

MCPS Systemwide Safety Programs

Department of Facilities Management

Online Safety Training Tutorial



Montgomery County Public Schools
SYSTEMWIDE
SAFETY
PROGRAMS

What is the purpose of this tutorial?

This tutorial will show you how to:

1. Complete **mandatory** SafeSchools online safety training courses
2. Complete **suggested** SafeSchools online safety training courses
3. View your SafeSchools training history and print certificates of completion

1.

How to complete **mandatory** SafeSchools online safety training courses.



Go to the SafeSchools training site

Click on the link below (or go to the following URL):

mcps.md.safeschools.com/login



The screenshot shows a web browser window with the address bar displaying <http://mcps.md.safeschools.com/login>. The browser's address bar also shows "SafeSchools Training" and a search icon. Below the browser window, the page features the MCPS logo and the text "Montgomery County Public Schools SYSTEM WIDE SAFETY PROGRAMS". A navigation menu includes "Safety News" and "LOGIN". The main content area displays a login form for "Montgomery County Public Schools" with a "Username" input field, a "Sign in" button, and links for "Username Hint" and "Register". A large photograph of three smiling adults in a classroom setting is positioned below the login form. At the bottom of the page, a text block states: "The MCPS Online Safety Training Program is one method of safety training that includes online safety courses relevant to your work and work environment. These". To the right of this text is a "Sign up for our eNews" button with a menu icon.

Sign in to SafeSchools

Sign in to SafeSchools using your Outlook user name. No password is needed.

A screenshot of the SafeSchools login page. At the top right, there are two circular buttons: "Safety News" and "LOGIN". Below these is the heading "Montgomery County Public Schools". Underneath is a "Username" label and a text input field. To the right of the input field is a blue "Sign in" button. Below the "Sign in" button are two links: "Username Hint" and "Register". A large yellow arrow points from the right towards the "Sign in" button.

The MCPS Online Safety Training Program is one method of safety training that includes online safety courses relevant to your work and work environment. These courses are web-based and interactive and will assist you in performing your job more safely, including supervising your employees safety. Many of these courses are required to meet compliance with current safety and health regulations. Some courses are recommended to help you perform your job more safely and reduce injury in the workplace and classroom.


 Sign up for our eNews



 Contact SafeSchools

Choose your course

You are now at your training home page where you will see your required courses listed in the 'Mandatory Training' section.

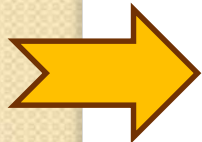
Click on any course icon to begin training.

Home Admin Area Montgomery County Public Schools 



Mandatory Training

Course	Due	Time	Status
 Child Abuse: Identification & Intervention (Full (Maryland))	Monday, September 01, 2014 22 days PAST DUE	17 minutes	In Progress
 Bloodborne Pathogen Exposure Prevention (Refresher)	--	15 minutes	Not Started



Accept the Disclaimer

Click 'Accept' on the disclaimers/copyright page.

Disclaimers

"This product is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional person should be sought."

From the Declaration of Principles jointly adopted by the American Bar Association and a Committee of Publishers and Associations.

Every effort has been made to assure that the information presented is accurate and consistent with generally accepted practices. However, the authors, editors, publishers, and/or any sponsoring partners, associations, and joint powers authorities cannot accept responsibility for errors or omissions, or for the consequences of application of information. No warranty, express or implied, is made regarding the contents of this program.

Copyright

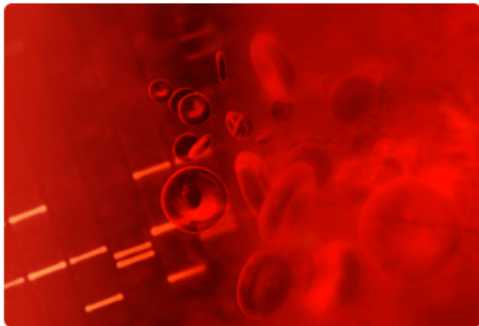
Copyright 2001-2016 by Scenario Learning. All Rights Reserved. The information contained in this program may not be reproduced in whole or in part, by any means, without permission. For information, address: Scenario Learning, 2135 Dana Ave., Suite 300, Cincinnati, OH 45207.



Start your training

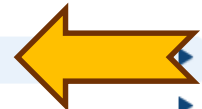
Start the course by clicking on the 'Introduction' section. All courses have sound so turn up your speakers if you would like to listen.

