

## Waterloo Region District School Board 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 Waterloo Region District School Board are required to complete the following training prior to the first day of placement. **This training must be repeated annually prior to the first day of placement.**

Please follow these instructions carefully:

1. Go to: <https://www.wrdsb.ca/learning/programs/unpaid-post-secondary-placements/>
2. Print the **Terms and Conditions Form** and fill out all sections (Administrator/Supervisor is your principal). Bring in person or scan the completed form to the Practicum Office (F201, ptooffice@nipissingu.ca) for "Placement Coordinator Signature". Take the original completed form to the principal on the first day of placement. Your completed form will be retained by the school for the duration of the placement plus six years.
3. Print the **Safety Orientation Checklist** and complete sections A and B. Take your form to placement on the first day. Your principal will complete the onsite training checklist with you.
4. The **Terms and Conditions Form** and **Safety Orientation Checklist** must be completed each time you begin a placement at a new school.
5. Don't forget to complete the mandatory online training (Step 2 on WRDSB website). This student training must be completed once each academic year.

Failure to comply with these requirements could jeopardize your placement.

**If you have questions, please contact:** Stephanie Oliver-Guppy, Human Resources Officer (WRDSB), 519-570-0003 ext. 4474.