

Employee**Safe** Case Study

EmployeeSafe helped the district manage safety processes, including staff training, staff accident reporting, safety data sheets, and more – all in a single platform.

Investing in School Safety and Risk Management Caroline County Public Schools

District Overview

Schools: 10
Staff: 380
Students: 5,500

The Challenge

Just like all public school systems, Caroline County Public Schools (CCPS) in Denton, MD is required by law to train all district employees on specific safety topics such as bloodborne pathogens, child abuse, and more. CCPS had been using an online training program provided for free by the Maryland Association of Boards of Education (MABE). While CCPS has been using the free online courses to meet training mandates for years, Milton E. Nagel, the Assistant Superintendent for Administrative Services at CCPS, needed a true risk management system to help improve school safety for students and staff.

“Staff training is an important component of school safety and the free courses MABE provided helped us meet training mandates, but we needed more. We’re a small school system that doesn’t have the in-house resources to manage the many safety processes districts are required to maintain. We wanted to find a provider that could help us manage more than just staff training.”

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The Solution

While attending the Association of School Business Officials (ASBO) International’s Executive Leadership Forum in Las Vegas, Nagel struck up a conversation with Tom Strasburger, PublicSchoolWORKS’ then Vice President, Sales & Marketing, and asked about PublicSchoolWORKS’ offerings.

“Tom was telling me what the EmployeeSafe Suite does, and the next thing I know, he is listing off all of the safety processes our district wanted help managing, and more,” said Nagel. “It took us to a whole new level of school safety and meeting regulatory compliance.”

At the start of the 2016-17 school year, CCPS opted out of the online training courses provided free of charge by MABE and began implementing the EmployeeSafe Suite.

*Milton E. Nagel,
Assistant Superintendent for
Administrative Services,
Caroline County Public Schools*

The Benefits

Every CCPS employee, regardless of their job description, now completes their annual training in EmployeeSafe’s Staff Training System. The system automatically deploys training courses on bloodborne pathogens, bullying prevention, discriminatory harassment, child abuse, and more. Once assigned, the system periodically reminds employees to complete training and



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automatically sends training completion reports to administration when the training deadline passes. For employees who have taken these courses year after year, they can now skip to the end-of-course test to prove their knowledge, which was the most common complaint about the online courses the district used previously. Staff also likes the vast catalog of courses they can take, which is a welcomed addition.

In addition to the Staff Training System, CCPS uses EmployeeSafe's Staff Accident Management System to report and investigate staff accidents. This replaced the district's manual, pen and paper process. When an incident or accident occurs, the injured individual now completes an online report, and the system automatically notifies key administrators to investigate when a report is submitted.

CCPS also uses EmployeeSafe's data sheet system (SDS) that provides both online access to SDSs and access to chemical specialists. SDSs for CCPS chemicals – whether for science labs, cleaning or other purposes – are included in the system, which staff can manually search and print for their use. They can also call a 24-hour hotline manned by chemical safety experts to get SDSs emailed or faxed to them, get chemical information, or get immediate assistance in the event of a chemical related emergency. All custodial staff and any instructor who has access to chemicals in their classes are automatically assigned online staff training on how to use and read the SDSs and what to do in the event of an emergency such as a chemical spill. In addition, PublicSchoolWORKS provides stickers and posters with the hotline number to place in strategic locations. CCPS hangs the posters throughout its school buildings and each of its employees has a sticker with the hotline number taped to the back of their district ID.

The Results

The automation of the Staff Training and Staff Accident Management Systems makes it easier for administration to take action. With just a few clicks, administration can see if employees have yet to complete a training course or can check the status of a staff accident report.

"I get emailed about new accident reports almost instantly whereas I used to not find out about accidents for a few days," said Nagel. "The online accident report is intuitive and adaptive. It forces the injured person to answer specific questions based on how they answered the previous question, which has greatly decreased our need to follow-up with the injured party to determine what happened."

Switching from the district's online training courses they received for free to PublicSchoolWORKS has enabled CCPS to manage multiple safety processes in one system.

"I'm a firm believer in 'you get what you pay for,'" said Nagel. "PublicSchoolWORKS is well-worth the investment. It has given us additional comfort knowing we are better protecting our employees and are in full compliance. If we didn't have PublicSchoolWORKS, we wouldn't be able to implement a comprehensive safety plan because we're so small."

For more information: 1.877.77WORKS or sales@publicschoolworks.com

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