

## Mandatory Trainings

### Administrative/Confidential, Classified, Contract/Regular Faculty & Full-Time Temporary Faculty

Training	Time Required	Required For	Frequency	Requirement Basis
Bloodborne Pathogen Exposure Prevention: Full Course (CA)	25 minutes	Custodial Staff Maintenance Staff Police Dept. Staff	New Hire + Annually	OSHA
Cyber Security Awareness: Security Awareness Essentials	28 minutes	All	New Hire + Annually (sent beg. of July)	Insurance
Hazard Communications: Right to Understand (GHS)	32 minutes	All	New Hire or if an employee transfers to a new department or new process.	OSHA
Heat Illness Prevention (Outdoor)	23 minutes	Custodial Staff Maintenance Staff Police Dept. Staff	New Hire	Insurance
Injury and Illness Prevention Plan	20 minutes	All	New Hire and when there is a change to the policy.	OSHA
Mandated Reporter: Child Abuse & Neglect (AB 1432)	51 minutes	All	New Hire + Annually	Child Abuse and Neglect Reporting Act (CANRA)
NVC Level 1 – Emergency Training	137 minutes	All	New Hire	Insurance
Office Ergonomics	29 minutes	Police Dept. Staff All*	New Hire *When requesting an ergonomic evaluation*	Department Ergo Evaluation
Sexual Harassment: Policy & Prevention for Managers (AB 1825)	120 minutes	Administrators	New Hire + Every two years	AB 1825
Sexual Harassment Prevention for Non-Managers (SB 1343) (California)	60 minutes	All, except Admin.	New Hire + Every two years	SB 1343
California SB 553 Workplace Violence Prevention Definitions & Requirement	16 minutes	All	New Hire + Annually The NVC Workplace Violence Prevention Plan can also be found on the Human Resources webpage using the following link. Copies are also posted throughout campus in the following areas:	SB 533
NVC – Workplace Violence Prevention Plan	30 minutes		<ul style="list-style-type: none"> <li>- Faculty Lounge</li> <li>- Classified Lounge</li> <li>- Facilities Conf. Room</li> <li>- Custodial Break Room</li> <li>- 1500 Bldg. Kitchen</li> <li>- Upper Valley Campus</li> </ul>	