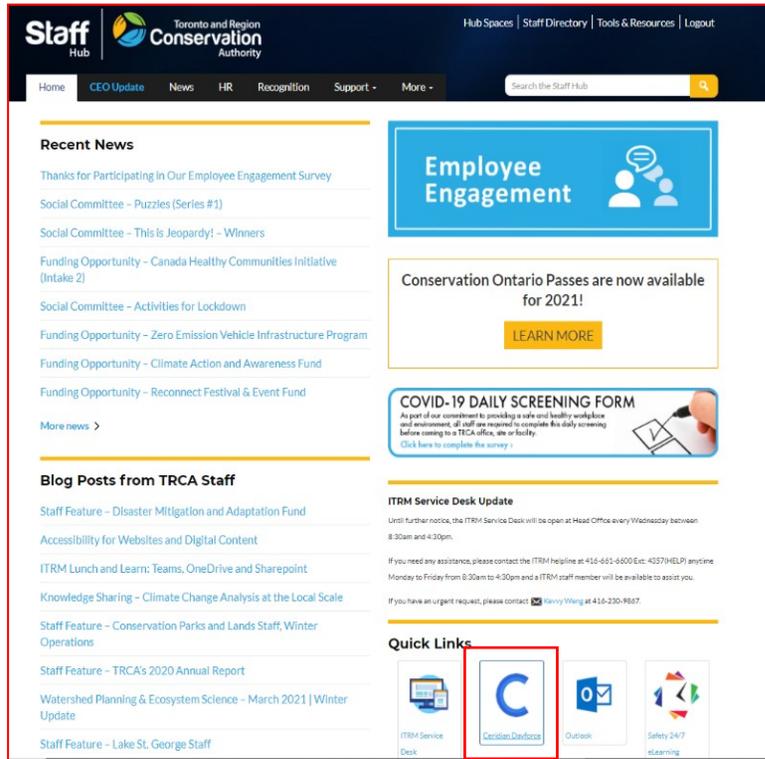


## How to Complete JHA Courses

As outlined in the COR training Module – *Health and Safety Job Hazard Assessment and Control* located on our Learning Management System (LMS) in Ceridian Dayforce, follow these steps to complete your assigned JHA e-learning courses. Note: each course will take approximately 10 minutes to complete.

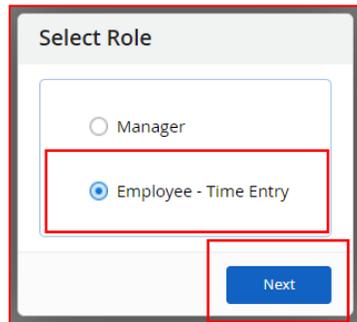
### 1) Access the Learning Module through Ceridian Dayforce:



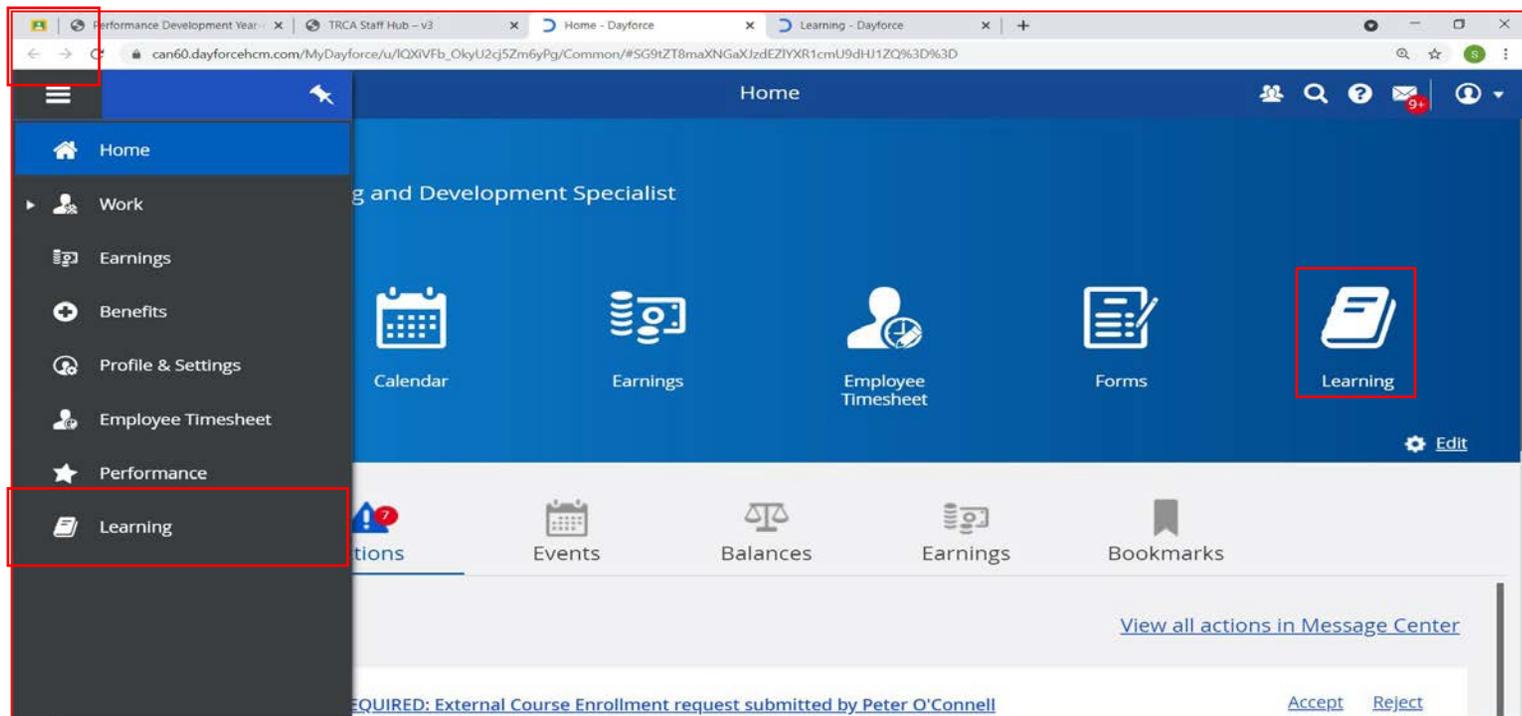
The screenshot shows the Staff Hub website for the Toronto and Region Conservation Authority. The top navigation bar includes links for Home, CEO Update, News, HR, Recognition, Support, and More, along with a search bar. The main content area is divided into several sections:

