

**Santiam Canyon School District 129J**  
**Annual Employee Training and Awareness Activities**

**2019-2020 School Year**

Employee Name: \_\_\_\_\_

Building: \_\_\_\_\_

This is to acknowledge and to certify that during the week of In-Service, I received information and training regarding laws, policies, and safety procedures. I have read the provided written materials related to the following topics:

1. Hazard Communications: Including information regarding the hazards of chemicals used in school facilities, and procedures for dealing with such chemicals in a safe manner  
Written Materials: "The MSDS Guide of Chemical Safety"
2. Lifting: Including information on the proper techniques and practices for lifting and carrying items safely.  
Written Materials: "How to Lift, Move and Carry Things Safely"
3. Sexual Harassment: Including information on the laws, recognition and the prevention of sexual harassment in the workplace and amongst students.  
Written Materials: "Preventing Workplace Sexual Harassment"
4. Drug Free Workplace: Including information on regulating the possession and use of drugs, the dangers of drugs in the workplace, individual employee rights and responsibilities under the "Drug Free Workplace Act", potential disciplinary actions which could result from violation of drug-related laws and sources of employee assistance.  
Written Materials: "The Drug Free Workplace – It's the Law!"
5. Child Abuse/Neglect: An explanation of Oregon's mandatory reporting law. Includes how to recognize child abuse, how to report and the investigation and agency response system.  
Written Materials: "Recognizing and Reporting Child Abuse and Neglect:"
6. Confidentiality: Information on Federal Laws, Family Educational Rights and Privacy Act, Oregon Administrative Rules and how they are to be followed in and out of the school setting. The protection of all personally identifiable date, information and any records collected, used or maintained by the school district. Confidentiality requirements also apply to conversations, discussions about students or staff and information contained in their student records or personnel files.  
Written Materials: "Staff Confidentiality Training"
7. Bullying, Harassment, Intimidation & Cyberbullying: Information for staff on the identification and prevention of Bullying, Harassment, Intimidation and Cyberbullying as they relate to the school setting.  
Written materials: "Staff Training on Aggressive Acts by Students"
8. Blood Borne Pathogens: Information about prevention, safety, and policy. Written Materials: Oregon OSHA Fact Sheet.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**READ ALL THE BOOKLETS LISTED AND RETURN THIS SIGNED SHEET TO THE  
OFFICE BY SEPTEMBER 30<sup>TH</sup>.**