Simcoe County D.S.B. Health & Safety Requirements

In addition to completing the Ministry of Labour Health and Safety eLearning Module required by Nipissing University, teacher candidates assigned to the Simcoe County District School Board are required to complete the attached training prior to the first day of placement. **Teacher candidates who have previously completed this training do not need to complete it again.**

Failure to comply with these requirements may jeopardize your placement.

If you have questions, please contact the Practicum Office at ptoffice@nipissingu.ca or 705-474-3450 ext. 4555.

FACULTY/CO-OP PLACEMENTS HEALTH AND SAFETY TRAINING

The Simcoe County District School Board requires Faculty Placements (Candidates) to complete three health and safety related training courses, prior to beginning their teaching practicum or co-op placement.

The training is provided using an on-line training service called *Link2eLearning* from WellNet Solutions. This user-friendly, web-based Learning Management System offers learning in a self-paced format that can be started, stopped or paused at any time.

The required courses are as follows:

1. SCDSB - Worker Health and Safety Awareness (approx.. 35 minutes)
2. SCDSB – WHMIS (GHS) - Introduction (approx. 60 minutes)
3. SCDSB - Workplace Violence Awareness for Employees (approx. 30 minutes)

The following computer system requirements are necessary to access the courses:

- Windows based PC with Intel® Pentium® II 450MHz or faster processor
- 1 GB of RAM
- Recent version of Microsoft Internet Explorer or Firefox
- Flash Player version 9.0 or later
- Minimum display resolution of 1024 x 768 (also ensure your browser zoom is set to 100%)
- Sound card and speakers/head phones
- Turn off pop-up blocker

1.   Registration

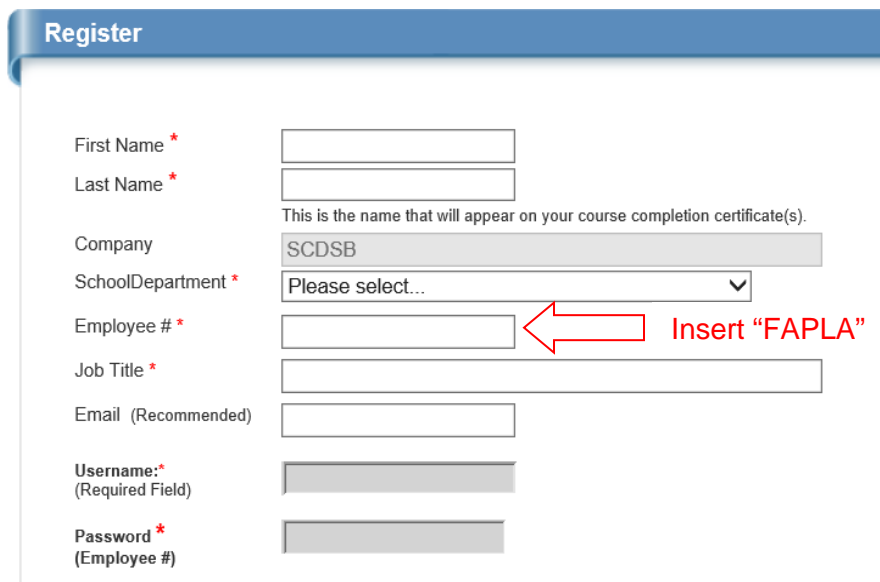You must first register with WellNet by completing your Account Profile:

1.1.   Enter the address **https://simcoecdsb.link2elearning.com** **in your web browser address bar.**

1.2.   On the navigation toolbar at the top right side of the Link2eLearning homepage, select **"Browser settings"** to check system requirements. If problems are identified, select the link appearing in the *Help* column of the table for correction instructions. You will not be able to proceed until the problem is rectified.