Bloodborne Pathogen Exposure Prevention Refresher



Select an item from the list

Introduction	Required	▶
BBP Facts	Required	▶
Smart Safety Policies and Procedures	Required	▶
Scenario	Required	▶
Quiz	Optional	▶



Have a question? Please contact Systemwide Safety Programs at (240) 314-1070
Laurie_E_Lyons@mcpmsd.org.

Author

James Vaughan



James Vaughan is president of Today's Resources, Inc. (TRI), a full-service safety and health consulting firm. Jim has over 30 years of direct OSHA compliance and loss-control experience and holds a B.S. in Industrial Technology from Eastern Kentucky University.

Description

The Bloodborne Pathogen Exposure Prevention course 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.


This version is a refresher to the BBP Full course

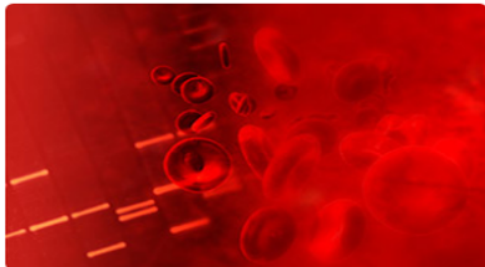
Complete your training

Complete each section in its entirety to receive credit. The quiz is optional, but encouraged.

Bloodborne Pathogen Exposure Prevention Refresher



 Congratulations! You've completed this course. [Get a certificate of completion](#) Restart Course



Select an item from the list

Introduction	Completed	▶
BBP Facts	Completed	▶
Policies and Procedures	Completed	▶
Scenario	Completed	▶
Quiz	Passed Optional	▶

Quiz: Download Printable Version or Printable Answer Key
You are seeing this because you are an administrator.

Have a question? Please contact Systemwide Safety Programs at (240) 314-1070
Laurie_E_Lyons@mcpsmd.org.

Author

James Vaughan



James Vaughan is president of Today's Resources, Inc. (TRI), a full-service safety and health consulting firm. Jim has over 30 years of direct OSHA compliance and loss-control experience and holds a B.S. in Industrial Technology from Eastern Kentucky University.

Description

This Bloodborne Pathogens course 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.



This version is a refresher to the BBP Full course

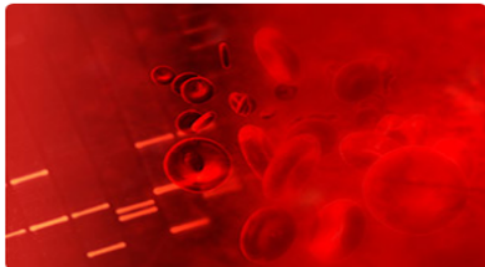
Don't forget your certificate

Print your certificate of completion for your personal records and to present to a supervisor, if requested.

Bloodborne Pathogen Exposure Prevention Refresher



 Congratulations! You've completed this course. [Get a certificate of completion](#)  [Restart Course](#)



Select an item from the list

Introduction	Completed	▶
BBP Facts	Completed	▶
Policies and Procedures	Completed	▶
Scenario	Completed	▶
Quiz	Passed Optional	▶

Quiz: [Download Printable Version](#) or [Printable Answer Key](#)

You are seeing this because you are an administrator.

Have a question? Please contact Systemwide Safety Programs at (240) 314-1070

Laurie_E_Lyons@mcpsmd.org.

Author

James Vaughan



James Vaughan is president of Today's Resources, Inc. (TRI), a full-service safety and health consulting firm. Jim has over 30 years of direct OSHA compliance and loss-control experience and holds a B.S. in Industrial Technology from Eastern Kentucky University.

Description

This Bloodborne Pathogens course 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.

This version is a refresher to the BBP Full course

Finished! Easy, right?!

Questions? Email Laurie E Lyons@mcpsmd.org



2.

How to complete **suggested** SafeSchools online safety training courses.



Go to the SafeSchools training site

Click on the link below (or go to the following URL):

mcps.md.safeschools.com/login



The screenshot shows a web browser window with the address bar displaying <http://mcps.md.safeschools.com/login>. The browser's address bar also shows "SafeSchools Training" and a search icon. Below the browser window, the page features the MCPS logo and the text "Montgomery County Public Schools SYSTEM WIDE SAFETY PROGRAMS". A navigation menu includes "Safety News" and "LOGIN". The main content area displays a login form for "Montgomery County Public Schools" with a "Username" input field, a "Sign in" button, and links for "Username Hint" and "Register". A large photograph of three smiling adults in a classroom setting is positioned below the login form. At the bottom of the page, a text block states: "The MCPS Online Safety Training Program is one method of safety training that includes online safety courses relevant to your work and work environment. These". To the right of this text is a "Sign up for our eNews" button with a menu icon.

