

S|D|A|O

SPECIAL DISTRICTS  
ASSOCIATION OF OREGON

# Trainings Guide

*for SDAO Members*



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## About SDAO

Special Districts Association of Oregon (SDAO) was formed in 1979 to give special districts a stronger and united voice at the Oregon Legislature. As with similar associations that support cities, counties, schools, and local governments, the Association provides advocacy with state administrative agencies and other units of government, training, information resources, and other support programs. SDAO has grown its membership to over 900 local government members.

SDAO is governed by a twelve-member board of directors that exercises general supervision over the affairs of the organization. The Board's governance and formulation of policies are exercised in accordance with the Association's

bylaws. The annual business meeting of SDAO members, held in conjunction with the February annual conference, gives members an opportunity to elect, for two-year terms, the SDAO Board of Directors.

SDAO has become increasingly important as the membership has grown and the operation of special districts has become more complex. It has become an effective lobbying and educational organization that strives to serve the needs of its members.



SDAO members can now join our new SDAO Connections Facebook networking group to get to know other districts. Share success stories, learn what's working and not working from others, and network with fellow special districts professionals.

*Follow us at [www.facebook.com/groups/SDAOConnections](https://www.facebook.com/groups/SDAOConnections) to join.*

# On-Site Risk Management Trainings

## Employment Practices / Supervisory Trainings *(These trainings are held at the district's request.)*

Aging Workforce	A Supervisor's Role in Preventing Injuries	Changing Culture Through Leadership
<p>According to a Government Accountability Office report, one-fifth of the nation's workforce is over age 55. The baby boomer generation is reaching retirement age, but they are not retiring – at least not at the same rate as their parents. Is your district ready? This training session will prepare you for this significant impact on the age of our workforce.</p>	<p>Studies indicate that a company's - in particular, a supervisor's - response to a workplace injury is an important influence on the quality and speed of the worker's recovery and the success or failure of the stay at work or return to work outcome. A supervisor's response may be the single most important influence on whether a worker reintegrates successfully into the workplace following a workplace injury. This training is designed to support districts in (a) helping their injured workers stay at work, performing regular or modified duties, or returning to safe and meaningful work as soon as possible; and (b) understanding and controlling costs associated with workplace injuries and illnesses.</p>	<p>Changing your workplace culture is one of the hardest tasks you'll ever have to do. Human nature instinctively rejects change of any sort, even if the change will be beneficial in the long run. Fear and anxiety arise as people wonder: Will I have as much power under the new rules? Do I have job security? The ability of leaders—at all levels—to overcome these doubts and spark innovation, collaboration, growth and improvement is often the most decisive factor in an organization's ability to adapt and thrive. This training will help leaders to effectively target and drive cultural change while also building their own flexibility and capacity to define and meet operational goals and achieve new visions.</p>
HR 101	Liability	Mandatory Reporting
<p>Wrongful termination and discrimination claims, the bane of every human resource professional and insurance carrier, are growing rampant in today's workplace. We will discuss the many reasons why these claims are costly - both directly and indirectly - to your district. We will also focus on implementing consistent policies and best practices designed to help prevent/mitigate the exposures these types of claims create for your district.</p>	<p>When a visitor enters your district, they have a reasonable expectation of not getting injured. This means that the district is responsible for maintaining a relatively safe environment. This is known as "<i>premises liability</i>". For example, a courier delivering a package may sue you for injuries if he/she slips and falls on a banana peel in the driveway. However, if that same courier happened to be intoxicated or otherwise acted in an unsafe manner, then he/she may not have a valid claim. In such cases, the court will focus on the status of the injured visitor, the condition of the property and/or the specific activities involved. This training will help participants to better understand the risks involved with premises liability and how best to mitigate or eliminate them.</p>	<p>All citizens have a responsibility to protect those who cannot protect themselves. Members of the general public "<b>may</b>" elect to report abuse or neglect, if and when they become aware of it. However, Oregon state law mandates that workers in certain professions "<b>must</b>" file reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters and they play a crucial role in helping to protect Oregon's most vulnerable citizens. This training will define both child and adult abuse, identify who must report, outline the reporting process and emphasize critical steps districts can take to help prevent such unwanted abuse.</p>
Return to Work	Risk Management in Tough Economic Times	Supervision in the Workplace
<p>Understanding the workers' compensation process is the key to your district's success with managing on-the-job injuries. In this training, you will learn how to effectively process your workers' compensation claims. You will also discover how best to mitigate costs through an early return to transitional work. Learn how improving communication and rapid reporting can also reduce your workers' compensation costs. Finally, this training will explore the State's Employer at Injury Program, which can be utilized to purchase equipment and expedite the return to work process.</p>	<p>Risk management is a process for identifying, assessing, prioritizing and reducing or eliminating risk and its potentially negative impact on the district. Risk management programs provide both the strategic basis and the operational framework for managing crises within districts. Implementing such a plan may sometimes appear to be an extravagant policy for a financially-strapped district to consider. However, an effective risk management program will invariably pay long-term dividends for the district. This training will identify common sources of risk and share strategies for mitigating their negative impact. Districts will learn how to develop and implement a successful risk management process.</p>	<p>You've been promoted; congratulations! You are excited about starting your new job, vowing to be the best supervisor you could possibly be and never repeating the same mistakes that your previous "<i>terrible</i>" supervisors made. You are now on the road to future success at your district and you've got high hopes for the future. However, after a few weeks on the job, you end up thinking, "<i>Why in the world did I ever say yes to this promotion? Things were so much easier with my old job.</i>" This training can provide you with the tools you need to be an effective leader who motivates his/her staff while managing people, projects and deadlines before you begin to regret having gone over to the "<i>Dark Side.</i>"</p>

