

M e m o

To: Students entering U of S School of Physical Therapy MPT

Date: May, 2017

Subject: WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) – Very Important pre-entry requirement

The Ministry of Health, and Health Regions, have approved several provincial policies for clinical education placements of health sciences students at the University of Saskatchewan. One of these policies concerns training of students for the 'workplace hazardous materials' (WHMIS) program.

Before any health science student enters a clinical facility for any experiential learning associated with their program of study they **MUST** be certified in a basic training program for the WHMIS. An on-line basic training program is available for WHMIS training for all health sciences students to complete. It is estimated that this on line training program will take about 2 hours to complete. However, it can be done in stages, and you can enter and leave the program as needed, until you have completed the training modules and the examination. You will receive a certificate, on-line, as proof of completion.

You are entering the School of Physical Therapy in August. Within first three weeks of the MPT program you will be required to participate in three, day long, 'clinical visits' in a course titled PTH 850 Clinical Practice 1. You will be in clinical physical therapy facilities for these visits.

- Therefore **you are required to complete this on-line training course, successfully complete the on-line examination following the course on or before July 31, 2017.**
- **You must submit your certificate of proof of completion of this course, to the School of Physical Therapy by the deadline of July 31, 2017.**

Contact the School of Physical Therapy General Office if you do not have a U of S NSID needed to access this on line program.

USE THE DETAILED PROCESS GUIDELINES BELOW TO COMPLETE THE ON LINE TRAINING.

Guidelines for On-Line WHMIS Training, Certification and Registration

You will need to register for the Online WHMIS Course at the Safety Resources website (<http://safetyresources.usask.ca/>).

- At the main webpage, there is a green box on the middle left side of the screen "Register for Training". Click on this button.
- On the left hand menu scroll down the menu in green font below 'safety courses' to 'WHMIS' course. Click on this link. You will see a list of WHMIS courses 'location and availability. Click on "register" beside one of the available Online courses in this list. If this is your first time registering, this will take you to a profile box that needs to be completed with your contact information. It is important that this information is accurate, especially the email address as this is how the FOLLOW-UP communication will be sent to you in order for you to take the course. Please use your University of Saskatchewan e-mail account. **(If you have already completed your profile in the past but are not receiving the confirmation email, please check your profile to ensure your email address is correct.)**

- After the profile is saved, you will need to click on Course Registration on the right hand menu and a drop down menu will appear. Again, chose WHMIS. There should be a register button to finalize registration in the course. You will receive the following email with the instructions to access the online course.

“Thank you (your name will be inserted here) for using the Safety Resources Course Registration System!

You are now able to access the WHMIS online course. Please follow the instructions below to enroll in the blackboard course. “

The follow-up e-mail you receive will provide you with a bblearn URL to access the WHMIS on line course session for which you have registered. Click on the link provided. The link will direct you to the self-enrolled screen. You will be asked to enter a specific WHMIS access code provided also in your e-mail follow-up. Do not share the blackboard link or access code provided specifically to you and your specific registration as the person you share it with may **not** receive credit for the course.

Once you enter the enrollment information you will be asked to “Click OK” in the bottom right corner. Once signed into the course, click on the “course content” link (left side menu). The first module will pop up in the viewing screening. Click on the title of the first module “Course Introduction” to begin. Ensure to read all the pages as there are important instructions on navigating the blackboard course.

Upon subsequent visits, please login into blackboard (<https://bblearn.usask.ca/>). Click on the appropriate course title. This will bring you to the main screen of the course.

You are required to complete the course within 30 days from date of enrollment. If you are unable to complete the course in that time frame, please contact Safety Resources at safetyresources@usask.ca or 966-4675.

If you are experiencing difficulty accessing the course material or any other part of the course, please contacts safetyresources@usask.ca or 966-4675.

Finally, when you have finished the course you will be e-mailed a certificate of proof of completion. You MUJST submit it to the School of PT to pt.admissiondocuments@usask.ca on or before July 31.

Thank you.