

# Safety Training Instructions To Complete

## 1 Go to the Health and Safety Website.

Open your internet browser and navigate to:

<http://hr.lakeheadu.ca/wp/?pg=140>

## 2 Click on the "Online Health and Safety Training" Link.

This link is found near the top of the main health and safety page in large green letters.

## 3 Log into the Desire 2 Learn Online System.

Use your Lakehead email ID and password to log into "Desire to Learn."

Once in the system you will have two training courses available:

- 1) Accessibility Training
- 2) Health and Safety—WHMIS—Orillia

The "select a course" dropdown list can be found on the top line of the webpage.

## 4 Accessibility Training: **All**

Click on "**Accessibility training**" -Interactive version

Please review the instructions and overview before beginning the three modules.

Ensure that you exit the modules when completed using grey "**Exit**" button located in the top right hand corner of your browser window, directly above the blue module window.

**Troubleshooting:** Clicking the "exit" link within the blue module screen will bump you out of the module and will not record your progress.

**Questions? Call 705-330-4008 Ext. 2011**

**or visit the Office of Human Resources in OA 2012**

# Online Training Instructions: Cont'd

## 5 WHMIS Training: **All**

Use the course dropdown list to select "Health & Safety—WHMIS—Orillia" (top left of the screen).

Click on the "**Content**" tab.

Open the Material Safety Data Sheet listed under the WHMIS resources section. Keep this document open for reference while completing the test.

Click on "**WHMIS video**" (recommended) to watch the information on the WHMIS program, or click on "**WHMIS video transcript**" to read the information.

If you have *not completed* WHMIS training at Lakehead before, proceed to the "**Introductory WHMIS quiz**"

If you have *previously participated* in WHMIS training at Lakehead proceed to the "**Annual WHMIS Refresher Quiz**".

Grades of 80% or better on the WHMIS quizzes are considered a pass. A certificate will be available for printing, found under "Certificates" on the content tab. This certificate will only be available for the remainder of the month in which training was completed and will be your only record of completion. Please print one copy for Human Resources and keep a copy on you when working with hazardous materials.

## 6 Supervisor's Due Diligence Checklist: **All**

In your new hire package, you have received a copy of the "**New Employee Orientation Checklist for Supervisors.**"

This document must be completed by yourself and your supervisor within the next two weeks and returned to the Office of Human Resources—Health and Safety.

## 7 Other Training: **Lab workers**, as required.

If you are working in a lab that handles biohazardous materials, you will have to complete **Biosafety Training** with the Office of Human Resources—Health and Safety.

If you are working in a lab that handles radioactive materials, you will have to complete **Radiation Safety Training** with the Office of Human Resources—Health and Safety.

Contact the Human Resources—Orillia 705-330-4008 Ext. 2011 for further information and to schedule training.