*These trainings are held in the district or at a regional workshop. Contact the SDAO Risk Management Department at 800-285-5461 [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com) to coordinate a training.*

Drones	Generational Diversity in the Workplace	How to Manage Difficult People
<p>Drones are a technological marvel of our modern age. They can document the aftermath of disasters without putting additional people at risk, and companies such as Amazon plan to use them for small package delivery in the not-too-distant future. However, the affordability and availability of drones are also prompting some serious legal, financial and practical considerations which districts are grappling with as the rapidly evolving technology grows ever more widespread. This training will briefly review the history of drone development, discuss the various functions drones are serving and review the rules and regulations governing their use.</p>	<p>Human resources managers are increasingly grappling with generational differences in their work forces. Issues can arise from the differing philosophies and communication styles of workers hailing from different eras. These frictions may be aggravated by the advent of new technology and fluid work patterns that blend workers of different ages together in ever-changing teams. This training will feature best practices for effectively managing and utilizing the differences in values and expectations of each generation.</p>	<p>Never again fall prey to those nattering nabobs of negativism who love to make the job site miserable for the rest of us. This training offers districts concrete techniques for dealing with difficult people in the workplace. It provides specific strategies for persuading adversaries to cooperate, bullies to back off, wallflowers to open up, and chronic complainers to quiet down. Knowing how to deal with difficult people on the job will empower you to approach your job with more enjoyment and your coworkers with greater confidence. Cooperation, collaboration, and compromise will improve — and that makes for a more productive and efficient workplace for everyone.</p>
Motivating Safe Behavior	Qualities of a Great Leader	Reputation Management
<p>How effective are your safety programs? Every district safety officer would like their employees to be more engaged and motivated to make safe choices, practice safe behaviors on the job, and to participate willingly in workplace health and safety activities. Unfortunately, many workplaces struggle to achieve this laudable goal. While a commitment to workplace safety best originates from within the individual staff member, districts can craft and sustain a culture which encourages such a commitment. System interventions are a great way to understand and mitigate exposures. This training will provide you with safety theories and help you to identify personal, team, organization and equipment risk factors.</p>	<p>Some leaders are born great, some achieve greatness and some have greatness thrust upon them. Inspiration, vision, communication, courage, passion and problem solving and are all basic tenets of outstanding leadership. This training will investigate the common characteristics of great leaders, explore differing management styles and elucidate how best to manage assets, issue clear and concise directives and foster a culture of accountability. It will also focus on the supervisor's role in managing risk and discuss the zero-injury concept. The class will be interactive so please arrive prepared to openly share your own principles of effective leadership.</p>	<p>As a district leader, you undoubtedly juggle multiple competing priorities on a daily basis. In the increasingly digital age we now live in, reputation management needs to be one of those priorities. There is not much left that cannot be easily discovered online through a simple Google search. Managing your district's profile needs to be a concerted team effort. As a manager, you can't accomplish this goal alone. You need your employees to recognize that they are an extension of the district and that their actions, both positive and negative, reflect on the district's reputation. This holds true whether they are in the office, in the field, on the phone or online. This course will discuss the various aspects of reputation management and how best to burnish your brand.</p>
Taking your Temperature – Is Culture Important?	The Next Step	Workplace Violence
<p>How does the culture of your district impact the overall safety, health and welfare of your employees? Every district and safety officer would prefer that their employees be inspired to make safe choices, practice safe behaviors on the job and actively participate in workplace health and safety activities. Unfortunately, many districts struggle to achieve this laudable goal. While a commitment to workplace safety best originates from within the individual staff member, districts can craft and sustain a culture which encourages such a commitment. This training will provide districts with important tools and ideas for evaluating and improving their culture and identifying personal, team, organization and equipment risk factors.</p>	<p>Have you ever attended a workshop or conference, picked up a new and exciting idea that you just know will revolutionize your district and then placed the 3-ring binder on a shelf in your workplace and watched it gather dust and cobwebs, never to be seriously thought of again? These great innovations require time, energy and forethought to be successfully implemented. Today, you will learn how to turn theory into practice that directly benefits your district rather than simply becoming another doorstep or bookend. This will be an interactive class so be prepared to share ideas and professional experiences.</p>	<p>Every year, 2 million American workers report having been victims of workplace violence. In 2014, 409 people were fatally injured in work-related attacks, according to the U.S. Bureau of Labor Statistics. That's about 16% of the 4,821 workplace deaths which occurred that year. Before you can successfully forestall violence in the workplace, you must first be able to identify the signs of pending violent behavior. This training will discuss the four types of workplace violence and share effective prevention strategies for each classification. You will also learn to employ effective postvention techniques following a workplace violence incident.</p>

