

## INSTRUCTIONS FOR COMPLETION OF 'ONTAP HEALTH & SAFETY AWARENESS TRAINING' ...

Follow the instructions below to complete the following 'Health & Safety Awareness Training' courses / badges. These are a requirement of both the Co-operative Education Program and to fulfill the requirements of the Specialist High Skills Major Program.

**To be completed by all Co-op students...**

- 'Ministry of Labour Health and Safety at Work'
- 'Violence and Harassment in the Workplace'
- 'WHMIS'

**To be completed only by students working in WRDSB schools or facilities...**

- 'Accessibility Awareness'
- 'Anaphylaxis Training' (Sabrina's Law)
- 'Concussion, Identification, Management and Prevention'

1. Log onto <https://ontap2016.wrdsb.ca>
2. Follow the 'Instructions for Students'
  - Sign up for a Credly Account using your Google Apps For Education (GAFE) email address
  - Remember to follow the prompts to confirm your email address
3. Log onto **ONTAP** using your regular WRDSB username and password. (Allow WordPress to connect to your GAFE account if/when prompted)
4. Select 'Co-op'
5. Select 'Co-op Health and Safety'
  - You will earn virtual badges that will allow you to work this semester's co-op job, and that you can 'take with you' to future employment opportunities

**The badges you earn will allow you to demonstrate a general awareness of Health & Safety. In no way is it meant to replace the job-specific Health & Safety training you should receive from supervisors at your Co-op or part-time jobs.**

6. Click on each of the following courses/ certificates, one at a time, to complete the certificate and earn the badge: 'Ministry of Labour Health and Safety at Work', 'Violence and Harassment in the Workplace', and 'WHMIS'.
7. Under 'Course Content', click on the lessons in order. Each lesson involves watching a training video(s) (use your headphones when watching at school) and then taking a quiz/ test. **Watch each video in its entirety. You may use the FF or Rewind buttons to review content as needed.**
  - a) Click on the video to watch it. After watching the entire video, click 'Mark Complete' and/or 'Next Lesson' (you could receive either/both messages)
  - b) Click on the quiz/ test to take it. Select 'Start Quiz'. When done, select 'Finish Quiz'
  - c) Once you've passed the quiz, select 'Click Here to Continue'  
(notice your status for the video and quiz both now include checkmarks in a green box)
8. Return to 'Co-op' then select the next course / certificate in order then select 'Take this Course'
9. Continue with these steps until you've taken all courses within the badge of 'Co-op Health and Safety'. There is nothing to print off or submit. Your Co-op teacher will be able to verify your completed courses and badges on-line.

**For those working in WRDSB schools or facilities, you must also take the 3 courses under the 'Co-op WRDSB Placements' badge ('Accessibility Awareness', 'Anaphylaxis Training', and 'Concussion, Identification, Management and Prevention'). These 3 courses require completing the lessons in order and then completing a declaration (not a quiz).**

10. Please note that you will receive emails alerting you that you've been issued a digital badge. Follow the prompts to save it by clicking 'Save & Share'