



## York Region 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 York 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.**

Failure to comply with these requirements could jeopardize your placement.

If you have questions, please contact the Practicum Office at [ptoffice@nipissingu.ca](mailto:ptoffice@nipissingu.ca) or 705-474-3450 ext. 4555.



# HEALTH AND SAFETY

September 2017

*HEALTH & SAFETY COMPLIANCE TRAINING for  
TEACHER CANDIDATES, STUDENTS FROM COLLEGES, AND  
CO-OP STUDENTS FROM OTHER BOARDS WITH a WORK  
PLACEMENT at a YORK REGION  
DISTRICT SCHOOL BOARD SCHOOL or OFFICE*

## **REQUIRED HEALTH AND SAFETY COMPLIANCE TRAINING:**

1. **Health & Safety Awareness – Rights and Responsibilities**
2. **Health & Safety Awareness – Workplace Hazards**
3. **Health & Safety: Key Messages**
4. **Violence & Harassment: Health & Safety**
5. **WHMIS 2015 (Note: A grade of 80% or higher is required to successfully complete the WHMIS 2015 module)**
6. **WHMIS YRDSB**

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**TO ACCESS THE REQUIRED HEALTH AND SAFETY TRAINING MODULES go to [www.yrdsb.ca](http://www.yrdsb.ca):**

- **STUDENTS FROM COLLEGES AND CO-OP STUDENTS FROM OTHER BOARDS:** Select Careers, then **Students from Colleges and Co-op students from other Boards** under Professional Learning & Training -or- use the following URL address <http://www.yrdsb.ca/Careers/Pages/StudentsfromCollegesandCo-OpStudentsfromOtherBoards.aspx>
- **TEACHER CANDIDATES:** Select Careers, then **Teacher Candidate Training** under Professional Learning & Training -or- use the following URL address <http://www.yrdsb.ca/Careers/Pages/TeacherCandidateTraining.aspx>

**TO REGISTER FOR THE COURSES listed on the left, see instructions on the back page.**

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## **TIPS FOR COMPLETING ONLINE TRAINING:**

**Please note the suggestions below when launching and completing the required online modules.** These suggestions are intended to help improve your learning experience and ensure that the course registers as “Complete”.

### **Before you “Launch” an online module:**

- Use an up-to-date Windows or Mac Computer with speakers or headphones.
- Use of an iPad, tablet or smart phone is not recommended.
- Use an up-to-date Internet Browser (Internet Explorer, Mozilla Firefox, Google Chrome or Apple Safari).
- Use an up-to-date version of Adobe Flash Player.
- Use a high speed wired internet connection (high speed wi-fi should be fine but experiences may vary).
- Disable any pop-up blockers. Full pop-up blocker instructions are available on the training page on

[www.yrdsb.ca](http://www.yrdsb.ca), or use the following URL address <http://www.yrdsb.ca/Programs/PLT/Documents/QT-TurnOffPopUpBlockers.pdf>

### **While completing an online module:**

- Do not close any windows until you have completed the module.
- Do not skip any slides or the training will register as incomplete.
- Let the last slide of the module fully complete before closing the window. Follow prompts on last slide to ensure completion.
- If you leave module unattended for any period of time, there may be a risk of a time out error or connection errors.

### **TROUBLE SHOOTING:**

**If a module appears to be frozen, or you are getting connection errors, try the following:**

- Close the module and re-launch it from your Learning Plan. If still getting the same problem...
- Close the module, log off of Connect2Learn, then log back in and re-launch the module from your Learning Plan. If still getting the same problem...
- Close the module, cancel the module from your Learning Plan, log off of Connect2Learn, then log back in, re-register and re-launch the module from your Learning Plan.

### **CONTACT INFORMATION:**

**For TECHNICAL ASSISTANCE or CONTENT RELATED QUESTIONS:** Please discuss with your supervisor who can then contact Health & Safety at EXT: 2324.

## COURSE REGISTRATION INSTRUCTIONS:

1. go to [www.yrdsb.ca](http://www.yrdsb.ca):

- **STUDENTS FROM COLLEGES AND CO-OP STUDENTS FROM OTHER BOARDS:** Select Careers, then **Students from Colleges and Co-op students from other Boards** under Professional Learning & Training -or- use the following URL address <http://www.yrdsb.ca/Careers/Pages/StudentsfromCollegesandCo-OpStudentsfromOtherBoards.aspx>

- **TEACHER CANDIDATES:** Select Careers, then **Teacher Candidate Training** under Professional Learning & Training -or- use the following URL address <http://www.yrdsb.ca/Careers/Pages/TeacherCandidateTraining.aspx>

Click on the first course listed.

2. The course information appears. Scroll down to the bottom and view all the available session dates and locations.

3. Click the **Register** button to begin the registration process and click **OK**.

Sessions	Start Date MM/DD/YYYY	End Date MM/DD/YYYY	Location	Price	
HS-HSRR-ST 2017	08/30/2017	06/31/2018	TBA	Free	More Info Register

4. Step 1 of the Shopping Cart appears. Click Next.  
**NOTE:** These courses have no fee so will display \$0.00.

5. Create an account by filling out all details of the **Account Creation** page and then click **Next**

6. Enter your **title** in the **Title/Position** field and click **Next**.

7. Click the **Process Request** button at the top or bottom of the screen to **complete** your registration!

**NOTE:** Please ensure you complete this step in order to be fully registered. **You only have to create an account ONCE.**

8. The **Receipt of Transaction** window appears. If you wish to print your receipt, click the button at the bottom of the window.

9. **Launching:** In order to launch your course, you must login using the **Login** button located in the top right corner of the screen when viewing a course. Provide the username and password that you just created.

Any courses for which you are registered will be found in your **Learning Plan**.

10. Once completed the first module, you can register for the rest of the online courses by selecting **Course Registration**, clicking on the **applicable** catalogue and picking another course.

11. Completed modules should register as such in your **Achievement Record**. Once all are complete, please take and print a screen shot of your **Achievement Record** and give it to your **Supervisor**.