- Recent News:** A list of news items including "Thanks for Participating in Our Employee Engagement Survey", "Social Committee - Puzzles (Series #1)", "Social Committee - This Is Jeopardy! - Winners", "Funding Opportunity - Canada Healthy Communities Initiative (Intake 2)", "Social Committee - Activities for Lockdown", "Funding Opportunity - Zero Emission Vehicle Infrastructure Program", "Funding Opportunity - Climate Action and Awareness Fund", and "Funding Opportunity - Reconnect Festival & Event Fund".
- Employee Engagement:** A blue banner with the text "Employee Engagement" and an icon of three people.
- Conservation Ontario Passes are now available for 2021!** A yellow banner with a "LEARN MORE" button.
- COVID-19 DAILY SCREENING FORM:** A blue banner with text explaining the form and a "Click here to complete the survey" link.
- ITRM Service Desk Update:** A section providing information about the ITRM Service Desk's operating hours and contact information.
- Blog Posts from TRCA Staff:** A list of blog posts including "Staff Feature - Disaster Mitigation and Adaptation Fund", "Accessibility for Websites and Digital Content", "ITRM Lunch and Learn: Teams, OneDrive and Sharepoint", "Knowledge Sharing - Climate Change Analysis at the Local Scale", "Staff Feature - Conservation Parks and Lands Staff, Winter Operations", "Staff Feature - TRCA's 2020 Annual Report", "Watershed Planning & Ecosystem Science - March 2021 | Winter Update", and "Staff Feature - Lake St. George Staff".
- Quick Links:** A section with four icons: ITRM Service Desk, Ceridian Dayforce (highlighted with a red box), Outlook, and Safety 24/7 Learning.

