



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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Contact:

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Action By:
June 7, 2013

TO: All Principals and Department Heads
FROM: Michael J. Burke, Chief Operating Officer *MJB*
SUBJECT: TrainU Courses to Support Safety Initiatives

This bulletin is intended to provide course information within TrainU to support safety initiatives and provide direction for delivering our first required course to your employees at your site. The **Use of Ladders/Step Stools** course must be completed by all employees, other than bus drivers and bus attendants.

Safety Matters Resource Center

Web Link: <http://trainu.palmbeach.k12.fl.us/course/view.php?id=1495>

This course is designed for **Safety Advocates** and their **safety committee members**, which may include other employees who facilitate safety activities at their school site or department. Advocates are those employees charged with leading the safety function at their particular school or department. **The Principal or designee (person who chairs your safety committee) must enroll in the course and follow the outline and assignments.** This course is a "Train-the Trainer" concept and is not meant for all employees.

Safety Training and Enforcement Guideline (STEG)

Web Link: <http://trainu.palmbeach.k12.fl.us/course/view.php?id=1495>

This section will provide a detailed instruction sheet for the **Safety Advocate** on the steps to distribute the course to your staff. A sample employee communication link is also included to add school-specific instructions for your employees.

Use of Step Stools/Ladders Course – (REQUIRED for all employees)

Web Link: <http://trainu.palmbeach.k12.fl.us/course/view.php?id=1643>

This is a separate required **TrainU** course for **all employees** that will demonstrate effective step stools/ladder safety procedures. Within this course is an electronic acknowledgment that will be stored in a database and will be maintained in Risk and Benefits Management.

These courses are designed for you to present to your staff and will help us achieve the goal of reducing hazardous acts. Course news messages to those enrolled in **Safety Matters** will include updated information and reminders on safety trainings.

EWG/MJB/DLH/LK:lm/jb

Approved: _____

[Signature]
E. Wayne Gent, Superintendent

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