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Health & Safety Trainings <i>(These trainings are held at the district's request.)</i>		
Accident Injury Reporting	Accident Investigation	Accident Investigation Workshop
Obtaining the appropriate information for describing an accident/incident injury or scene can be crucial in the event that a claim gets filed. Many times, accident claims are denied in court due to a lack of evidence or information available to prove injury or damage. Photos, measurements, and accurate descriptions of the accident/incident are an absolute necessity. The Risk Management Department can teach your district to obtain the proper information needed to file a comprehensive accident/incident report. They will also train you on the necessary forms required for use in all types of accidents/incidents.	<i>"Help me, I've fallen and I can't get up!"</i> Eventually, despite the best laid plans for prevention, an accident will occur at your district. When this happens, a proper investigation must be conducted, but do you know what that entails? This accident investigation training will help to prepare you, should you ever need to complete an accident investigation. You'll learn the immediate actions necessary to minimize personal injuries, damage to property, and/or required OR-OSHA reporting. You'll also learn effective techniques for obtaining important accident information, focusing on the facts and analyzing data down to the root cause.	The Accident Investigation Workshop will be conducted in a train-the-trainer format designed to teach both safety committee members and district managers how to conduct an effective accident investigation. The focus of the course will be on the collection of accident facts and figures, root-cause analysis and compliance with OR-OSHA rules, regulations and reporting. Participants will conduct a sample accident investigation to help reinforce what they have learned.
Athletic Liability	Back Injury Prevention	Bloodborne Pathogen
<i>"You're out!"</i> Thousands of students are involved in athletics every year. This training is designed to educate athletic directors and coaches on the liabilities that exist in sports and the common causes of many athletic injuries. Participants will learn about general sports safety and best practices for each season and type of sport. We will also discuss how to prevent injuries by establishing proper expectations.	<i>"I can lift that!"</i> Back injuries are the most common type of workplace injury. This training is designed to educate the participant in identifying risk factors that increase the probability of back injuries. We will focus on safe lifting techniques and modifications and other strategies designed to help reduce the risk of back injuries. In addition, we will discuss simple ways to stretch and warm up before working.	<i>"Don't touch that!"</i> For any workers who may have a reasonable exposure to bloodborne pathogens (BBP), this course is a must. The training is designed to help participants understand the serious risks and the three major viruses associated with BBP. We will discuss the various types of body fluids which may contain BBP and general guidelines for universal precautions. The course will cover methods to properly clean BBP, the steps to be taken if an employee encounters BBP and important follow-up procedures.
Effective Safety Committee	Ergonomics Train-the-Trainer	Fall Protection
Never let possible safety issues overwhelm you. By organizing an effective safety committee, you can address hazards before they occur and ensure that the overall health of your employees remains your number one priority. These committees address all aspects related to safety in the workplace - including the operation of machinery, preventative measures, etc. Workplace safety committees meet regularly to ensure that employees are following proper protocol - helping keep work morale up by minimizing risks and preventing injuries. This training will help you to make certain your safety committee is effective, understands safety committee responsibilities, and is familiar with OR-OSHA safety committee recommended best practices.	Ergonomics is the science of fitting the workplace to the user instead of forcing the user to fit the workplace. It looks at what kind of work is being done, what tools are being used and the entire job environment. No matter what the job is, the goal is to make sure that staff members are safe, comfortable, and less prone to work-related injuries. This course will be taught in a train-the-trainer format and is limited to a maximum enrollment of 12 students. Its primary purpose is to instruct participants how best to conduct an effective ergonomic evaluation in the workplace. The class will be hands-on so come prepared to roll up your sleeves and play an active role.	The fall protection training will focus on the cornerstones of a complete fall protection program: <ul style="list-style-type: none"> <li>• When fall protection must be used</li> <li>• Planning for when a fall hazard is present</li> <li>• A variety of fall protection equipment</li> <li>• Different methods of fall protection</li> <li>• Calculating fall distances</li> <li>• Planning for rescues</li> </ul> We will also discuss how fall protection relates to aerial lifts, and the inspection and care of fall protection equipment. We encourage the host district to have all its equipment present at the time of the training as the district will be expected to train staff on site-specific hazards.

