
TO: All Employees
FROM: Mike Whitford – Safety Coordinator
RE: Safety Training – SafeSchools Training Implementation
DATE: 08/14/13

Beginning August 19, 2013, Pitt County Schools will implement the SafeSchools Online Staff Training System.

Using SafeSchools Training, our district will be able to:

- Administer **safety training and district policies to all staff online and track compliance** through one convenient system.
- **Have access to 225 expert-authored, 100% school-focused courses**, written by the nation's leading safety authorities.
- Course topics span every department and include ***Bloodborne Pathogens; Fire Extinguishers; Slips, Trips, and Falls; Transportation Safety; School Violence; and more.***
- Each course is **interactive, self-paced, and available 24-7** from any computer with an Internet connection so staff can **complete training when it is most convenient.**

Follow these steps below to complete your safety training requirements:

Your SafeSchools Training Log-in Instructions

1. Using your web browser, go to the web page <http://pitt.nc.safeschools.com> (no "www" is necessary.)
2. To access your assigned training, enter your username in the top right corner. Your username is your complete email address.
3. Once logged in, you will see a **list of your assigned courses with due dates.**
4. To start a course, **click on the course title** and follow the prompts. The courses have audio so turn up your speakers to hear the narration.
5. Complete all the training sections and the quiz to receive completion credit for the course.

A few things to note

1. You will receive a periodic email listing the courses assigned and the dates they are due by.
 2. We will distribute a new safety training topic at the beginning of each month.
 3. Most training sessions are approximately 15 – 25 minutes long.
 4. When a training session is distributed, employees will have approximately 2 months to complete it. Bloodborne pathogens training is an exception since August is a short month.
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5. If you have any problems occur with your computer, try logging off the SafeSchools website and restarting your computer.
6. PRINCIPALS ONLY – Principals and administrators will be emailed a report monthly indicating the courses completed and past due for their employees.

If you have any questions, please contact:

Mike Whitford – Safety Coordinator

Facility Services

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Thanks - and have a safe year!
