

# MEMORANDUM

August 8, 2019

Action Required - ANNUAL



Office of the Chief Operating Officer  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

TO: All Principals and Directors  
FROM: Andrew M. Zuckerman, Chief Operating Officer *Az*  
SUBJECT: **Online Safety Training Courses**

---

## Summary

All school-based and many central office employees are assigned mandatory online safety courses to comply with Maryland Occupational Safety and Health (MOSH) safety training requirements. A list of mandatory online safety course assignments is available on the [Systemwide Safety Programs](#) web page. **SafeSchools online training and completion records are not available in PDO.**

Access and complete online safety training courses through the [SafeSchools](#) web page.

- Log in using your Outlook username; no password is needed.
- Your training home page will list mandatory and suggested (voluntary) training courses.
- Click any course name to begin training.
- Print a certificate of completion after completing each course.
- Detailed directions for completing online safety training, viewing training completion records, and printing certificates of completion are available on the [Systemwide Safety Programs](#) web page.

## Background

MOSH requires school-based and many central office employees to complete mandatory safety training.

## Important Dates

- All school-based staff must complete the mandatory Bloodborne Pathogens training by **September 30, 2019.**
- All other mandatory online safety courses must be completed by **June 12, 2020.**

## Action Required

- Share information about online safety training requirements with all staff members during preservice week.
- Ensure that time is made available during the workday for staff to complete their mandatory courses, as required by state law.

## Links/Additional Information

- Detailed directions for completing online safety training, viewing training completion records, and printing certificates of completion are available on the [Systemwide Safety Programs](#) web page.
- If you have questions, please contact Mr. Peter Park, team leader, Department of Systemwide Safety and Emergency Management, at 240-314-1070 or via e-mail.