## Welcome to Saanich Schools

Before you can start work, you will need to complete the following training to learn about our safety policies and procedures, learn how to administer epinephrine, and learn about the safe use and handling of hazardous materials in the workplace. See below for how to return your completion certificate/sheets.

Go to **https://www.saanichschools.ca/**. At the bottom of the home page, select **Staff HUB**. Click on the **Health and Safety button**, scroll down to Health and Safety Training, and choose **New Employee Health and Safety Training**. Here you will find the links and instructions for all SD63 health and safety training requirements.

## Step 1 - Complete the Health and Safety Orientation *(80-100 mins)*

1. Access our online course: New Employee Health & Safety Orientation On-Line Training   See below for more information about username/password and other course details.
2. Once you see your completion certificate, the system will automatically send a copy to HR.

**You will have access to this course for a limited period, normally about 5 days. If you need more time, please contact us to arrange for an extension or alternate training date.**

The course length is approximately 80-100 minutes. If necessary, you can leave the course at any time and return later.

1. Open your browser and go to the following URL: https://mytraining.openschool.bc.ca/login/index.php

2. 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.*

The Health & Safety Orientation course has several 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.

## Step 2 - Complete the Anaphylaxis Awareness Training *(10 mins)*

Required for **all employees except** Custodians, Maintenance, Grounds Workers & Indigenous Support Liaisons.

1. Watch the video: How to Use Epipen Auto-Injector
2. Review *Anaphylaxis in Schools* and *Administering Medication to Students* policies: Policy 6030 & 6040
3. Sign and return the completion sheet:  Anaphylaxis Awareness Signature Sheet

## Step 3 - Submit your First Aid Certification

Some positions require Emergency First Aid Certification. Bring your Certification Card to Human Resources to have a copy made for your employee record. If you require First Aid training, register for a course and advise Human Resources of your registration date. See the First Aid Training section on the Health & Safety website for a list of training providers.

## Step 4 - Check Site Procedures

If you work in multiple locations, when you arrive be sure to check with each school to learn about site-based occupational first aid attendants, fire wardens, muster stations, and evacuation procedures.

## Step 5 – Review How to Report Incidents

If there are incidents within the workplace that result in injury or near-miss, you are encouraged to speak to your supervisor. You can also submit a report directly through the following links. With your login information provided by our IT department, log into Employee Self Serve (ESS) http://ess.saanichschools.ca/., click on My Info > Dashboard, and select the Health and Safety tab. Familiarize yourself with the Saanich Schools Safety Software section on how all staff can report incidents through the software system provided.

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**Please return your completion certificate/sheets promptly**

- **scan/email to humanresources@saanichschools.ca or**
- **return with your full hiring package or**
- **deliver to the Saanich School Board Office, 2125 Keating Cross Rd.**

Human Resources is not able to create your new employee record until your health and safety completion forms are submitted.

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