

Sudbury Catholic D.S.B. Health & Safety Requirements

In addition to completing the Ministry of Labour Health and Safety eLearning Module and concussion training required by Nipissing University, teacher candidates assigned to the Sudbury Catholic District School Board are required to complete the following training. **This training must be repeated annually prior to the first day of placement.**

Please follow these instructions carefully:

1. Review the school board policies and complete the required training. Here are some helpful hints:
 - #1 is the MOL training. You may have already completed this.
 - For #2, you are required to complete the WHMIS 2015 Online Training (\$34.95). If you have recently completed WHMIS training for another purpose and you have the documentation, please contact Carolyn Farrell at the school board office at 705-673-5620 ext. 209 to see if it will be acceptable instead of repeating the training.
 - For #3, use this link: <http://www.accessforward.ca/front/customerService/>
 - For #4, use this link: https://www.ccohs.ca/products/courses/violence_awareness/
2. Print applicable documentation and provide it to your school principal on the first day of placement along with your Police Vulnerable Sector Check.

Failure to comply with these requirements may jeopardize your placement.

If you have questions, please contact the Practicum Office at ptoffice@nipissingu.ca or 705-474-3450 ext. 4555.



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670
www.sudburycatholicsschools.ca

Delivered via email: carlaw@nipissingu.ca

March 7th, 2017

Placement Coordinator
Nipissing University

Dear Carla Webster:

RE: Placement Students

We welcome students who wish to complete components of their practical placement in our educational environment. The Sudbury Catholic District School Board operates 13 Elementary schools, three grades 7 to 12 schools, one Secondary school and St. Albert Adult Learning Centre. Our board is dynamic, innovative and offers accessibility, 21st century technology, hosts international students and practices green initiatives that foster stewardship of the earth and the wise use of resources.

Your institution plays a central role in counseling and guiding the students for their successful career placement, and we look forward to partnering with you to support this process. We ask for your cooperation in ensuring each student completes the following prior to the commencement of their placement:

- 1) Health and Safety Awareness in 4 Steps
<https://www.labour.gov.on.ca/english/hs/elearn/worker/>
- 2) Workplace Hazardous Materials Information System, WHMIS 2015 General Awareness Training
<http://www.whmis.ca/>
- 3) Accessibility for Ontarians with Disabilities Act, Customer Service Standard Training Module
<http://www.accessforward.ca/front/customerService/>
- 4) Workplace Anti-Harassment/Violence

Please ensure that each student has documentation to confirm completion of the above items. They will be asked for that documentation, along with their criminal record check including vulnerable sector on their first day of placement. We hope that their placement is an enjoyable and worthwhile learning experience, and that our Board will be of interest in their search for post-graduate employment opportunities.

Our Vision:

Sudbury Catholic Schools... Creating hopes and dreams through excellence.

Our Mission:

To nurture and develop the mind, body and spirit of every student within our Catholic learning community.

"SCHOOLS TO BELIEVE IN"

If you have any questions or require assistance, please contact Carolyn Farrell, Jr Human Resources Officer at (705) 673-5620 ext. 209.

Sincerely,



Suzanne Dubien,
Senior Manager Human Resources Services

Our Vision:

Sudbury Catholic Schools... Creating hopes and dreams through excellence.

Our Mission:

To nurture and develop the mind, body and spirit of every student within our Catholic learning community.

"SCHOOLS TO BELIEVE IN"