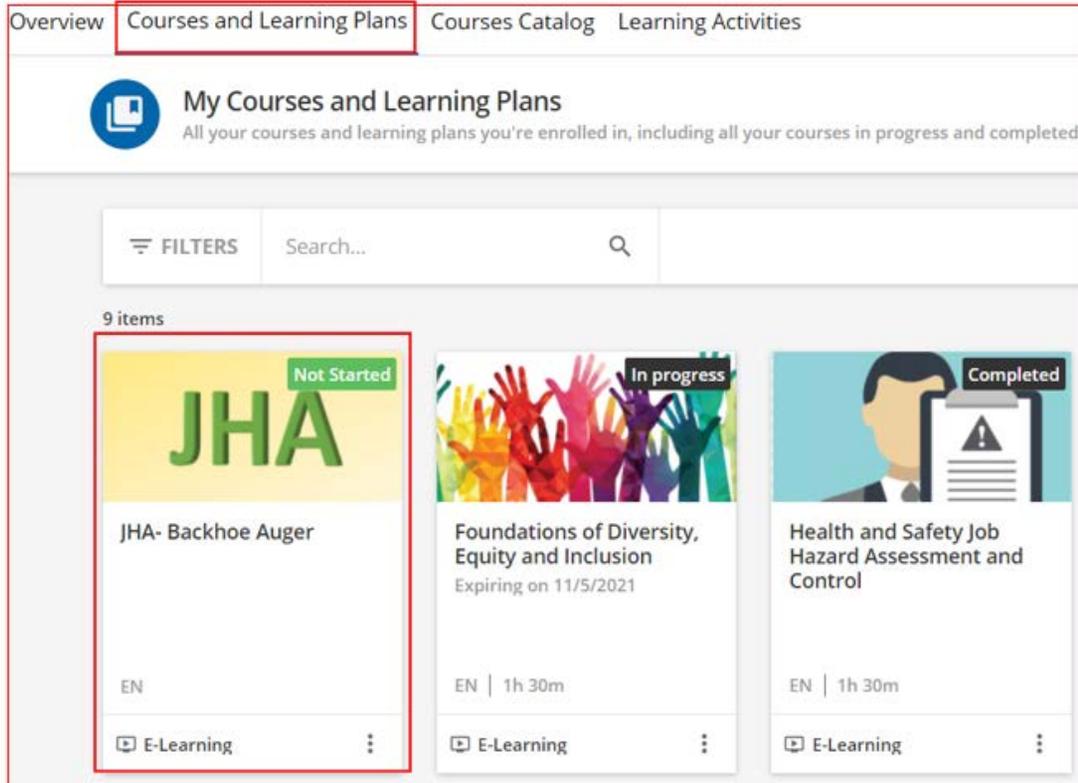
- 2) If you are assigned multiple roles in Ceridian Dayforce (i.e., Manager or Director role) – ensure that you access through the **Employee-Time Entry** role and click **Next**:



- 3) The **Learning Module** can be accessed through the Ceridian Dayforce dashboard or through the menu icon:



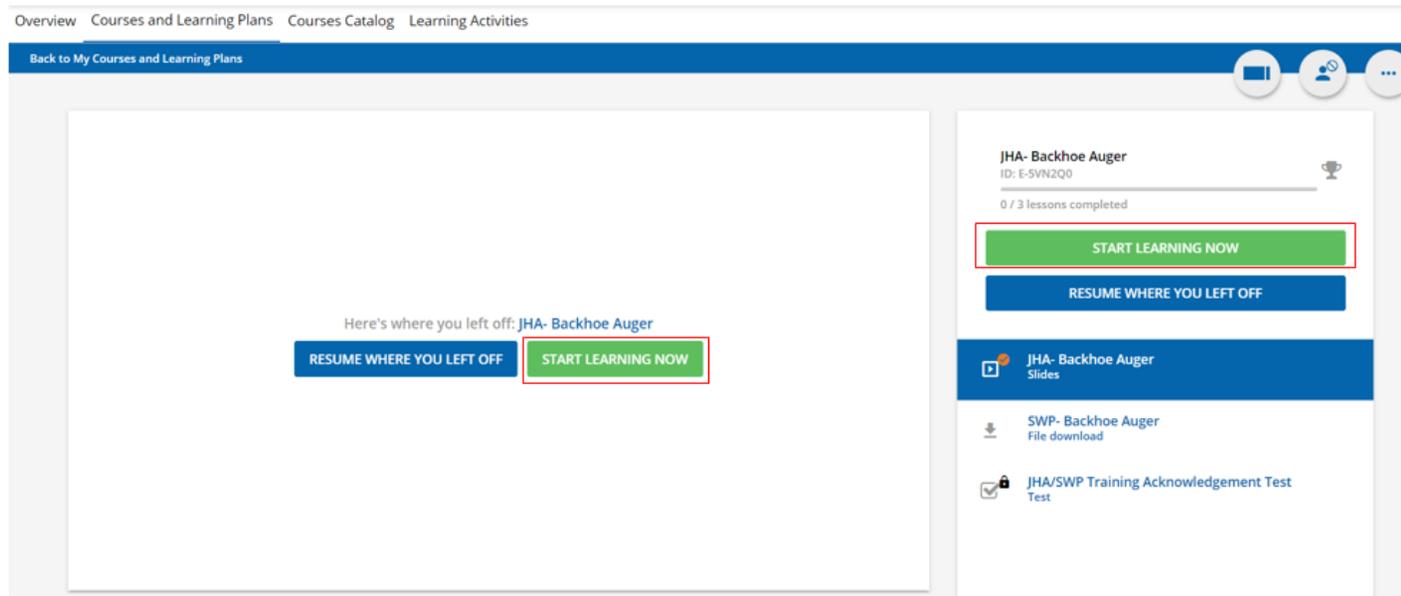
- 4) Access **My Courses and Learning Plans** and find the assigned JHA e-learning course(s).  
Click on the course to access it:



