

## Employee**Safe** Case Study

*EmployeeSafe helped create a streamlined, centralized staff training model, while also providing a comprehensive and sustainable risk management program.*

### Staff Training Management System Northwest Regional Education Service District

#### The Challenge

During the twentieth century, the Oregon State Legislature created education service districts (ESDs) for the purpose of providing various services to school districts located in different regions of the state. The Northwest Regional ESD is Oregon’s largest and most diverse education service district, serving 20 “component” school districts in all.

For the Northwest Regional ESD faculty and other districts employee training often occurred on one day in each district, leaving some employees not able to attend. Additionally, federal mandates required that substitute teachers receive the same safety training as regularly employed teachers, but since substitutes moved from school to school and district to district, it was a struggle to keep track of which substitutes had not completed the appropriate training and whether one district’s training process met the requirements of another’s.

As the then substitute support clerk for Northwest Regional ESD, Scott Cummins volunteered to take on the training of substitute teachers. This ensured that all substitute teachers had the same training as the district’s permanent teachers and could be placed anywhere in the district.

When Oregon passed laws requiring additional safety courses, adding to the array of resources became a costly prospect. At first, Northwest Regional ESD opted to build a course, investing close to \$20,000. However, as the state required even more training, the agency asked Cummins to find an alternative. “We needed something holistic enough to meet state requirements while meeting the needs of individual districts,” he said.

#### The Solution

At the same time, one of the Northwest Regional ESD’s component districts, St Helens, was also looking for safety training options. When they came across PublicSchoolWORKS, they referred Cummins to the company. After reviewing the EmployeeSafe online training courses, he implemented the modules at the end of the 2008-09 school year resulting in an 85 percent adoption rate by the districts under his supervision. Now, Northwest Regional ESD provides online safety courses to the districts’ regular teachers and to its substitute teachers.

During the summer of 2009, Cummins was given the new title of application specialist. He serves as the liaison between the school districts and PublicSchoolWORKS, in addition to his substitute teacher support duties. When the 2009 Oregon Legislative Assembly passed HB 2062, which addressed sexual misconduct within K-12 schools, Cummins researched the legislation,

#### District Overview

Districts:	20
Staff:	8,000
Substitutes:	2,000

“Our training was a mishmash of several sources and we were paying per course, per person.”

*Scott Cummins,  
Substitute Support Clerk,  
Northwest Regional Education  
Service District*



let districts know about the new law and then contacted PublicSchoolWORKS to arrange appropriate training. PublicSchoolWORKS was able to supply this state-mandated training and also worked with the Oregon Youth Sports Association to create content for the Concussions for Coaches course.

### The Benefits

In Northwest Regional ESD's second year of using the PublicSchoolWORKS EmployeeSafe courses, OSHA audited the agency's bloodborne pathogens training and gave the course an extremely positive evaluation. "I was also able to use the Staff Training System to quickly send them a list of all the districts doing the training," said Cummins. "Previously, I would have had to do a spreadsheet, which would have taken me two weeks." Other benefits of EmployeeSafe's online courses include:

- Automatically tracks individual substitute teacher's completion of the online courses and sends automatic reports about individuals who did not complete a required course.
- Substitutes who work in multiple districts only have to go through the training once to be certified for work in all districts.
- Courses are available 24/7 and can be completed over time.
- The online Staff Training System facilitates the exchange of training data between the ESDs.
- District reports verify when a new hire has completed training and is eligible for a permanent position.

*"Within a month or two of the school year starting, I reached 100 percent training completion with one-tenth of the effort."*

*Scott Cummins,  
Substitute Support Clerk,  
Northwest Regional Education  
Service District*

### The Results and Future Plans

The school districts Northwest Regional ESD serves have benefitted so much from the streamlined, centralized model that many have opted to purchase additional EmployeeSafe Suite features. The St. Helens School District pioneered the use of the full EmployeeSafe Suite of automated staff safety training, employee accident management, compliance task management (addresses non-training requirements), OSHA 300 reporting systems, MSDS, staff safety reporting, safety document management and staff telephone helplines. "Each year, more districts add new features," said Cummins, "Making PublicSchoolWORKS an even more holistic solution for us."

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