Sign in to SafeSchools

Sign in to SafeSchools using your Outlook user name. No password is needed.

A screenshot of the SafeSchools login interface. At the top right, there are two circular buttons: 'Safety News' and 'LOGIN'. Below them is a light blue header with the text 'Montgomery County Public Schools'. Underneath is a 'Username' label and a text input field. To the right of the input field is a blue 'Sign in' button. Further right are links for 'Username Hint' and 'Register'. A large yellow arrow points from the right towards the 'Sign in' button.


The MCPS Online Safety Training Program is one method of safety training that includes online safety courses relevant to your work and work environment. These courses are web-based and interactive and will assist you in performing your job more safely, including supervising your employees safety. Many of these courses are required to meet compliance with current safety and health regulations. Some courses are recommended to help you perform your job more safely and reduce injury in the workplace and classroom.


 Sign up for our eNews

 Contact SafeSchools

Choose your course


You are now at your training home page where you will see your mandatory and suggested courses listed. Click on the suggested course you wish to take.

Home Admin Area Montgomery County Public Schools 





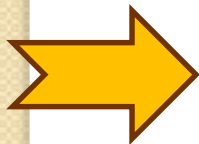
TRAINING

Mandatory Training

Course	Due	Time	Status
 Bloodborne Pathogen Exposure Prevention (Refresher)	--	13 minutes	 Completed

Suggested Training

Course	Time	Status
 Hand and Power Tool Safety Overview (Full Course)	18 minutes	Not Started
 Defensive Driving (Full Course)	18 minutes	Not Started
 Back Injury and Lifting (Full Course)	20 minutes	Not Started
 Classroom Safety (Full Course)	16 minutes	Not Started



Accept the Disclaimer

Click 'Accept' on the disclaimers/copyright page.

Disclaimers

"This product is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional person should be sought."

From the Declaration of Principles jointly adopted by the American Bar Association and a Committee of Publishers and Associations.

Every effort has been made to assure that the information presented is accurate and consistent with generally accepted practices. However, the authors, editors, publishers, and/or any sponsoring partners, associations, and joint powers authorities cannot accept responsibility for errors or omissions, or for the consequences of application of information. No warranty, express or implied, is made regarding the contents of this program.

Copyright

Copyright 2001-2016 by Scenario Learning. All Rights Reserved. The information contained in this program may not be reproduced in whole or in part, by any means, without permission. For information, address: Scenario Learning, 2135 Dana Ave., Suite 300, Cincinnati, OH 45207.



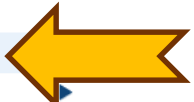
Start your training

Start the course by clicking on the 'Introduction' section. All courses have sound so turn up your speakers if you would like to listen.

Classroom Safety Full Course



Select an item from the list

Introduction	Required	
Injury Prevention	Required	▶
Classroom Ergonomics	Required	▶
Everyday Safety	Required	▶
Scenario	Required	▶
Quiz	Optional	▶

Quiz: [Download Printable Version](#) or [Printable Answer Key](#)
You are seeing this because you are an administrator.

Have a question? Please contact Systemwide Safety Programs at (240) 314-1070
Laurie_E_Lyons@mcpsmd.org.

Author

Keenan & Associates

Keenan

Keenan & Associates is the largest privately held insurance brokerage/consulting firm in California. Keenan's innovative solutions provide high quality, cost-effective insurance, employee benefits, and financial services. Keenan specializes in proprietary programs for public agencies and health care organizations.

Description

Whether you are a teacher, teacher's aide, substitute teacher, or other staff member who works in the classroom, this basic course will help you deal with practical, everyday situations you face in the classroom and help you avoid injuries.

This version is designed for any school staff member who works in the classroom.

Complete your training

Complete each section in its entirety to receive credit. The quiz is optional, but encouraged.

