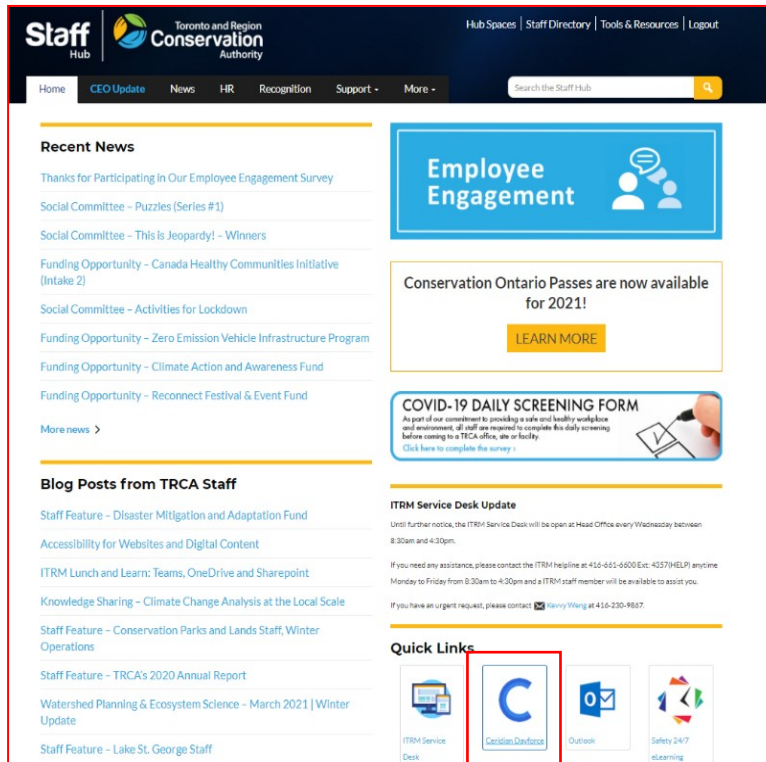


How to Complete Safety Talk Courses

Please follow these steps to complete your assigned Safety Talk course. Note: the course will take approximately 5 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 Hub Spaces, Staff Directory, Tools & Resources, and Logout. Below the navigation bar, there are sections for Recent News, Blog Posts from TRCA Staff, and Quick Links. The Quick Links section contains four icons: ITRM Service Desk, Ceridian Dayforce (highlighted with a red box), Outlook, and Safety 24/7 Learning.

Staff Hub | Toronto and Region Conservation Authority

Hub Spaces | Staff Directory | Tools & Resources | Logout

Home | CEO Update | News | HR | Recognition | Support | More | Search the Staff Hub

Recent News

- 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
- Funding Opportunity - Reconnect Festival & Event Fund

[More news >](#)

Blog Posts from TRCA Staff

- 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
- Staff Feature - Lake St. George Staff

Employee Engagement

Conservation Ontario Passes are now available for 2021!

[LEARN MORE](#)

COVID-19 DAILY SCREENING FORM

As part of our commitment to providing a safe and healthy workplace and environment, all staff are required to complete this daily screening before coming to a TRCA office, site or facility.

[Click here to complete the survey >](#)

ITRM Service Desk Update

Until further notice, the ITRM Service Desk will be open at Head Office every Wednesday between 8:30am and 4:30pm.

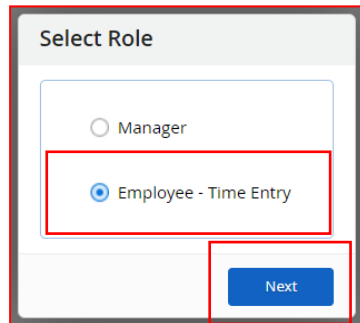
If you need any assistance, please contact the ITRM helpline at 416-665-6600 Ext. 40370(HELP) anytime Monday to Friday from 8:30am to 4:30pm and a ITRM staff member will be available to assist you.

If you have an urgent request, please contact [Henry Wang](#) at 416-230-9867.

