy, the board or board of directors shall hold at least 1 public hearing on the proposed policy or modification. This public hearing may be held as part of a regular board meeting. Subject to subsection (3), not later than 30 days after adopting or modifying the policy under subsection (1), the board or board of directors shall submit a copy of its policy to the department.
- (3) If, as of March 31, 2015, a school district, intermediate school district, or public school academy has already adopted and implemented an existing policy prohibiting bullying at school and that policy is in compliance with subsections (1) and (5), the board of the school district or intermediate school district or board of directors of the public school academy is not required to adopt and implement a modified policy under subsection (1). However, this subsection applies to a school district, intermediate school district, or public school academy described in this subsection only if the board or board of directors submits a copy of its policy to the department not later than May 31, 2015.
- (4) Not later than 1 year after the deadline under subsection (2) for districts and public school academies to submit copies of their modified policies to the department, the department shall submit a report to the senate and house standing committees on education summarizing the status of the implementation of the modifications to policies required under 2014 PA 478.
- (5) A policy adopted pursuant to subsection (1) shall include at least all of the following:
 - (a) A statement prohibiting bullying of a pupil. Not later than October 1, 2015, this statement shall be modified as necessary to comply with 2014 PA 478 including, but not limited to, the inclusion of cyberbullying as a form of bullying.
 - (b) A statement prohibiting retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying.



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/refreshers 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	All employees	Local fire department



ADMINISTRATOR TRAINING

TEACHER TRAINING

TRANSPORTATION TRAINING

BUS GARAGE TRAINING

**ATHLETIC DIRECTOR &
COACHES TRAINING**

FOOD SERVICE TRAINING

**CUSTODIAL & MAINTENANCE
TRAINING**



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

Recommended
Training



Training/Vector
Solutions



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 A Operator – This is the person who has primary responsibility to operate and maintain the underground storage tank system.

Class B – This is the person who has primary responsibility to operate and maintain the underground storage tank system. For a typical gas station, it is the owner of the station or his designee.

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
Environmental Protection Agency	Environmental	www.epa.gov
Federal Energy Policy Act of 2005	Environmental	www.congress.gov/109/plaws/publ58/PLAW-109publ58.pdf
International Code Council	Underground Storage Tanks	www.iccsafe.org
Michigan Association for Pupil Transportation	Transportation	www.mapt.org
Michigan Department of Agriculture and Rural Development	Integrated Pest Management	www.michigan.gov/mdard/licensing/pesticide/ipm
Michigan Department of Education	School Bus Driver Training	https://www.michigan.gov/mde/services/health-safety/pt
Michigan Department of Technology, Management, and Budget	Cybersecurity	www.michigan.gov/dtmb/services/cybersecurity
Michigan High School Athletic Association	Head and Heart Resources	https://www.mhsaa.com/about/general-resources/health-safety/concussion-mental-health-resources www.nfhslearn.com/courses https://www.uofmhealth.org/programs-clinics/neuro/neurosport
Michigan Legislature	Michigan Compiled Law (MCL) Reference Search	www.legislature.mi.gov/(S(oe53djbgyfmsgc4zlmxe4f))/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	https://www.michigan.gov/mdhhs/safety-injury-prev/publicsafety/concussion
Michigan State Police	Internet Safety, Safety Tips, School Lockdown/Shelter-in-Place Drill Policy, Tornado Safety	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	www.michigan.gov/lara Worker Fatality Report Line: 800.858.0397 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
SET SEG	Safety Posters, Training Resource Library, Risk Control Consultants, EduSeries Online Learning Program	https://setseg.org
Training Agency Association of Michigan	Transportation	https://www.michigan.gov/mde/services/health-safety/pt
U.S. Department of Education	Family Educational Rights & Privacy Act (FERPA)	www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
U.S. Department of Transportation	Transportation	www.transportation.gov
Vector Solutions Training	Online Safety Training	www.vectorsolutions.com/support



Vector Solutions Courses with Additional Requirements

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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

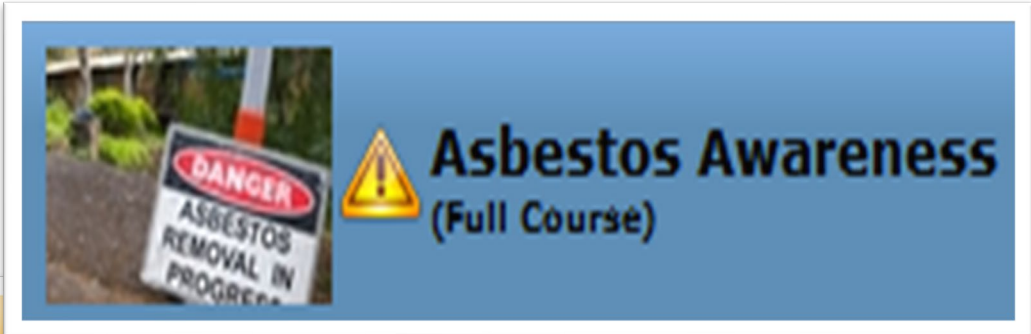
Training/Vector Solutions

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

➤ Additional training
beyond course required
for compliance



Course Note

This course has additional requirements to meet compliance.

AHERA: All maintenance and custodial staff who may work in a building that contains asbestos-building materials (ACBM) must receive at least two hours of asbestos awareness training whether or not they are required to work with ACBM.

- Maintenance and custodial staff conducting any activities that will result in the disturbance to ACBM must receive an additional 14 hours of training.
- The LEA must ensure that new custodial and maintenance employees are trained within sixty days after commencement of employment.
- The LEA must ensure that short-term workers who may come in contact with asbestos (e.g. utility repair workers) are informed of the location of ACBM.

Courses with

Additional Requirements

- > Asbestos Awareness
- > Bloodborne Pathogen Exposure Prevention
- > First Aid
- > Hazard Communication: Right to Understand
- > Personal Protection Equipment (PPE)
- > Reasonable Suspicion for Drug & Alcohol Use in the Workplace



Compliance Training Tips

Designate one
person to oversee
employee training

Use electronic
version of the
Guide to
Compliance to
ensure accurate
information

Refer to governing
reference to
determine what you
need to for
compliance



For More Information



www.vectortrainingeducation.com

- Full course list
- K-12 safety suite





Questions?

Contact



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Thank You!