# On-Site Risk Management Trainings

Aerial Lift Safety Training	Air Monitoring	Asbestos Awareness
<p>How many district employees does it take to change a light bulb? The completion of this task may require the safe and competent use of an aerial lift. This training covers common aerial lift accidents, discusses the hazards associated with them, and the necessary rules for their safe and effective use. The hands-on portion of this training will ask participants to demonstrate their actual aerial lift operation skills.</p>	<p>This training will provide an opportunity for districts to learn about and explore the available strategies for workplace air quality monitoring. Succinct, facilitated and interactive training on this topic will allow participants to gain the knowledge they need to conduct an air monitoring survey of their workplace and protect their employees from the harmful and sometimes dangerous effects of poor air quality.</p>	<p><i>"Cough! Cough!"</i> The presence of asbestos does not necessarily have to be hazardous to employees' health. This training is designed to inform participants of the many forms of asbestos and their <i>potential</i> health risks to employees. Discussion will include strategies to avoid exposure and feature best practices for cleaning when asbestos is present. The training will also provide a forum to discuss the places where asbestos may be found and the importance of proper labeling and signage.</p>
CFL and Hazard Waste Awareness	Concussions	Confined Space
<p>This short introductory training covers how to handle, dispose of and clean up broken or otherwise damaged florescent lights. The course also covers the laws, resources and best practices your district should consider while managing the safe and effective disposal of hazardous waste.</p>	<p><i>"How many fingers am I holding up?"</i> This training will focus on the importance of proper concussion recognition and management in athletics. The course highlights the impact of sports-related concussions on athletes, teaches participants how to recognize a suspected concussion, and provides protocols for managing a suspected concussion incident with steps designed to help ensure that athletes safely return to play after a concussion.</p>	<p>Site and equipment-specific training is necessary prior to allowing district staff members or vendors to enter confined spaces. This training is designed to inform participants about the requirements for developing a comprehensive written confined space program and teach them the proper techniques for entering permit-required confined spaces. Participants will learn what constitutes a confined space and which specific conditions render the space a permit space. The course will cover the roles of personnel and the requisite documentation involved in confined space entry and discuss rescue plans should the entry go awry.</p>
Fire Extinguisher, Train-the-Trainer	First Aid/CPR	Forklift Safety
<p>This training will begin with a brief but informative classroom presentation on the dangers of fighting fires, the correct use and limitations of fire extinguishers and the proper steps to take prior to their use. The classroom portion of the training will be followed by live-fire training. The live-fire training will be completed by using a fire extinguisher prop in a safe and controlled environment. This portion of the class will require an open space with both water and an electrical source available. For larger districts, which may prefer to train staff over multiple days, we can deliver the prop and train district staff to complete the presentation at a more convenient later date.</p>	<p>Sudden cardiac arrest is unpredictable and can happen without warning. Each year, approximately 330,000 Americans die from coronary heart disease. Bystander CPR and use of an automated external defibrillator (AED) can significantly increase the chances of surviving sudden cardiac arrest (SCA). When SCA strikes, be ready to act quickly to give the patient the best chance of survival. This training will teach participants how to safely and effectively administer CPR and operate an AED.</p>	<p><i>"Watch where you're driving!"</i> This training is designed to educate participants on the OR-OSHA rules governing forklifts, the different types, features and physics of forklifts, and what to watch for during inspections. We will discuss driving techniques, load handling and fueling, and review best practices for operating a forklift. Participants will be asked to navigate an obstacle course and demonstrate the safe and skillful operation of a forklift.</p>

These trainings are held in the district or at a regional workshop. Contact the SDAO Risk Management Department at 800-285-5461 [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com) to coordinate a training.

