



VANCOUVER ISLAND WEST
School District 84

MEMORANDUM

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

RE: **Mandatory Employee Training: WHMIS 2015**

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.
2. If this is your first time accessing the online courses, click "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 " WHMIS 2015".
4. When prompted for an enrolment 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 email to confirm your completion.
8. **Please forward your completion email/certificate to the Associate Director of Human Resources 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!