



## ACWA JPIA - Training Frequency: Best Practice Guidance

This list is intended to be used as guidance regarding risk, safety, and health training requirements and recommendations for JPIA member water agency employees. ***It is not an exhaustive list***, but instead pertains to the training available from JPIA to assist in awareness, meeting statutory training requirements, and also preventative best practice recommendations to reduce claims and risk.

Per CA Dept. of Industrial Relations, Code of Regulations Title 8, Section 3203(7), training and instruction should be provided:

- (A) When the program is first established.
- (B) To all new employees.
- (C) To all employees given new job assignments for which training has not be previously received;
- (D) Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- (E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,
- (F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

It is recommended that agencies review the State of CA Department of Industrial Relations Cal/OSHA Safety & Health Training and Instruction Requirements [here](#) and pursue other related local, state or federal agencies for further guidance.

Topic	Job Classification	Suggested Frequency				JPIA Training Options  C = <a href="#">Classroom</a> E = <a href="#">ELearning</a> V = <a href="#">VectorSolutions</a> W = <a href="#">Webinar</a>	Details
		New Hire Initial/Prior to Task	Annual	2 Year CTE (Commitment 2 Excellence)	4 Year (Best Practice)		
		✓ = statutory requirement by CA law or Title 8 regulations (Cal/OSHA) ✓ = best practice (JPIA recommendation)					
Accident Investigation	Supervisors or Accident Investigators	✓		✓	✓	C	3203(a)(7)(F)
Asbestos Concrete Pipe (ACP)	Employees likely exposed	✓	✓			C, V	1529(r) 341.17 Initial and Annual Refresher
Bloodborne Pathogens	Employees likely exposed	✓	✓			C, V	5193(g)(2) Initial and Annual Refresher
Cal-OSHA 10 Hour Construction Safety	Supervisors Competent Persons Safety Personnel	✓			✓	C	3203(a)(7)(F)



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Confined Space	Entrants Attendants Supervisors Rescue Team	✓		✓	✓	C	5157(g) 5158(c)(2) Also, if program update or changes
Defensive Driver	All drivers	✓		✓	✓	C, V	Or if after an incident
Drug & Alcohol Program (DER)	Supervisors Human Resources	✓		✓	✓	C	49 CFR 382.603
Drug & Alcohol: Reasonable Suspicion	Required for DOT supervisors Human Resources	✓		✓	✓	C, V	Recommended for all (even non-DOT)
Electrical Safety	Affected employees Qualified Persons	✓		✓	✓	C, V, W	2299-2599 2700-2989
Emergency Response Program	Affected employees	✓	✓			C	And with plan update
Ethics	Board Members (Agency Officials)	✓		✓		V	Required by CA Fair Political Practices Coalition (AB 1234)
Ergonomics (Field & Office)	Affected employees Supervisors	✓		✓	✓	C	5110(b)(3)
Fall Protection	Affected employees, Competent Person, Qualified Person	✓		✓	✓	C, W	1671.1



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Hazard Communication/GHS	Exposed employees	✓		✓	✓	C, W	5194(b)(1) Also with new chemicals or processes
Hazard Identification	Assigned Employees, Supervisors	✓		✓	✓	C, W	3203(a)(4) 3203(a)(7) 1510(a)
Heat Illness Prevention	All Employees	✓	✓			C, W	3395 3396
Illness & Injury Prevention Program	All employees	✓	✓			C, W	3203(a)(7) 1509(e)
(Underground Utility) Line Locator	Locators (Qualified Person) Employees performing excavation tasks	✓		✓	✓	C	1541(b)(C) and (D)
Lockout/Tagout	Authorized, Affected employees	✓		✓	✓	C, V	3314 3314(j) When Program/ Procedures updated
OSHA Inspections: What to do?	Supervisors Competent Persons Safety	✓		✓	✓	C	
Personal Protective Equipment	Affected users Supervisors	✓		✓	✓	C, V	3380(c)



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Respiratory Protection	Affected users, Supervisors	✓		✓	✓	C, V	5144(c) & (k) 5144 Appendix A 5144 Appendix C
Sexual Harassment Prevention SB1343 (1 hour)	All employees	✓		✓		C, E, V, W	DFEH requirement
Sexual Harassment Prevention AB1825, AB1661 (2 hours)	Supervisor, Manager, and Board Members	✓		✓		C, E, V, W	DFEH requirement
Silica	Assigned employees Competent Person, Supervisor	✓	✓			C	1530.1(e)(1) 1530.1(e)(2) Initial Annual Refresher
Traffic Control & Flagger	Assigned employees Supervisors	✓		✓	✓	C	1598 1599
Trenching & Excavation	Assigned Employees Competent Person	✓		✓	✓	C	1541
Workplace Violence	All employees	✓	✓	✓	✓	C, V, W	SB 553