



VANCOUVER ISLAND WEST
School District 84

MEMORANDUM

TO: New Employees of School District 84
FROM: Human Resources Department
RE: **Mandatory Employee Training: New Worker Safety Orientation**

Welcome to School District 84!

As a new employee, you are required to complete a New Worker Safety Orientation training course prior to commencing work. Your Supervisor will also be providing you with an on-site orientation.

Accessing the Course:

1. Go to 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. If you already have an account from having taken a previous course, please log in with your username and password.
3. Once logged-in, click the course title "New Worker Safety Orientation".
4. When prompted for an enrollment key, enter **harmony84**.
5. Once enrolled, read the "Welcome" information, then scroll down to begin the units in the course.
6. Complete the course.
7. Upon course completion, you are prompted to generate your certificate and you will also receive an e-mail to confirm your completion.
8. Please forward your completion e-mail/certificate to the Associate Director of Human Resources Administrator at amcdowell@viw.sd84.bc.ca.

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

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

Thank you, and we hope you enjoy the course!