MEMO

To: All Staff

From: Samantha Rayner

 Coordinator of Fringe Benefits

**D**ate: August 8, 2014

 Re: SafeSchools Training

To maintain compliance with federal, state and district safety guidelines, all employees (full time, part time, coaches and substitutes) are required to complete safety training. The following training sessions are required.

Bloodborne Pathogens Exposure Prevention

FERPA: Confidentiality of Records

Hazard Communications: Right to Know

Health Emergencies: Overview

Safety Data Sheets (GHS)

The training sessions must be completed on-line at: [www.warrenwoods.mi.safeschools.com](http://www.warrenwoods.mi.safeschools.com). You will need to sign in with the logon-id assigned to you at your time of hire. Your logon-id is your first and last name. For example, John Doe would log in as *johndoe* (login-id’s will either be all lowercase or all uppercase). No password is required.

**All Warren Woods Public Schools Employees (full time, part time, coaches, subs) are required to complete the training. All tutorials must be completed by September 30, 2014.** Once completed you will have the option to print certificates, however you are not required to submit them. We will be able to track your progress/completion on the SafeSchools website. You may print the certificates for your records.

SafeSchools also offers numerous other on-line training opportunities at no cost to the employee or district. Please feel free to explore the website and complete any other training sessions you feel would be beneficial.

If you have any questions regarding this process and/or your access to SafeSchools, please contact me at ext. 4458 or by e-mail at srayner@waw.misd.net

[www.warrenwoods.mi.safeschools.com](http://www.warrenwoods.mi.safeschools.com)

**Bloodborne Pathogens Exposure Prevention** introduces the type, statistics and scope of the disease; guidelines for the clean-up and handling of potentially infectious wastes or contaminated materials; the risks associated with workers exposed to BBPs (including vaccination and reporting information); and delivers training designed to emphasize the practices of proper exposure control. The course contains specific references to OSHA regulation 29 CFR 1910.1030 with Internet links to the OSHA and CDC web sites.

Time Required: Full Course – 30 minutes

**FERPA: Confidentiality of Records** addresses the training needs relating to student education records. FERPA is the Family Education Rights and Privacy Act of 1974 and is designed to protect the privacy of education records. This course trains staff on rules regarding confidentiality and disclosure.

Time Required: 18 minutes

**Hazard Communications: Right to Know** provides practical suggestions on how to implement the Hazard Communications Standard for the public sector, how to determine hazard classifications, how to interpret a Material Safety Data Sheet and procedures of Hazard Communications as presented in OSHA regulation 29 CFR 1910.1200 or 29CFR 1926.59. Contains three interactive scenarios, reference materials, case studies and hazardous communications forms.

Time Required: 25 minutes

**Health Emergencies: Overview** focuses on the four major chronic conditions prevalent among students. The course provides a brief overview of asthma, diabetes, life-threatening allergies, and seizures.

Time Required: 25 mintues

**Safety Data Sheets (GHS)** This course course provides staff with an understanding of Safety Data Sheets as they relate to hazardous chemicals, and the knowledge to use the information found in SDSs to protect yourself and others in your workplace.

Time Required: 19 minutes