The screenshot displays the 'My Courses and Learning Plans' page. At the top, there are navigation tabs: 'Overview', 'Courses and Learning Plans' (highlighted with a red box), 'Courses Catalog', and 'Learning Activities'. Below the tabs is a header section with a blue icon of a document and the title 'My Courses and Learning Plans', followed by the subtitle 'All your courses and learning plans you're enrolled in, including all your courses in progress and completed'. A search bar with 'Search...' and a magnifying glass icon is present. Below the search bar, it says '9 items'. Three course cards are shown:

- JHA- Backhoe Auger**: Status 'Not Started'. Card features a yellow background with 'JHA' in large green letters. It is an E-Learning course.
- Foundations of Diversity, Equity and Inclusion**: Status 'In progress'. Card features a background of colorful hands. It is an E-Learning course, 1h 30m long, and expires on 11/5/2021.
- Health and Safety Job Hazard Assessment and Control**: Status 'Completed'. Card features a background of a person looking at a tablet with a warning sign. It is an E-Learning course, 1h 30m long.

5) This will open the **Course**. Select either of the **“Start Learning Now”** buttons to begin.



Overview Courses and Learning Plans Courses Catalog Learning Activities

Back to My Courses and Learning Plans

Here's where you left off: JHA- Backhoe Auger

RESUME WHERE YOU LEFT OFF START LEARNING NOW

JHA- Backhoe Auger  
ID: E-5VN2Q0  
0 / 3 lessons completed

START LEARNING NOW

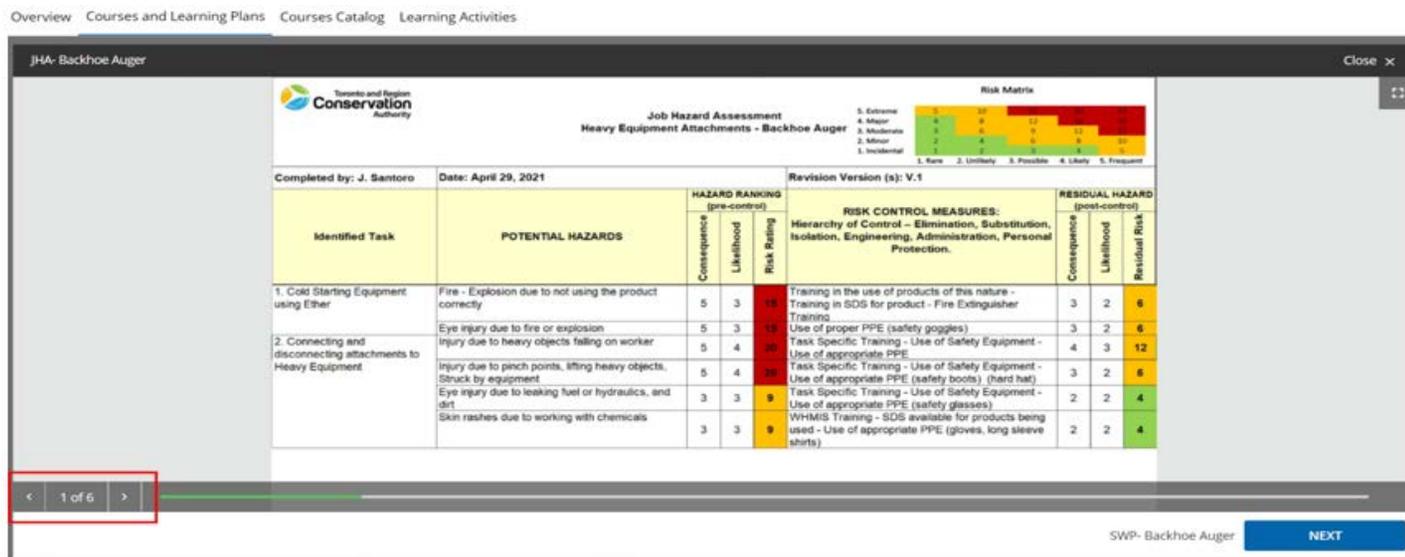
RESUME WHERE YOU LEFT OFF

JHA- Backhoe Auger Slides

SWP- Backhoe Auger  
File download

JHA/SWP Training Acknowledgement Test  
Test

6) Navigate through all the pages by using the **Arrow Keys** of the status bar. Note: the status bar appears as you hover over the next button with your mouse. Note: there is no audio/voice over narration for this course and review of the information is to be done as outlined in the COR training Module titled “Health and Safety Job Hazard Assessment and Control.”



