HEALTH

AND

SAFETY

York Region DISTRICT SCHOOL BOARD

April 2015

HEALTH & SAFETY COMPLIANCE TRAINING for CO-OP STUDENTS & STUDENT TEACHERS WITH a WORK PLACEMENT at a YORK REGION DISTRICT SCHOOL BOARD SCHOOL or OFFICE

REQUIRED HEALTH AND SAFETY COMPLIANCE TRAINING:
1. Health & Safety Awareness 2014/2015 Module 1 of 3 – Rights and Responsibilities
2. Health & Safety Awareness 2014/2015 Module 2 of 3 – Workplace Hazards
3. Health & Safety: Key Messages 2014/2015
4. Violence & Harassment: Health & Safety

5. WHMIS - Please review the WHMIS Presentation, complete the Quiz, and then return the completed Answer Sheet to: Health & Safety - Aurora EC via inter-office mail. *(Please note that questions 1 and 2 of the quiz have 3 answers each, otherwise each question only has one correct answer.)*

TO ACCESS THE REQUIRED HEALTH AND SAFETY TRAINING MODULES go to www.yrdsb.ca*:*

- *CO-OP STUDENTS:* Search "co-op student" or use the following URL address http://www.yrdsb.ca/Careers/Pages/Co-op-Student-Training.aspx

- *STUDENT TEACHERS:* Search "student teacher" or use the following URL address http://www.yrdsb.ca/Careers/Pages/Student-Teacher-Training.aspx

TO REGISTER FOR COURSES 1 THRU 4 listed on the left, see instructions on the back page.

FOR WHMIS you will need to review the PowerPoint presentation, complete the Quiz questions using the blank Answer Sheet provided, and return the Answer Sheet to Health & Safety.

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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 co-op student or student teacher training page on 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.
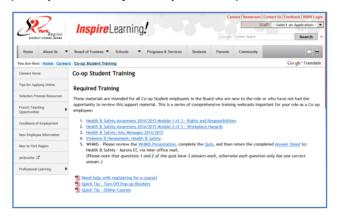
CONTACT INFORMATION:
For TECHNICAL ASSISTANCE: The IT Helpdesk is available during normal business hours at 905-727-0022 EXT 4357.

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

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Click on the course that you wish to register for (example below is for Co-op Students)

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

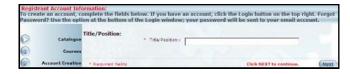3. Click the **Register** button to begin the registration process and click **OK**.

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 top right button (the **Login** button is located in the top right corner of the screen when viewing a course).* Use your username and password that you just created.
Any courses for which you are registered will be found in your **Learning Plan**.

10. Once completed, you can register for the rest of the online courses by selecting **Course Registration**, clicking on the **Co-op** or **Student Teacher** catalogue **(as applicable)** and picking another course .

11. Completed modules should register as such in your **Achievement Record**. Once all are complete, please print a copy of your Achievement Record and give it, along with the completed WHMIS Answer sheet, to your **Supervisor** to send to **Health & Safety**.