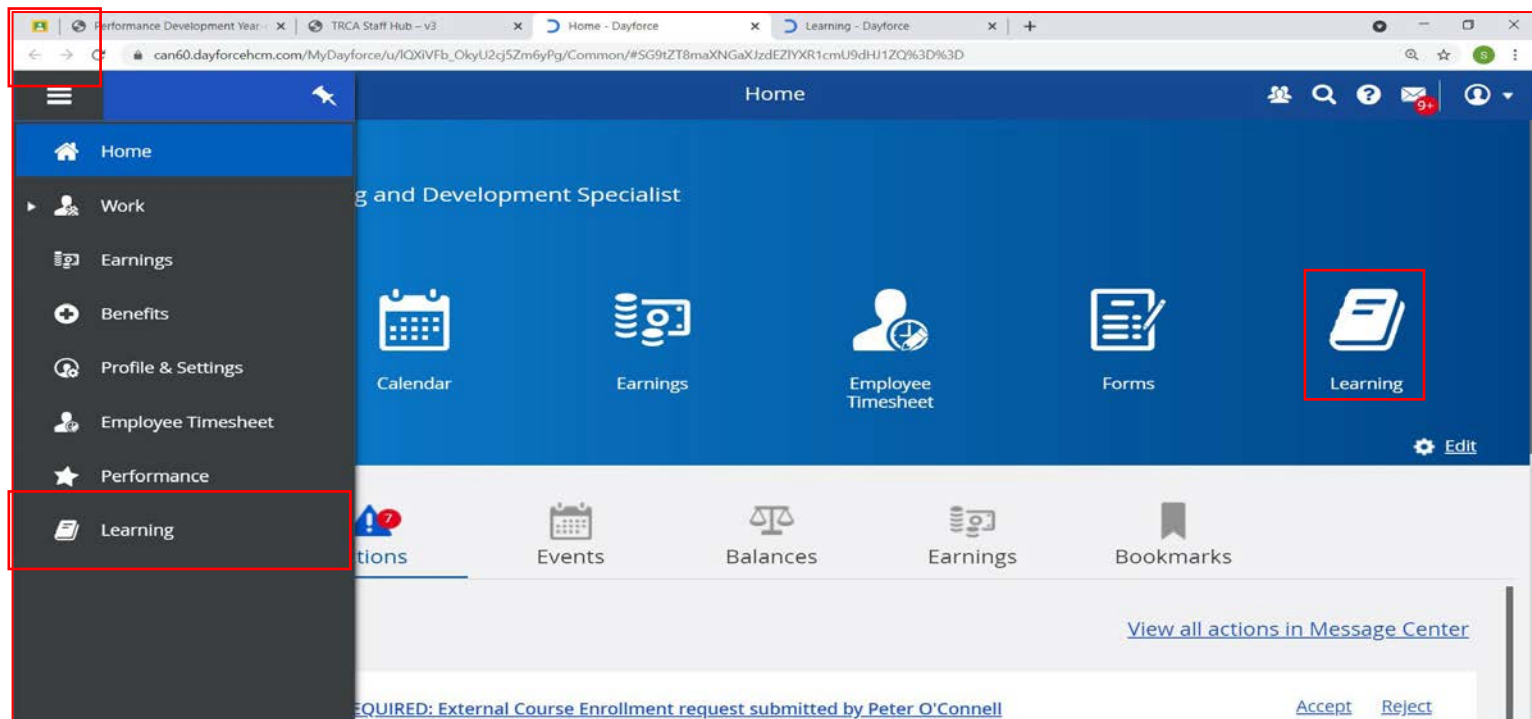
Quick Links

- ITRM Service Desk
- Ceridian Dayforce**
- Outlook
- 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:



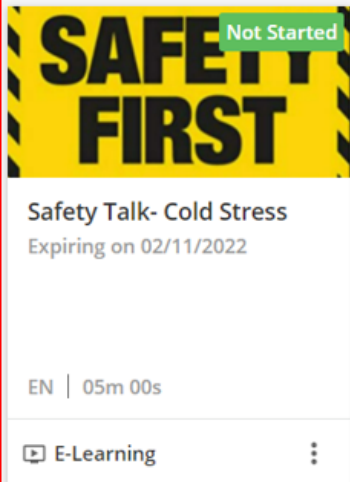
- 4) Access **My Courses and Learning Plans** and find the assigned Safety Talk course.
Click on the course to access it:

Overview **Courses and Learning Plans** Courses Catalog Learning Activities

 **My Courses and Learning Plans**
All your courses and learning plans you're enrolled in, including all your courses in progress and completed

 FILTERS Search... 