Overview Courses and Learning Plans Courses Catalog Learning Activities

JHA- Backhoe Auger

Toronto and Region Conservation Authority

Job Hazard Assessment  
Heavy Equipment Attachments - Backhoe Auger

Risk Matrix

5. Extreme  
4. Major  
3. Moderate  
2. Minor  
1. Negligible

1. Rare 2. Unlikely 3. Possible 4. Likely 5. Frequent

Completed by: J. Santoro Date: April 29, 2021 Revision Version (s): V.1

Identified Task	POTENTIAL HAZARDS	HAZARD RANKING (pre-control)			RISK CONTROL MEASURES: Hierarchy of Control – Elimination, Substitution, Isolation, Engineering, Administration, Personal Protection.	RESIDUAL HAZARD (post-control)		
		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Residual Risk
1. Cold Starting Equipment using Ether	Fire - Explosion due to not using the product correctly	5	3	15	Training in the use of products of this nature - Training in SDS for product - Fire Extinguisher Training	3	2	6
2. Connecting and disconnecting attachments to Heavy Equipment	Eye injury due to fire or explosion	5	3	15	Use of proper PPE (safety goggles)	3	2	6
	Injury due to heavy objects falling on worker	5	4	20	Task Specific Training - Use of Safety Equipment - Use of appropriate PPE	4	3	12
	Injury due to pinch points, lifting heavy objects, Struck by equipment	5	4	20	Task Specific Training - Use of Safety Equipment - Use of appropriate PPE (safety boots) (hard hat)	3	2	6
	Eye injury due to leaking fuel or hydraulics, and dirt	3	3	9	Task Specific Training - Use of Safety Equipment - Use of appropriate PPE (safety glasses)	2	2	4
	Skin rashes due to working with chemicals	3	3	9	WHMIS Training - SDS available for products being used - Use of appropriate PPE (gloves, long sleeve shirts)	2	2	4

< 1 of 5 >

SWP- Backhoe Auger NEXT

- 7) After you have navigated through all the pages, a blue message bar will appear at the bottom indicating you have completed the first activity and can proceed to the next one. Click the **Next** button to proceed.

Overview Courses and Learning Plans Courses Catalog Learning Activities

JHA- Backhoe Auger Close x

Signature of people involved in creating and reviewing the JHA			
Name	Title/Position	Date	Signature/Initials
John Santoro	Health and Safety Specialist	29-Apr-21	J.S
Ryan Bolton	Project Manager	15-Jun-21	RB
Ted Elmirst	Supervisor, Construction	15-Jun-21	TE
Adrian Pressacco	Project Manager	15-Jun-21	AP
Rob Spambelluri	Supervisor, Construction	16-Jun-21	RS
Mike Puusa	Associate Director	16-Jun-21	MP
Mat Ward	Supervisor Construction	6/6/2021	MW
John DiRocco	Construction Supervisor	20-Jun-21	JD
Craig Mitchell	Senior Manager, Flood Infrastructure and Hydrometrics	7-Jul-21	C.M.
Tyler Cathcart	Lead Hand, Forestry Services & Nursery Production	7-Jul-21	TVC
Chris Cormack	Site Supervisor	7-Jul-21	CC
Ryan Stephenson	Project Manager	7-Jul-21	RS
Andrew Morin	Supervisor, Conservation Parks and Golf	9-Jul-21	A.M.
Joe Petta	General Manager, Conservation Parks and Golf	9-Jul-21	J.P
Mario Boisvert	Supervisor, Maintenance and Construction	9-Jul-21	M.B
Ken Rivers	Lead Hand, Conservation Parks	9-Jul-21	K.R
Neil Gauslin	Lead Hand, Conservation Parks	9-Jul-21	N.G
Jake Eleker	Building and Grounds Superintendent, LSG	9-Jul-21	J.E

