



## MEMORANDUM

TO: Employees of School District 84  
FROM: Human Resources Department

---

RE: **Mandatory Employee Training: WHMIS**

---

All employees of School District 84 are required to complete a Workplace Hazardous Materials Information System (WHMIS) training course. If you are newly hired, you must complete this course prior to commencing work, at no cost to you.

Accessing the Course:

1. Go to [www.safe23.com](http://www.safe23.com).
2. If this is your first time accessing the online courses, click on "Create New Account" on the right side of the page, under "Login".
3. Fill in your profile information:
  - o Create a Username and Password: Please remember them, as they are used every time you log on. Password must be at least six characters long.
  - o First and Last Names: Please use your full first and last names; these will appear on your certificate.
  - o Email Address: Please be sure your e-mail address is valid. A confirmation e-mail will be sent so you can access the course.
  - o City/Town: City/town where you live.
  - o Country: Canada.
  - o School District: From drop-down menu, choose School District 84.
  - o Province: British Columbia.
4. Click "Create my new account". A message will appear telling you that an email has been sent to your email address. Go to your email and open that message.
5. Click on the link in that email message to confirm your new account, or if the link doesn't work, please copy/paste the address into the address bar of your browser. This will confirm your registration and take you back to the course website.
6. Now you are at the screen that lists the Online Courses available. Click on 'Safety Training Courses', select 'WHMIS' and click 'Enrol me'.
7. You are now in the course. Please read the "Welcome" information if this is your first time here.
8. To access each unit of the course, click on the title of the unit (beside the icon of the book).
9. Turn on the volume on your computer.
10. Once complete, please notify the HR Administrator, [ajames@viw.sd84.bc.ca](mailto:ajames@viw.sd84.bc.ca) – phone to 250-283-2241, Local 224.

*If you have any technical difficulties, please call the Site Administrator at SD23, Wendy, at 250-470-3202.*

*If you have any questions, please contact the SD84 Human Resources Department at 250-283-2241, Local 224.*

*Thank you!*