

12/03/14

HASTINGS PUBLIC SCHOOLS  
HEALTH & SAFETY ONLINE TRAINING PROGRAM

## Guide For Using SafeSchools

Beginning with the 2014-2015 school year the District will use a different online training program through SafeSchools. For those that have done our online training in the past, it will be similar to the previous trainings. The advantage to SafeSchools is that you will have opportunities to take more than the required trainings. There are numerous safety related topics available to you.

The Hastings Public Schools offer this training to meet OSHA requirements and as well as District policies. This online system is designed to make training easy to access, flexible to meet people's schedules, and provide current safety related messages.

The program is web based and can be accessed from any Internet source. It can be done from a school computer or from your home computer.

If you have a problem with accessing the program or have a question regarding it, call or email Shanda Jorgensen at 612-965-5142 or [Shanda@meridianconsult.net](mailto:Shanda@meridianconsult.net)

To get started:

Go to the Internet site. Can be Internet Explorer, Safari, or Mozilla Firefox.

Type in <http://hastings.mn.safeschools.com>

The login page will appear. Enter your Username (4 digit employee number). You will not need a password.

Click on the course you want to view. "Accept" the disclaimer and the course menu appears.

Start at the beginning by clicking on the introduction. A video with audio will start.

**There is a toolbar at the bottom of the page that allows you to pause, go back, proceed.**

You can stop at any point and logout, come back to it later and start from where you ended.

Complete the final quiz at the end of the course. 80% of the questions need to be answered correctly to pass. Retake the course and quiz as many times as needed.

Logout by clicking on your employee number at the top.

Mandatory Training is the course(s) your employee group is required to do annually.

Suggested Training is voluntary. You may do any of the courses.

**THANK YOU FOR YOUR TIME**