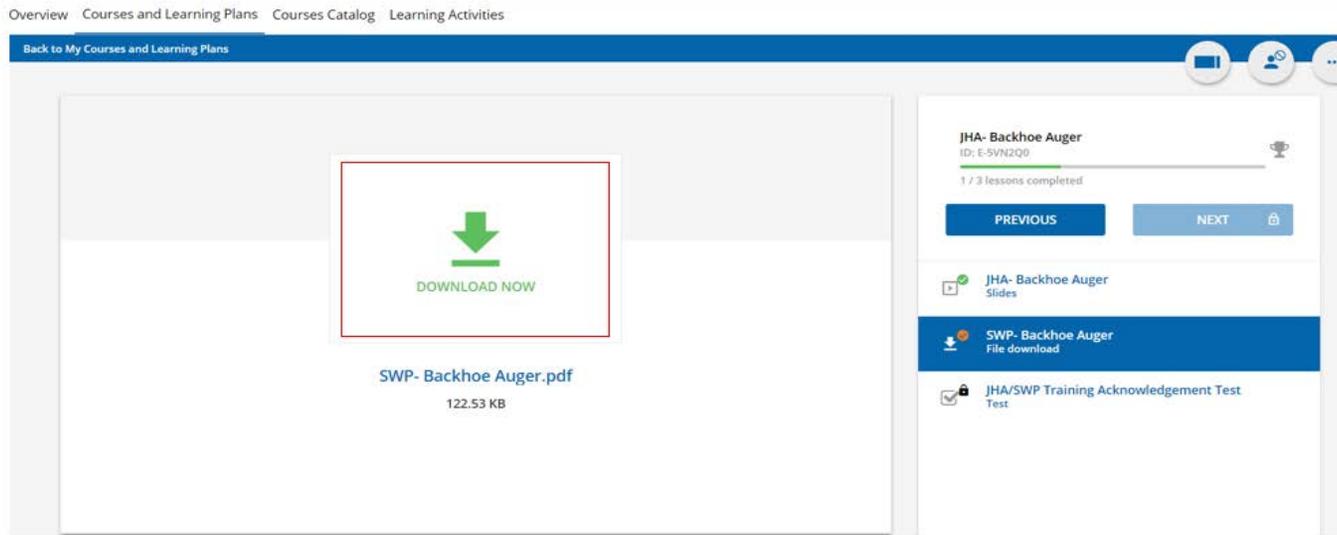
✓

< 6 of 6 >

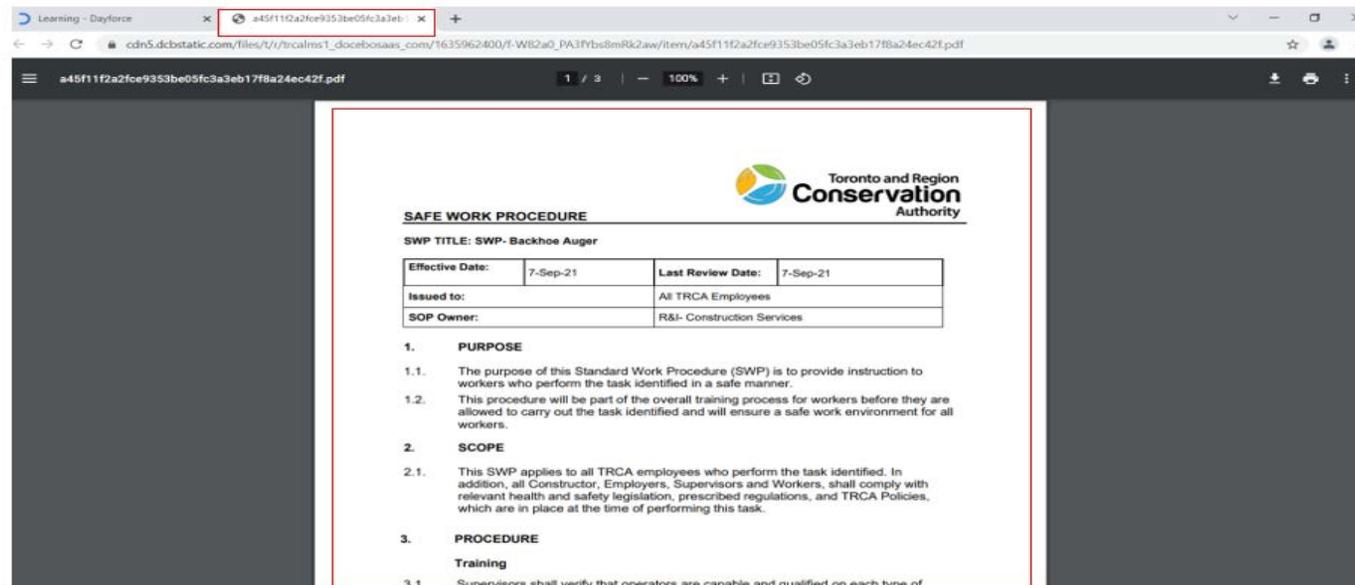
This activity is completed, you can now proceed using next or previous buttons

NEXT

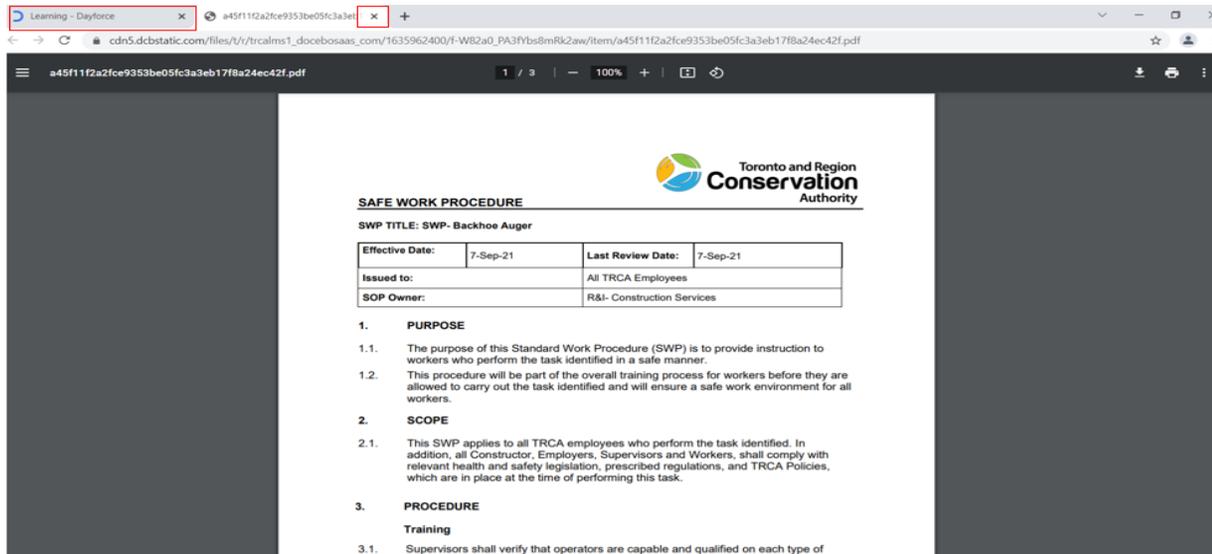
- 8) The next item to be reviewed, if applicable, in the course is the “**SWP**” file. Click the **Download Now** button in the middle of course module. Note: If the course does not have an SWP, please proceed to step #12.



