

MEMORANDUM

DATE: June 13, 2022

TO: All Employees

FROM: Human Resources

RE: Health and Safety Certifications via LMS

We are excited to share we have uploaded all employees' **active Health and Safety Certifications, including certification expiration dates (where applicable)**, into employee Learning records located on our Learning Management System (LMS) in Ceridian Dayforce.

Applicable certificates for employees were collected by each divisions admin teams and provided to HR for upload. (Thank you admin teams!)

The criteria used for these uploads was:

- Health and Safety certificates that are currently active (not expired); and
- Certificates issued by a 3rd party vendor (i.e., First Aid Training, Working at Heights etc.) or through specific TRCA certificate-based training (i.e., Basic/Advanced Chainsaw, Water Safety Training)

To ensure nothing was missed, we ask that all employees go into their Ceridian Dayforce profile to view the certifications that have been uploaded, if applicable. If any certifications are missing, please follow the instructions below for future/ongoing certificate uploads.

Please refer to the "[LMS-Employee Guide](#)" located on the StaffHub, starting on page 28, to view the certifications that have been uploaded to your learning records.

Reminder, supervisors/managers can review training and certification records for your direct employees. Please refer to the "[LMS-Supervisor/Manager Guide](#)" located on the StaffHub.

Future/Ongoing Certificate Uploads:

For new Health and Safety Certifications to be added to your learning records in the LMS, please email a copy to Learning@trca.ca. HR staff will monitor this email and upload training certifications on a bi-weekly basis.

Note: New staff are also advised in their onboarding checklist to send applicable Health and Safety Certificates to Learning@trca.ca for upload.

Certification Expiration and Recertification Process:

The Health and Safety team will be running regular reports several months in advance of impending H&S certification expirations to ensure where recertification is required (as determined by the supervisor) training is coordinated and completed in a timely manner. This makes it extremely important that all completed H&S certification training is provided to the learning team as noted above in a timely manner.

Note: Employees and supervisors/managers will receive automatic notifications of upcoming expiring certifications from notify@dayforce.com for **FYI purposes only**; no action is required for these notifications.

If you have any questions, please contact your supervisor or Human Resources via hr@trca.ca.

Thank you,

Human Resources