



Halton Catholic District School Board 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 Halton Catholic District School Board are required to complete the following training. **This training must be repeated annually and completed within the first week of your placement.**

Please follow these instructions carefully:

1. Print this package.
2. Review the school board policies and complete the required training.
3. Date and sign the form as appropriate.
4. Take your completed form to the principal of the school for signature within the first week of placement. Your principal will send a copy to the school board.

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.

HEALTH AND SAFETY TRAINING VERIFICATION FOR STUDENT/UNPAID LEARNER

(This includes Student Teachers, Co-Op students or interns working within the HCDSB)

Name (please print): _____

Location of Placement: _____

Originating University/College: _____

TRAINING	HOW TO COMPLETE TRAINING	CONFIRMATION
Health and Safety Awareness Training for Workers	http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php	Certificate provided to site Supervisor/P/VP upon completion Initials of Supervisor/P/VP _____ Date on certificate _____
Workplace Violence	http://www.respectedwork.com/wv/halton/ (Please use your student ID as your Employee ID or enter "0000")	Certificate provided to site Supervisor/P/VP upon completion Initials of Supervisor/P/VP _____ Date on certificate _____
Workplace Hazardous Materials Information System	https://www.hcdsb.org/Careers/Private/WHMIS%201988-2015%20Unpaid%20Learners.pdf <ul style="list-style-type: none"> - Review workplace specific procedures pertaining to their role in the school - Access to Material Safety Data Sheets/Safety Data Sheets MSDS/SDS sheets via classroom teacher or principal 	Proof of Completion provided to site Supervisor/P/VP _____ Initials of Supervisor/P/VP _____ Date completed _____
Slips, Trips and Falls Awareness	https://www.hcdsb.org/Careers/Private/STF%20Presentation%20-%20Unpaid%20Learners.pdf	(*No certificate provided) Confirmed by site Supervisor/P/VP Initials of Supervisor/P/VP _____ Date completed _____
Emergency Response Plan	Review the following location/school specific emergency response with on-site Administrator: <ul style="list-style-type: none"> o Fire/Evacuation o Lockdown o Hold and Secure o Shelter in Place o Accident/Injury 	Confirmed by site Supervisor/P/VP Initials of Supervisor P/VP _____ Date reviewed _____

If you are working in any of the following areas, please consult HCDSB Health and Safety Officer for additional information:

- o Secondary Science Labs
- o Technology Shops (i.e. Automotive, Manufacturing or Woodworking)
- o Dramatic Arts
- o Secondary or Elementary Physical Education

As the site Supervisor, Principal or Vice Principal I confirm that _____ has completed all the necessary health and safety training for their position at the HCD: (UNPAID LEARNER)

Signature of Supervisor, P/VP

Signature of Student/Unpaid Learner

Date

Principal/Vice Principal - Office use only: The training on the checklist below must be completed on an annual basis, scanned and sent to Human Resources Services via e-mail JurusJ2@hcdsb.org (teaching practicums only) within 1 week of placement within the HCDSB.

The Principal or Supervisor at the placement location is responsible for maintaining a copy of this form and all applicable certificates at the placement location for a minimum of 3 years.