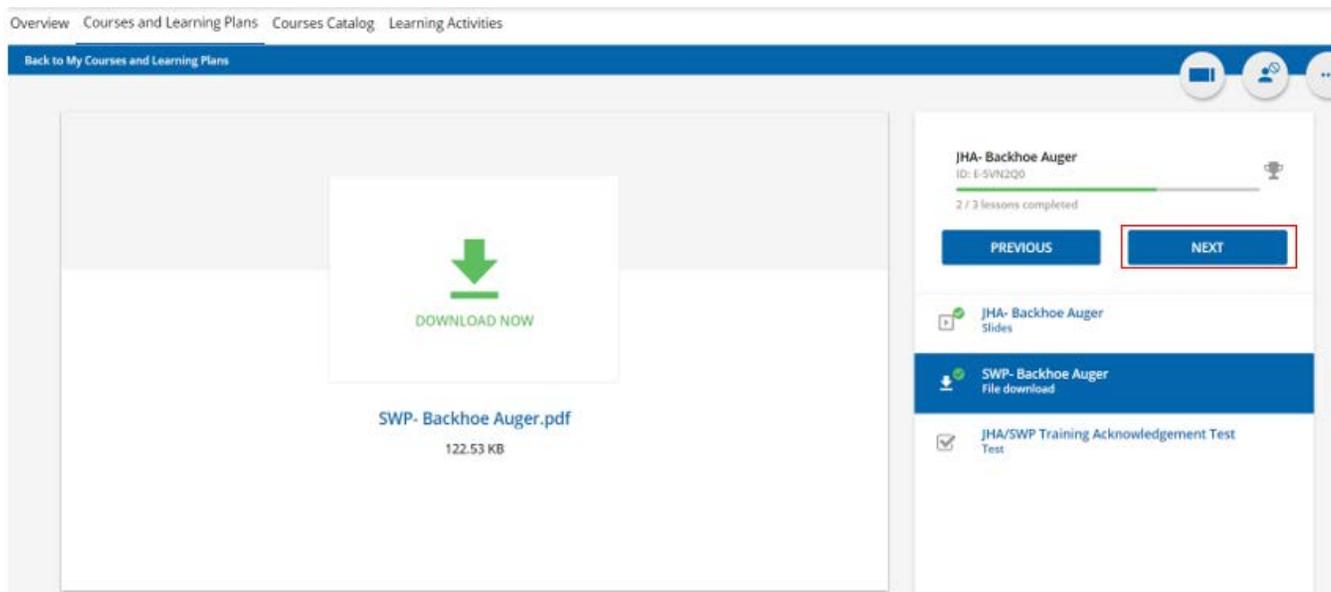
- 9) After clicking the **Download Now** button, a PDF file will open in a new tab in your internet browser. Review the full content of the PDF file.