Health & Safety Trainings <i>(These trainings are held at the district's request.)</i>		
Hazard Communication	Hazard Identification	Hearing Conservation
<p>Every employee who works in an environment where chemicals are present must be informed of the chemical hazards associated with their workplace. An effective hazard communication program is essential for keeping your employees safe in the workplace. It creates a healthy working environment for the employee and demonstrates the employer's dedication and commitment to health and safety. This helps to keep injuries at a minimum and in turn, reduces workers' compensation costs. This training will help districts to establish a viable hazard communication program and protect their workers from dangerous chemical hazards in the workplace.</p>	<p>Not all hazards are created equally. There are many types of hazards which you may not be immediately aware of. In order to protect your employees and keep them safe in the workplace, you need to first identify the hazards present and take steps to mitigate them. Conducting routine walk-throughs of all your workstations is just one method of identifying those safety hazards. Learn how to locate these hazards and take effective steps to minimize or eliminate minimize them.</p>	<p><i>"It's too loud in here. I can't hear you!"</i> Employers and employees whose work environments may subject them to excessive noise should consider a hearing conservation training. This training is designed to teach participants about the harmful effects of excessive noise on their employees' hearing. It will also inform them about the many different forms of hearing protection available and how to properly use and store it. Participants will learn ways to reduce noise in the workplace through engineering controls, administrative controls and personal protective equipment.</p>
Lead Awareness	Lockout Tagout	MRSA
<p>The hidden presence of lead in many types of building/building products has had a silent but deadly impact throughout human history. In fact, some historians consider the harmful effects of lead to have been a leading cause in the decline and fall of the Roman Empire. Unfortunately, victims of lead poisoning are often unaware that the ordinary flu-like systems they are experiencing are likely to develop into much more serious long-term consequences. Learn about the potentially detrimental effects of lead in the workplace and how to keep your employees safe from them.</p>	<p>Does your district use equipment such as loaders, graders or backhoes? How about power tools like table saws, lathes, or welders? Are there electrical sources for pumps, hydro plants or district shops? If you have any mechanical device onsite with the potential to permit transmission or release of some type of energy, then your district is required to have a lockout tag-out program in place. OR-OSHA 1910.147 requires the control of these hazardous energy releases. Learn how to train your employees to identify any devices that may have the potential to allow a hazardous energy release and be educated on safer options for the sources identified.</p>	<p>MRSA stands for methicillin-resistant <i>Staphylococcus aureus</i>, a type of staph bacteria. In the past, MRSA usually affected people with weakened immune systems, such as those living in long-term care facilities like nursing homes. However, the danger is growing. Some otherwise healthy people, who were not previously considered to be at risk for MRSA, are now becoming infected. This training is designed to educate staff on the dangers of MRSA and how to protect yourselves and others. Topics that will be discussed include the commonality of MRSA, different types of MRSA bacteria, spread of the bacteria, effects of infection, treatment of infection, useful precautions and effective cleaning techniques.</p>
Safety Committee	Slips-Trips-Falls	Stretch and Flex
<p>A safety committee is necessary to help recognize hazards at each work location and devise a strategy for preventing and minimizing accidents and injuries. Every district should have a safety committee in place and this training will show you how to form and support a strong and successful safety team. These committees address all aspects related to safety in the workplace – whether this means the operation of machinery, preventative measures, etc. You will learn the rationale and requirements for having a safety committee, such as promoting safety and learning how to prevent incidents and accidents.</p>	<p><i>"Have a nice trip. See you next fall."</i> Slips, trips, and falls are a leading cause of workplace injuries. Effective solutions are often simple, inexpensive, and can lead to many other side benefits as well. This training will help you to achieve your injury prevention goals by showing you how fall accidents happen. You will also learn to identify common trouble areas and how to prevent or minimize the hazards associated with falling.</p>	<p><i>"Stretch and ho-o-o-o-old it."</i> Learn the positive benefits of an effective stretch and flex program. Such a program will promote good health and injury prevention both on and off the job. We will walk you through several different stretch and flexes designed to target the various major muscle groups of the human body.</p>