[Home](#)

[Admin Area](#)

Montgomery County Public Schools



Classroom Safety Full Course



Congratulations! You've completed this course. [Get a certificate of completion](#)

[Provide Course Feedback](#)



Select an item from the list

Introduction

Completed

Injury Prevention

Completed

Classroom Ergonomics

Completed

Everyday Safety

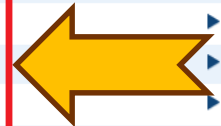
Completed

Scenario

Completed

Quiz

Optional



Quiz: [Download Printable Version](#) or [Printable Answer Key](#)

You are seeing this because you are an administrator.

Have a question? Please contact Systemwide Safety Programs at (240) 314-1070

Laurie_E_Lyons@mcpssmd.org

Author

Keenan & Associates

Keenan

Keenan & Associates is the largest privately held insurance brokerage/consulting firm in California. Keenan's innovative solutions provide high quality, cost-effective insurance, employee benefits, and financial services. Keenan specializes in proprietary programs for public agencies and health care organizations.

Description

Whether you are a teacher, teacher's aide, substitute teacher, or other staff member who works in the classroom, this basic course will help you deal with practical, everyday situations you face in the classroom and help you avoid injuries.

This version is designed for any school staff member who works in the classroom.

Don't forget your certificate

Print your certificate of completion for your personal records and to present to a supervisor, if requested.

[Home](#)

[Admin Area](#)

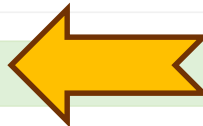
Montgomery County Public Schools



Classroom Safety Full Course



Congratulations! You've completed this course. [Get a certificate of completion](#)



[Provide Course Feedback](#)



Select an item from the list

Introduction	Completed	▶
Injury Prevention	Completed	▶
Classroom Ergonomics	Completed	▶
Everyday Safety	Completed	▶
Scenario	Completed	▶
Quiz	Optional	▶

Quiz: [Download Printable Version](#) or [Printable Answer Key](#)

You are seeing this because you are an administrator.

Have a question? Please contact Systemwide Safety Programs at (240) 314-1070

Laurie_E_Lyons@mcpsmd.org.

Author

Keenan & Associates

Keenan

Keenan & Associates is the largest privately held insurance brokerage/consulting firm in California. Keenan's innovative solutions provide high quality, cost-effective insurance, employee benefits, and financial services. Keenan specializes in proprietary programs for public agencies and health care organizations.

Description

Whether you are a teacher, teacher's aide, substitute teacher, or other staff member who works in the classroom, this basic course will help you deal with practical, everyday situations you face in the classroom and help you avoid injuries.

This version is designed for any school staff member who works in the classroom.

Finished! Easy, right?!

Questions? Email Laurie E Lyons@mcpsmd.org



Certificate of Completion

Presented to

Laurie Lyons

of

Montgomery County Public Schools

for successful completion of

Classroom Safety (Full Course)

on

Wednesday, May 11, 2016



A handwritten signature in black ink, appearing to read 'Peter Park'.

Peter Park
Team Leader, Systemwide Safety Programs

LYONSLOO RNQ99486-90RP

3.

How to view your Safeschools training history and print certificates of completion.



Go to the SafeSchools training site

Click on the link below (or go to the following URL):

mcps.md.safeschools.com/login




The screenshot shows a web browser window with the address bar displaying <http://mcps.md.safeschools.com/login>. The browser's address bar also shows "SafeSchools Training" and a search icon. Below the browser window, the page features the MCPS logo and the text "Montgomery County Public Schools SYSTEM WIDE SAFETY PROGRAMS". A navigation menu includes "Safety News" and "LOGIN". The main content area displays a login form for "Montgomery County Public Schools" with a "Username" field, a "Sign in" button, and links for "Username Hint" and "Register". A large photograph of three smiling adults in a classroom setting is positioned below the login form. At the bottom of the page, a text block states: "The MCPS Online Safety Training Program is one method of safety training that includes online safety courses relevant to your work and work environment. These". To the right of this text is a "Sign up for our eNews" button with a menu icon.

Sign in to SafeSchools

Sign in to SafeSchools using your Outlook user name. No password is needed.

A screenshot of the SafeSchools login page. At the top right, there are two circular buttons: "Safety News" and "LOGIN". Below them is the heading "Montgomery County Public Schools". Underneath is a "Username" label and a text input field. To the right of the input field is a blue "Sign in" button. Further right are links for "Username Hint" and "Register". A large yellow arrow points from the right side of the page towards the "Sign in" button.