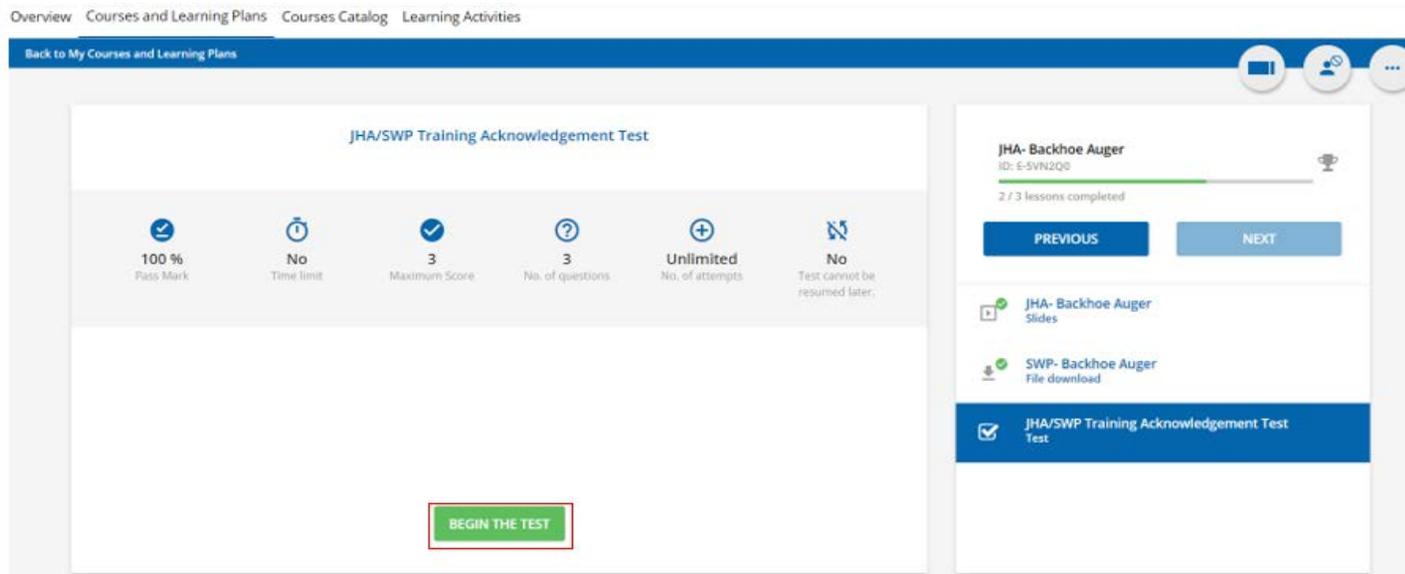
10) After reviewing the content in the PDF file, exit the PDF file tab and navigate back to the JHA course in the tab titled **“Learning-Dayforce.”**



11) The second activity is now complete, and you can proceed to the **“Training Acknowledgement Test.”** Click the **Next** button to proceed.



12) To begin the “*Training Acknowledgement Test*” click **Begin The Test**.



The screenshot shows a web interface for the "JHA/SWP Training Acknowledgement Test". At the top, there are navigation links: "Overview", "Courses and Learning Plans", "Courses Catalog", and "Learning Activities". Below this is a blue header bar with "Back to My Courses and Learning Plans" and three circular icons. The main content area is titled "JHA/SWP Training Acknowledgement Test" and features a row of six statistics: "100 % Pass Mark", "No Time limit", "3 Maximum Score", "3 No. of questions", "Unlimited No. of attempts", and "No Test cannot be resumed later.". A large green "BEGIN THE TEST" button is centered at the bottom of this section. On the right side, there is a sidebar with the course title "JHA- Backhoe Auger", ID "E-5VN2Q0", and a progress bar showing "2 / 3 lessons completed". Below this are "PREVIOUS" and "NEXT" buttons, and a list of items: "JHA- Backhoe Auger Slides", "SWP- Backhoe Auger File download", and "JHA/SWP Training Acknowledgement Test" (which is highlighted in blue).

13) After answering all questions click **Submit (Test Completed)**.

You must answer all questions to proceed with the test

Single choice  
1) I confirm I have reviewed this JHA (and any related SWP if applicable) and understand the content, including the potential hazards, required controls, required training, required PPE and physical demands associated with this task/equipment.

Yes  
 No (if selected, course will not be marked complete)

Single choice  
2) I understand that I must adequately be trained on this task/equipment prior to conducting/using.

Yes  
 No (if selected, course will not be marked complete)

Single choice  
3) I understand if I have any questions or concerns/recommendations related to this JHA, SWP and/or training I am to immediately notify my supervisor, I agree I will not start conducting the task or using the equipment until I have done so.

Yes  
 No (if selected, course will not be marked complete)

Page 1 of 1

[LEAVE TEST](#) [SUBMIT \(TEST COMPLETED\)](#)



14) After submitting, your results will appear. If passed, click **Back to Course**. If you have not passed the test, you must retake by clicking **Retake The Test**.

JHA/SWP Training Acknowledgement Test

 **Passed!**  
Total score: 100 %

[SHOW YOUR ANSWERS](#) [RETAKE THE TEST](#)

[BACK TO COURSE](#)

15) Once back, a green message box will appear at the bottom indicating you have completed the course.



Passed!

Total score: 100 %

SHOW YOUR ANSWERS

RETAKE THE TEST



You have completed the course.

JHA- Backhoe Auger

ID: E-5VN2Q0



3 / 3 lessons completed

PREVIOUS

NEXT



JHA- Backhoe Auger  
Slides



SWP- Backhoe Auger  
File download



JHA/SWP Training Acknowledgement Test