# On-Site Risk Management Trainings

Indoor Air Quality	Introduction to Ergonomics	Ladder Safety
<p>Most of us spend much of our time indoors. The air that we breathe, both at home and on the job, can put us at risk for health problems. Air pollutants can be chemicals, gases, or living organisms like mold and pests. Are you a facility manager or health and safety officer who wants to improve the indoor air quality of your district's building(s)? Are you properly prepared to handle air quality complaints? Such complaints are often highly sensitive in nature and can easily grow from a small grievance into a raging wildfire of speculation and accusation. In this training, you'll learn how to diagnose, resolve, and prevent indoor air quality (IAQ) complaints. We will cover five key points to improving and/or maintaining a healthy indoor air quality environment in your district and discuss the various resources which are available to support your IAQ efforts.</p>	<p>Ergonomics is the science of fitting the workplace to the user instead of forcing the user to fit the workplace. It looks at what kind of work is being done, what tools are being used and the entire job environment. No matter what the job is, the goal is to make sure that staff members are safe, comfortable, and less prone to work-related injuries. Ergonomic strategies may include equipment design, task design, or environmental design. This training will focus on the common risk factors found in districts and methods for implementing a proactive ergonomic process designed to best mitigate injuries.</p>	<p><i>"Look out below!"</i> Injuries due to falls from ladders and other high places are one of the most prevalent workers' compensation claims. These injuries can often be avoided with a basic knowledge of and attention to safety while using a ladder. This training will focus on quick, simple and effective steps your district can take to reduce the risk of falls from on high.</p>
Personal Protective Equipment (PPE)	Playground Hazard ID	Respirator Safety
<p>Are your employees protected from the risk of injury at work? Personal protective equipment (PPE) is specialized clothing or equipment worn by employees for protection against health and safety hazards. PPE is designed to protect many parts of the human body, e.g. eyes, head, face, hands, feet, and ears. Following this training, you will be able to assess your workplace to determine if and which PPE is needed. We will also cover the importance of selecting and inspecting the proper type of PPE.</p>	<p>Does your playground have hazards and are your employees adept at spotting them? This training provides techniques for identifying general playground hazards; protrusion or entanglement hazards; head, neck, crush, or shear hazards; and the hazards presented by suspended playground equipment components. Upon completion of this training, you will be able to identify general playground hazards and understand the difference between a risk and a hazard.</p>	<p>This training is designed to educate your district on the rules and regulations which should be included in your respirator safety program. The training will also cover respiratory hazards, selecting the right respirator for the job, fit testing requirements, and the proper use, storage and cleaning of the respirator. Your district will still need to train staff on the site-based hazards and actual respirators that the district uses.</p>
Working Smarter Not Harder		
<p>This training will teach you strategies and best practices for mitigating the risk of workplace injuries. We will investigate the primary risk factors and discuss the most common types of injuries. We will also examine various approaches, such as ergonomic modifications, while focusing on preventing lifting, pushing and pulling type injuries. Finally, we will share examples of success stories our members have experienced that resulted in reducing the risk of injury.</p>		

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Buildings & Property <i>(These trainings are held at the district's request.)</i>		
Building Envelope	Building Inspections	
<p>Your district's buildings are the face of your entity to the world. Keeping them operational and looking good is a full-time job! Although we cannot prevent inclement weather from happening, we can take the steps necessary to ensure that buildings will safely withstand many of nature's harsh elements. This training will investigate effective means for protecting your building envelope against the elements of nature, provide information on the important areas of building maintenance, and offer tips on what to look for when conducting building inspections during the different seasons of the year.</p>	<p>This introductory training is designed to educate districts on the importance of developing a regular building inspection process and how doing so can significantly reduce the incidence of property damage. The training will cover which areas of your buildings should be a priority for inspection and how to establish an appropriate inspection schedule. We will also share lessons learned from member districts which did not have a regular building inspection process in place.</p>	