The MCPS Online Safety Training Program is one method of safety training that includes online safety courses relevant to your work and work environment. These courses are web-based and interactive and will assist you in performing your job more safely, including supervising your employees safety. Many of these courses are required to meet compliance with current safety and health regulations. Some courses are recommended to help you perform your job more safely and reduce injury in the workplace and classroom.

 Sign up for our eNews


 Contact SafeSchools

Open the link to your Training History page

Click on your User Name to open a dropdown list with a link to your Training History.





Home Admin Area Montgomery County Public Schools USER00



 TRAINING

Training History
Logout

Mandatory Training

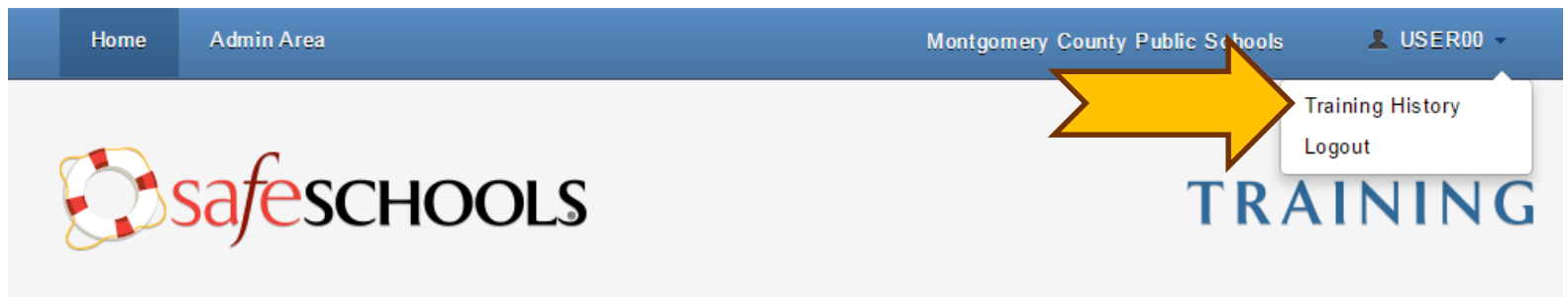
Course	Due	Time	Status
 Bloodborne Pathogen Exposure Prevention (Refresher)	--	13 minutes	 Completed

Suggested Training

Course	Time	Status
 Hand and Power Tool Safety Overview (Full Course)	18 minutes	Not Started
 Defensive Driving (Full Course)	18 minutes	Not Started

Go to your Training History page

Click on the link to your Training History.




Home Admin Area Montgomery County Public Schools USER00



safeSCHOOLS TRAINING

Training History
Logout

Mandatory Training

Course	Due	Time	Status
 Bloodborne Pathogen Exposure Prevention (Refresher)	--	13 minutes	 Completed


Suggested Training

Course	Time	Status
 Hand and Power Tool Safety Overview (Full Course)	18 minutes	Not Started
 Defensive Driving (Full Course)	18 minutes	Not Started



Select the date range


If the course is not on the 'Training History' page, adjust the date range to start from 2011-01-01 so it includes your entire SafeSchools completion history.

Home Admin Area Montgomery County Public Schools USER00

Training History: Laurie Lyons 

From To

Course	Time Required	Completion Date	Certificate
 Classroom Safety (Full Course)	16 minutes	May 11, 2016	

[About SafeSchools](#) · [Contact](#) · [Terms of Use](#) · © 2016 Scenario Learning, LLC · 


Choose your certificate

Your complete training history now appears on the page. Click any blue ribbon to print a certificate of completion.

[Home](#)

[Admin Area](#)

Montgomery County Public Schools

 USER00 ▾

Training History: Laurie Lyons



From

2011-01-01

To

2016-05-11

Course	Time Required	Completion Date	Certificate
 Office Ergonomics (K-12 Full)	20 minutes	January 17, 2012	
 Bloodborne Pathogen Exposure Prevention (Refresher)	15 minutes	January 17, 2012	
 Bloodborne Pathogen Exposure Prevention (Refresher)	13 minutes	October 20, 2015	
 Classroom Safety (Full Course)	16 minutes	May 11, 2016	



Remember ...

You may log in to [SafeSchools](#) at any time to:

- Complete or retake online safety training courses
- View your SafeSchools training history
- Print certificates of completion



Contact [Laurie E Lyons@mcpsmd.org](mailto:Laurie_E_Lyons@mcpsmd.org) if you have questions or need assistance.