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“Bringing Learning to Life”

TO: All new employees

FROM: Darby Gildersleeve, School District Health and Safety

RE: New Employee Orientation at worksite

Welcome to School District No. 85!

As a new employee of School District No. 85 and as a condition of your employment with School District No. 85, you are required under WorkSafe BC Regulations, to complete a New and Young Worker’s Orientation. Please review and complete the attached checklist with your immediate supervisor.

As a condition of your employment you are also required to read **School District Policy No. 4-80 “Respectful Workplace”** and take the **“Bullying and Harassment”** training which is offered as an online training course. When this course is completed you must send a copy of your certificate to Payroll Department to be kept in your personal file.

If the position you have been hired for requires that you also have WHMIS certification (Workplace Hazardous Materials Information System) this training is available online.

To obtain the online course information, registration, username and password to being either of the above courses please contact me at dgildersleeve@sd85.bc.ca giving your full name, the name of the school or worksite which you will be working at and the job you have been hired to do. *If you will be teaching or working with students in a specialty area (i.e. science, woodwork) please advise.*

After completing the courses online you must inform me by email or by phone at 250-949-8155 (222) and then send a copy of all completed course certificates to Payroll Department.

NOTE: *Present the attached job-specific orientation form to your supervisor, who will determine whether or not job-specific orientation is required. This form, indicating any additional training received must be signed by the supervisor and yourself and forwarded to the Payroll Department for inclusion in your employee file.*

Darby Gildersleeve, District Health and Safety
Phone: (250) 949-8155 (222)
Fax: (250) 949-7496

School District No. 85
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