



New Employee Health & Safety Orientation

Welcome to Saanich School District 63.

All employees are required to complete an online training course that provides an overview of Occupational Health & Safety Policies and Procedures in Saanich School District 63.

You will have access to a seat in this course for a limited period of time. Please complete the training and save your certificate before your access expires. Normally, you will have access to the course for approximately four days. If you need more time, please contact Health & Safety to arrange for an extension or an alternate training date.

The orientation course has four learning modules followed by a Pause and Reflect quiz for each module. A passing score of 80% or higher is required on each quiz before you can proceed to the next learning module. You can repeat any Pause & Reflect quiz.

The course length is approximately 80 minutes for the General Staff course, 90 minutes for the Teachers/Specialty Subjects course and 100 minutes for the Custodial/Maintenance/Trades Staff course. If necessary, you can leave the course and return. When you return, the course will resume at the point that you left.

Please go to the following URL: moodle.openschool.bc.ca/login/index.php

Login using the following:

Username: Your Username is your name formatted as first initial followed by last name (all lowercase with no spaces, hyphens or apostrophes) followed by '63'.
Example: John Smith-O'Brien = **jsmithobrien63**

Password: **changeme**

You will be automatically prompted on first login to change your password.

A copy of your certificate is required for your employee file. Before your access to this course expires, be sure to save a copy of your Certificate of Completion and forward it to the Health and Safety Department.

If you experience problems or have any questions, please contact Human Resource/Health & Safety Staff at 250-652-7327 or email healthandsafety@sd63.bc.ca.