



HLWW NEW EMPLOYEE TRAINING



For **ALL** new employees in the positions listed; you must complete the “Safe Schools” training as indicated. The “Safe Schools” training can be found at this address:

<http://www.hlww.mn.safeschools.com/login> ; it is also located on our school web site www.hlww.k12.mn.us, under departments click on “human resources” then click on “Safe Schools Online Training” it is the 2nd item under the heading Links.

All new employees must also review and sign policies 418-Drug Free Workplace/Drug Free School and 524-Internet Acceptable Use.

NEW 2014-15 SCHOOL YEAR - - ALL 7-12 athletic coaches will be certified in First Aid/CPR/AED. Training and cards will be provided by the district. See the activities director for more details.

1. Administrators
 - a. AED (Automated External Defibrillators)
 - b. Back Injury and Lifting
 - c. Bloodborne Pathogen Exposure Prevention
 - d. Bullying: Recognition & Response
 - e. Child Abuse: Identification & Intervention
 - f. Drug Free Workplace
 - g. FERPA: Confidentiality of Records
 - h. Slips, Trips, & Falls

2. Custodians
 - a. AED (Automated External Defibrillators)
 - b. Back Injury and Lifting
 - c. Bloodborne Pathogen Exposure Prevention
 - d. Bullying: Recognition & Response
 - e. Drug Free Workplace
 - f. General Safety Orientation
 - g. Personal Protective Equipment
 - h. Slips, Trips, & Falls
 - i. GHS Right to Know

3. Drivers
 - a. AED (Automated External Defibrillators)
 - b. Back Injury and Lifting
 - c. Bloodborne Pathogen Exposure Prevention
 - d. Bullying: Recognition & Response
 - e. Child Abuse: Identification & Intervention

- f. Drug Free Workplace
 - g. Slips, Trips, & Falls
4. Para-Professional/Aide
- a. AED (Automated External Defibrillators)
 - b. Back Injury and Lifting
 - c. Bloodborne Pathogen Exposure Prevention
 - d. Bullying: Recognition & Response
 - e. Child Abuse: Identification & Intervention
 - f. Drug Free Workplace
 - g. FERPA: Confidentiality of Records
 - h. Slips, Trips, & Falls
5. Secretarial/Clerical
- a. AED (Automated External Defibrillators)
 - b. Back Injury and Lifting
 - c. Bloodborne Pathogen Exposure Prevention
 - d. Bullying: Recognition & Response
 - e. Child Abuse: Identification & Intervention
 - f. Drug Free Workplace
 - g. FERPA: Confidentiality of Records
 - h. Slips, Trips, & Falls
6. Teachers
- a. AED (Automated External Defibrillators)
 - b. Back Injury and Lifting
 - c. Bloodborne Pathogen Exposure Prevention
 - d. Bullying: Recognition & Response
 - e. Child Abuse: Identification & Intervention
 - f. Drug Free Workplace
 - g. FERPA: Confidentiality of Records
 - h. Slips, Trips, & Falls
7. Food Service Workers
- a. AED (Automated External Defibrillators)
 - b. Back Injury and Lifting
 - c. Bloodborne Pathogen Exposure Prevention
 - d. Bullying: Recognition & Response
 - e. Drug Free Workplace
 - f. General Safety Orientation
 - g. Personal Protective Equipment
 - h. Slips, Trips, & Falls