Transportation <i>(These trainings are held at the district's request.)</i>		
Defense Driving	Driver's Training Program	School Bus - Crash
<p>"Stop, look, listen, think." Defensive driving begins before you even enter your vehicle. Checking the mechanical status of your vehicle, road and weather reports, and your own physical condition and emotional state of mind prior to stepping behind the wheel are all important factors in driving safely and defensively. Learn how to identify these factors in our Defensive Driver Training.</p>	<p>Motor vehicle collisions are a leading cause of death and injury in the workplace and the myriad costs associated with a single accident can be astronomical. A defensive driver safety program can help to reduce risk and keep people safer on the road.</p> <p><i>This program will help your district to:</i></p> <ul style="list-style-type: none"> <li>• Control liability costs associated with work-related vehicle crashes</li> <li>• Reduce insurance premiums and fleet repair bills</li> <li>• Decrease workers' compensation claims</li> <li>• Protect your brand by improving public perception of your driving practices</li> </ul>	<p>School buses don't just carry passengers. They carry the most precious cargo there is; our kids. Defensive driving begins before a driver even enters the bus. He/she needs to check the mechanical status of the bus, road and weather reports, and his/her own physical condition and emotional state of mind before ever stepping behind the wheel. Our school bus driver training will cover all the critical factors involved in the safe and defensive operation of a school bus.</p>
Transportation Liability		
<p>A school district's duty to protect its students from harm doesn't begin and end when the bell rings. Transporting students safely to and from school is an important consideration in a district's risk portfolio. This area, however, is highly nuanced, and it's not always immediately clear who is liable for a student's accident-related injury — especially when transportation is contracted out to a private bus company. What are the prudent steps can a district take to mitigate the risk of costly and sometimes tragic school bus accidents? This training will provide districts with a roadmap to follow regarding school bus accident liability, negligence and standards of care.</p>		

## TAKE ADVANTAGE OF FREE ONLINE CLASSES.

ANYWHERE. ANYTIME.

80+ Online  
SafePersonnel  
Courses available to  
our members.



As part of SDIS's ongoing commitment to safety, compliance with regulatory requirements, and containing healthcare costs, SDIS has partnered with SafePersonnel to provide a series of free online risk management trainings. SDAO members enrolled in the SDIS Property/Casualty Program can complete safety and liability trainings through the SafePersonnel online training system at no charge.

This extensive library of trainings is accessible to each district through a personalized website set up by SafePersonnel.

If your district has already set up their training website with SafePersonnel and you are looking to complete trainings, please contact your district's management team for information on creating your login. These trainings cannot be accessed through the SDAO website.

If you have forgotten your district's training website address or your login information, please contact SafePersonnel at 800-434-0154.

If you have not set up your district's personalized training website and would be the district contact for the site, send your name, district name, contact phone number and email address to [memberservices@sdao.com](mailto:memberservices@sdao.com). We will provide your information to SafePersonnel and they will assist you with creating your district's personalized training website.

*Course library includes topics covering:*

Public Safety

Environmental

Employment Practices /

Supervisory

Information Technology

Nutrition Services

Security

Social & Behavior

Health

Human Resources

Transportation



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SPECIAL DISTRICTS  
ASSOCIATION OF OREGON

## Board Training Video Library

### Board Training DVDs

#### Choose from our selection of FREE training DVDs

SDAO is pleased to make several board training DVDs available to member districts. To receive a complimentary copy, email [kbahnsen@sdao.com](mailto:kbahnsen@sdao.com) with your name, district, mailing address, and the video(s) requested.

We have a limited number of the following DVDs. Availability is on a first-come, first-serve basis.

#### **The Board as "Supervisor" (90 min.)**

*Judy Clark | HR Answers Inc.*

This is a program that explores sensitive issues – ones that are essential to effective district management. One of the least discussed aspects of being a board or commission member is the role of serving as the supervisor of the Executive Director or General Manager, but it may be one of the most critical responsibilities a board or commission has. Does the board know what its role is and feel comfortable exercising its authority and responsibility for overall management of the district through its Executive Director? Join Judy to learn how your board members can fulfill their role as manager of the district's Executive Director.



#### **Board Duties, Responsibilities, and Liabilities**

*(6 hours, divided into 8 segments on 3 discs)*

*Eileen Eakins | Law Offices of Eileen Eakins;  
George Dunkel | SDAO*

Join Eileen and George for this comprehensive overview of laws affecting special districts. It is essential training for newly elected board members and newly appointed management staff, but even experienced board members and staff will benefit from a review of the varied and often complex laws governing Oregon's special districts.

