



New Jersey School Boards Association Insurance Group
TRAIN THE TRAINER 2011 SCHEDULE

HAZARD COMMUNICATION TRAINING

March 4, 2011 9:00 a.m. to noon
Location: Woodbridge School District, Port Reading School
 77 Turner Street, Woodbridge, NJ 07064

April 15, 2011 8:00 a.m. to noon
Location: Cape May County Technical School District
 188 Crest Haven Road, Room 142, Cape May Court House, NJ 08210

HazCom (formerly Right to Know) is required training for staff. Each district should have a designated HazCom trainer. By attending this class your employee will become immanently qualified to teach other employees in the district about hazardous chemicals in the workplace.

CLAIMS COORDINATOR TRAINING

March 11, 2011 8:00 a.m. to noon
Location: Black Horse Pike Regional Board of Education
 Timber Creek High School, 501 Jarvis Road, Erial, NJ 08081

April 8, 2011 9:00 a.m. to noon
Location: Woodbridge School District, Port Reading School
 77 Turner Street, Woodbridge, NJ 07064

This class will provide a step by step instruction on how to properly handle a workers' compensation claim from its inception to its conclusion. Discussion topics will include proper claim reporting, accident investigation, employee follow-up, the duties of the claim coordinator, claimant, doctor, managed care company and insurance claim adjuster.

EMPLOYMENT PRACTICES TRAINING

March 11, 2011 9:00 a.m. to noon
Location: Ocean Township Board of Education
 163 Monmouth Road, Oakhurst, NJ 07755

School districts face many kinds of personal injury claims including sexual harassment, discrimination, affirmative action, retaliation, etc. This class will discuss the laws and provide training materials to assist administrators in educating their staff to prevent these claims. **THIS CLASS IS FOR ADMINISTRATORS ONLY.**

PLAYGROUND SAFETY COMPLIANCE AND INSPECTION

April 8, 2011 9:00 a.m. to noon
Location: Middlesex Regional Educational Services Commission
 Bright Beginnings Learning Ctr, 2nd Flr Board Room, 1660 Stelton Rd, Piscataway, NJ 08854

The course will provide an overview of the Playground Safety Program which was originally promulgated by the National Parks and Recreation Association. We will describe the purpose of a daily inspection, weekly inspection and the annual inspection by a Certified Playground Safety Inspector.

AFFIRMATIVE ACTION OFFICER TRAINING

May 15, 2011 9:00 a.m.–noon
Location: Regional Risk Managers
 777 Terrace Avenue, Suite 309, Hasbrouck Heights, NJ 07604*

For the District AA Officer- Civil rights and the law. How to respond to and document a complaint. The subtleties of sexual harassment, diversity and discrimination will be explored with the use of actual case studies. *For AAO's and Administrators* (*Park on the Lobby Level in an unmarked space. Coming from Rt. 17 North, enter building on Lobby Level. Coming from Terrace Avenue, enter parking garage on P1 & take ramp to Lobby Level (P3).)

Reservations: Please contact Sue Williams at 609-386-6060 extension 3005 or via email at swilliams@njsbaig.org

Cost per person: NJSBAIG Member District: \$20.00* * Non-Member District: \$30.00

Please make checks payable to New Jersey School Boards Association Insurance Group (NJSBAIG).

**Districts who are currently insured through the New Jersey School Boards Association Insurance Group at 450 Veterans Drive, Burlington, NJ 08016

