



Catholic D.S.B. of Eastern Ontario Health & Safety Requirements

In addition to completing the Ministry of Labour Health and Safety eLearning Module and concussion training required by Nipissing University, teacher candidates assigned to the Catholic District School Board of Eastern Ontario are required to complete the following training. **This training must be repeated annually prior to the first day of placement.**

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.



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Human Resources Department

Box 2222, 2755 Highway 43 - Kemptville, Ontario - K0G 1J0
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www.cdsbeo.on.ca



STUDENT TEACHERS

Welcome to the Catholic District School Board of Eastern Ontario. The enclosed information is designed to serve as an introduction to CDSBEO and provide resources that will help you make a smooth transition into your new role.

All school board employees must complete the training programs for the AODA (Accessible Customer Service Standard); the WVP (Workplace Violence Prevention); the SRPCI (Secure and Responsible Use of Personal and Confidential Information) and the IAS (Integrated Accessibility Standards) training. The training sessions are done online; below you will find instructions and the website link to a web-based program which has been designed specifically for training CDSBEO employees in this regard. Once the training program has been completed, you will receive a Certificate of Completion, please print it and return it to the Human Resources department.

It is very important that the program is completed during one continuous session of less than 15 minutes in order to receive a Certificate of Completion. Certification will be tracked to ensure that all staff has completed the program.

Instructions:

AODA (Accessible Customer Service Standard) program (<http://www.respectedwork.com/course/cdsbeo>)

WVP (Workplace Violence Prevention) program (<http://www.respectedwork.com/wv/cdsbeo>)

Worker Health and Safety Awareness (<https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>)

Go to:

- 1) <http://www.respectedwork.com/course/cdsbeo>
- 2) <http://www.respectedwork.com/wv/cdsbeo>
- 3) <https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>
- 4) Enter your First and Last Name
- 5) Enter your School/Location
- 6) Press Submit button
- 7) Read through and answer the questions
- 8) Click on 'Complete' at the end of the training, to ensure that your participation is recorded and to receive you 'Certificate of Completion'.

IAS (Integrated Accessibility Standards) training

- 1) Go to <http://www.respectedwork.com/int/cdsbeo>
- 2) Enter your First and Last Name
- 3) Enter your School/Location
- 4) Click on 'Complete' at the end of the training, to ensure that your participation is recorded and to receive you 'Certificate of Completion'.

Please remember to print the certificates upon completion and return them to the Human Resources Department.

In addition, as an employer we are obligated to send each employee information on Employment Standards in Ontario. Below, you will find a link to the information that can be accessed at your convenience. Should you have any questions about this legislation, please contact the Ministry of Labour at 1-800-351-5551.

Here is the link:

<http://www.labour.gov.on.ca/english/es/pdf/poster.pdf>