

Employee**Safe** Case Study

EmployeeSafe streamlined the district’s staff training, accident management, chemical safety, and work order protocols and decreased its Experience Modification Rate (EMR)

Moving from Staff Training to a Culture of Safety School District of Nekoosa

The Challenge

Providing staff with the training needed to remain safe and be in compliance with state and federal requirements is tedious. It requires the district to provide training that supports employees’ different job roles and maintain accurate records of who completed which trainings. The School District of Nekoosa in Nekoosa, Wisconsin was struggling with how to keep its required training documentation in order.

“We tried to keep track of training with a binder of transcripts at each school,” said Diana Martinson, administrative assistant at the School District of Nekoosa. “This wasn’t the most effective method and it was hard to assign new hires the training they needed.”

The Solution

Lynn Knight, business manager at the School District of Nekoosa, was at a Wisconsin Association of School Business Officials conference when a colleague mentioned the PublicSchoolWORKS EmployeeSafe Suite.

“He told me, ‘You have got to get on this system,’” said Knight. “I reached out to PublicSchoolWORKS and they walked me through the system. That’s when I realized the program did more than online training. It’s so robust.”

The Benefits

After the initial set up, the EmployeeSafe Staff Training System automatically deploys training to employees, who are emailed a link to their assigned online courses. Each course has a set training deadline and employees can complete courses when and where they choose. The system periodically reminds employees to complete training before the deadline, and when a deadline passes, the system automatically sends training non-compliance reports to administration.

This helped solve the district’s issue around managing new hire and substitute training. When a new employee or substitute comes to the district, they are added to the PublicSchoolWORKS system and automatically receive the required training based on their job role.

The system also gave the district more leeway on when it deploys training to employees. When Knight and Martinson asked for staff feedback, staff preferred to receive all assigned courses at once instead of on a quarterly basis. The district worked with their Project Management Coordinator to adjust the training calendar and employees now receive one email at the beginning of the year with required training links and deadlines.

District Overview

Schools: 3
Staff: 180
Students: 1,150

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Business Manager,

The School District of Nekoosa



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While simplifying the staff training process was the main reason the district implemented EmployeeSafe, it found the other aspects of the program to be very effective.

The EmployeeSafe Staff Accident Management System has changed the way the district manages staff injuries. Previously, when a staff member was injured, he or she reported it to the secretary, who filled out a paper accident report. The injured employee then met with the district's payroll and benefits coordinator who documented everything on paper and completed paperwork for the insurance company. The only people who knew about the incident were the injured employee, the secretary, and the payroll and benefits coordinator.

Now, injured employees fill out an online accident report in the EmployeeSafe Accident Management System. Once the report is submitted, a number of key contacts are immediately notified via email.

"I now find out if an employee is injured as soon as they submit their accident report and I get the follow-up process started immediately," said Knight. "We also set it up so that our insurance company is immediately notified of the report, regardless of whether it results in a workers' comp claim. They love it because they are kept in the loop from day one."

Prior to using EmployeeSafe, properly labeling and handling chemicals was difficult and they relied heavily on a cumbersome paper process. Now the district uses the EmployeeSafe SDS Now! System to provide 24/7 online access to safety data sheets (SDS) in a virtual binder. The system also provides the district with telephone access to chemical safety specialists and hotlines in the event of a chemical-related emergency. The district spreads awareness of these resources by hanging posters provided by PublicSchoolWORKS that feature the hotline information.

The district is also encouraging employees to report maintenance issues via the EmployeeSafe EZ Maintenance system.

"In the past, we would only hear about issues when the board hosted listening sessions and issues would come out of the woodwork," said Knight. "Now using EmployeeSafe, employees can report requests and our maintenance or IT departments see them immediately. It has accountability. We love it."

The Results

Implementing EmployeeSafe has impacted the way the district manages its staff training, accident reporting, chemical safety, and work order protocols, but most importantly, it is helping the district save money.

"Our Experience Modification Rate used to be a very high 1.4," said Knight. "That meant that because of our workers' compensation claims history, our district was paying 40 percent more than the state average in insurance premiums. Since partnering with PublicSchoolWORKS and taking a preventative approach to safety, our rate has dramatically decreased to 1.16 so our costs in insurance premiums have decreased, too."

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

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