1.3.   If your system and browser settings are validated, select "**Register**" at the top of the screen.

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Simcoe County
District School Board
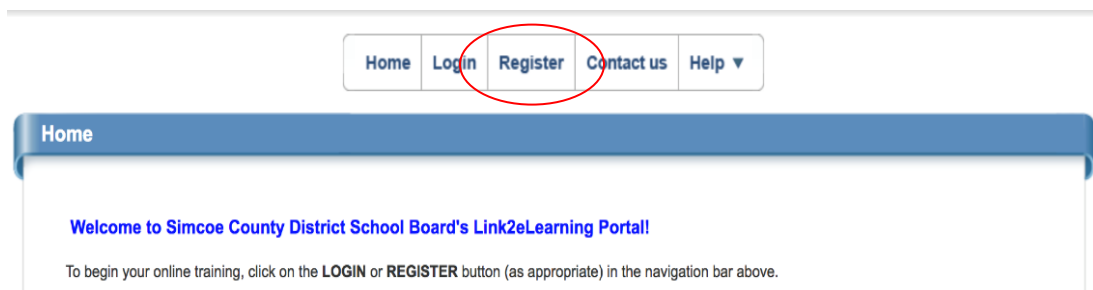
1.4. Complete your Account Profile (using "FAPLA" as your employee #).

Note:

- the "Employee #" field is a Required Field. As you have not yet received your employee number, **enter "FAPLA"** in the employee # field**.**
- Select the school you will be working at in the School/Department drop down list. If you are not aware of the school, select "Education Centre".
- Your email address is not mandatory, however, it is recommended, as it can be used to communicate with WellNet.

Register

First Name *
Last Name *

This is the name that will appear on your course completion certificate(s).

Company   SCDSB
SchoolDepartment *   Please select...
Employee # *   ⟵ Insert "FAPLA"
Job Title *
Email (Recommended)

Username:*
(Required Field)

Password *
(Employee #)

1.5 Your **user name** is automatically generated (first and last name) and your **password** will be "FAPLA" (until you update your profile with your actual employee #). **Record this information for future use** (to re-enter a course or access another course).

1.6 Select **"Submit"**.

2. Complete Your Required Courses (Non-Supervisor List)

2.1. Under the **"Course"** column select one of the courses you are required to complete under the non-supervisors list.

Courses

Print My Certificates

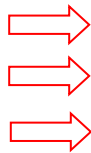**New Employee Required Courses**
Non-Supervisors
- SCDSB – Worker Health and Safety Awareness
- SCDSB – WHMIS (GHS) Introduction
- SCDSB - Workplace Violence Awareness for Employees
Supervisors
- SCDSB - Supervisor Health and Safety Awareness
- SCDSB - WHMIS (GHS) Introduction
- SCDSB - Workplace Violence Awareness for Employees

Please ensure your speakers are turned on prior to starting a course.

Required Courses

Course	Course Status
SCDSB - Workplace Violence Awareness for Employees	New
SCDSB - WHMIS (GHS) Introduction	New
SCDSB - Worker Health and Safety Awareness	New
SCDSB – Supervisor Health and Safety Awareness (FOR SUPERVISORS ONLY)	New

NOTE: Only complete your required courses.

2.2. You must complete all the chapters and lessons in the order presented.

2.3. Exit and re-enter a course as often as required (see "Re-entering a Course" below).

2.4. Select **"Resources"** from the left menu bar to view and print various board specific course reference materials.

2.5. After successful completion of the course (requires an 80% passing grade on exam), you can print your certificate by selecting "Exit the Course" on the menu bar to exit back to the main page and clicking on "My Certificates". A record of completion will be maintained in the WellNet database.

2.6. To continue with another required course without exiting the WellNet site, under the "**Course**" column select your next course. If not continuing, select "Logout" on the navigation tool bar to exit the WellNet site.

Re-entering a Course

To re-enter a course after exiting the WellNet site:

1. Enter **https://simcoecdsb.link2elearning.com** in your web browser address bar.

2. On the navigation toolbar select **"Login"**.

3. Enter your user name and employee number (use "FAPLA" as your employee number until you have received your employee number and have updated your Account Profile).

4. Select **"Login"**.

5. Under the **"Course"** column select the appropriate course and continue where you left off.

Further Assistance

If you require further assistance, use the Link2eLearning online support request form found on the Help drop-down menu under **"Contact Support"**.

If you require assistance after using the Link2eLearning support, contact Corporate Risk - Health and Safety at 705-734-6363 extension 11314 or 11346.