### **Making Executive Director Performance Evaluation Meaningful** (90 min.)

*Judy Clark | HR Answers, Inc.*

This session is designed to address one of the most difficult requirements that a Board of Directors or Commissioners face – how best to evaluate the performance of its CEO, General Manager, Executive Director, District Manager, etc. Designed for board or commission members, this workshop will be lively, informative, and describe some things that do and don't work. In addition to case studies and discussion about best practices, participants will receive a packet of information designed to help them implement an effective system of CEO evaluation in their own organizations, including sample evaluation forms, performance criteria to consider, information on 360° reviews (evaluations that provide feedback from all the various constituencies), and suggestions for how to conduct the actual evaluation conversation.

### **Confidence in the Face of Confusion** (80 min.)

*Christy Monson and Lauren Sommers | Speer Hoyt LLC*

This advanced board training will provide board members and public officials with solid strategies to make well-reasoned decisions during difficult times. Learn how to limit your government's liability (and your own!). Examples of issues covered include: conducting efficient board meetings with unruly audiences, managing conflicts of interest without threatening your kids' college savings, working jointly with neighboring governments with conflicting goals, and practicing management techniques for challenging CEO situations.

If you have any questions, contact Kaylie Bahnsen at 800-285-5461 ext. 100 or kbahnsen@sdao.com.

## **SDAO Online Trainings**



### **First Thursday Webinars**

Each month, the SDAO Risk Management Department hosts a webinar training about various risk management topics. They are hosted on the first Thursday of each month from 12 to 12:30 p.m. Webinar information is posted about two weeks prior to each event on our website at [www.sdao.com](http://www.sdao.com) and emailed to the membership. These webinars are also recorded so if you cannot make the scheduled time, visit our training website at [www.sdao.com/s4/trainings/training\\_home.aspx](http://www.sdao.com/s4/trainings/training_home.aspx) and click on the Webinars tab to access the recordings.

### **Online Training Videos**

We have more training videos available on our website. Visit [www.sdao.com](http://www.sdao.com) and click the Sign In button to log in. Click on Trainings located in the menu at the top of the screen and then click on Training Videos. These recorded SDAO training sessions are accessible from anywhere at any time of the day.



## HR & Legal Trainings

*Contact the Member Services Department at 800-285-5461 or email [memberservices@sdao.com](mailto:memberservices@sdao.com) to schedule a training.*

### **Social Media in the Workplace**

With the ever increasing presence of social media, it is important to be aware of this topic as it affects our employees and our workplace. This training will assist you in identifying issues and give you tools to manage social media, both in the positive and negative contexts.

### **Sexual Harassment and Discrimination**

Although always a critical topic, with the recent resurgence of sexual harassment and discrimination issues in the media, it is important that we keep our staff of all levels current on the policies, practices and procedures with respect to harassment and discrimination.

### **Employee Documentation and Discipline**

One of the toughest issues that managers/supervisors face in the workplace is creating a clear and well documented employee file. This seminar will provide managers and supervisors with tools and practical tips to have success in documentation of employee performance and deal with all types of situations, both positive and negative.



## Board & Personnel Trainings

Contact the Member Services Department at 800-285-5461 or email [memberservices@sdao.com](mailto:memberservices@sdao.com) to schedule a training.

Board / Personnel & Labor		
ADA	Am I Covered?	Performance Management
<p>The Americans with Disabilities Act (ADA) requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. It also prohibits discrimination in recruitment, hiring, training, promotions, pay, social activities, and other privileges of employment. The ADA also restricts questions that can be asked about an individual's disability and requires employers to make certain reasonable accommodations. This training covers these basic specifics and provides suggestions for avoiding ADA violations.</p>	<p>In Woody Allen's first film, "Take the Money and Run," the prison-bound protagonist is sentenced to spend three days in the "hole" with an insurance agent. This training will cover everything you always wanted to know about the SDIS risk pool but were afraid to ask. Topics discussed will include self-insurance pools, liability coverage, tort liability, immunities, claims, exclusions, deductibles and workers' compensation, along with crime and various other types of coverage. You will walk away from the training with a deeper understanding of how SDIS works to protect both you and your district.</p>	<p>Some managers are born great, some achieve greatness, and some have greatness thrust upon them. However, many new managers need help communicating effectively with employees, providing feedback and grasping the reins of leadership. Great performance management also includes ongoing, two-way dialogue with employees about expectations, priorities and performance. This training focuses on teaching managers how to direct and develop their employees to ensure their success and maximize their contributions to the district.</p>

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SPECIAL DISTRICTS  
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