



VANCOUVER ISLAND WEST
School District 84

MEMORANDUM

TO: New Employees
FROM: Human Resources Department

RE: **Mandatory WHMIS On-line Training**

As a new employee to School District 84, you are required to complete the WHMIS (Workplace Hazardous Materials Information System) training program and to provide a copy of your course certificate to the District Office, prior to commencing your employment.

The District has contracted the services of Central Okanagan School District to supply on-line WHMIS training that will provide you with the generalized information on how to identify workplace chemicals and using the Materials Safety Data Sheets (MSDS). When new products are introduced into the worksite after you commence employment, you will be provided with information and training specific to those products, if necessary.

There is no cost to take the course and you may take it anytime you wish, as long as it is completed by the start of your employment.

Accessing the Program:

1. To access the WHMIS training program, please go to www.sd23.bc.ca, and click on "Programs and Services", "Health and Safety".
2. Click on "Safety On-line Courses".
3. Follow the directions to sign up for a new account.
4. You will then receive an e-mail which will provide you with further information on how to proceed.
5. Inform the School Board Office when you have completed the course and a certificate will be requested, with the cost borne by the District.

If you have any questions or have any difficulty accessing the program, please contact the Human Resources Department at 250-283-2241.