19 items

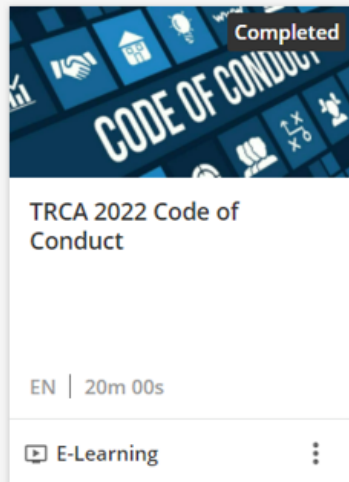


SAFETY FIRST Not Started

Safety Talk- Cold Stress
Expiring on 02/11/2022

EN | 05m 00s



 E-Learning 

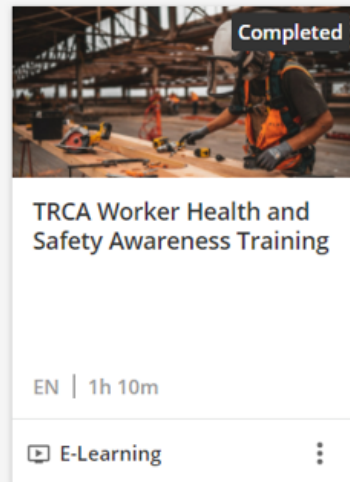


CODE OF CONDUCT Completed

TRCA 2022 Code of Conduct

EN | 20m 00s



 E-Learning 



Completed

TRCA Worker Health and Safety Awareness Training


EN | 1h 10m

 E-Learning 

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



Safety Talk- Cold Stress
ID: E-7VRL2V

0 / 2 lessons completed

START LEARNING NOW

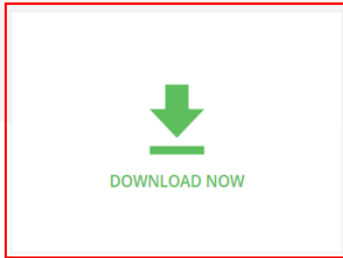
 **Safety Talk- Cold Stress**
File download

☒ **Training Acknowledgement Test**
Test

6) Click the **Download Now** button in the middle of course module.

Overview Courses and Learning Plans Courses Catalog Learning Activities

Back to My Courses and Learning Plans




Cold Stress.pdf
417.15 KB

Safety Talk- Cold Stress
ID: E-7VRL2V

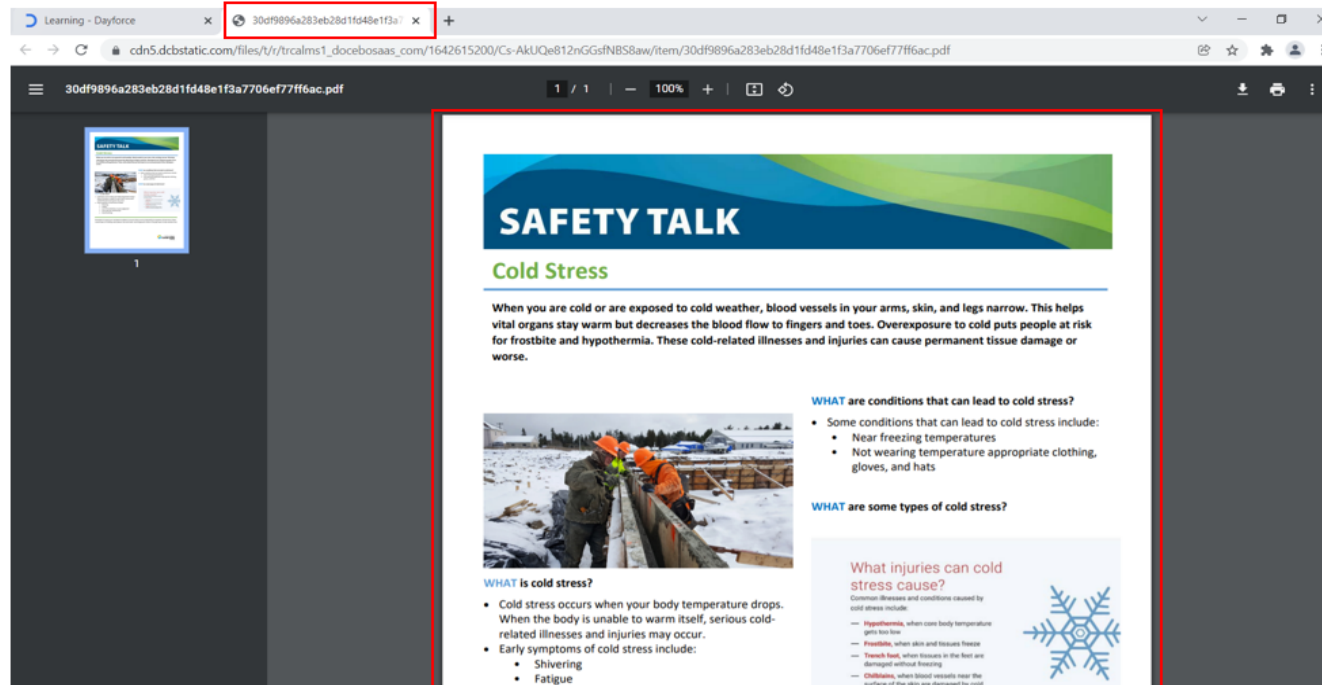
0 / 2 lessons completed

PREVIOUS NEXT

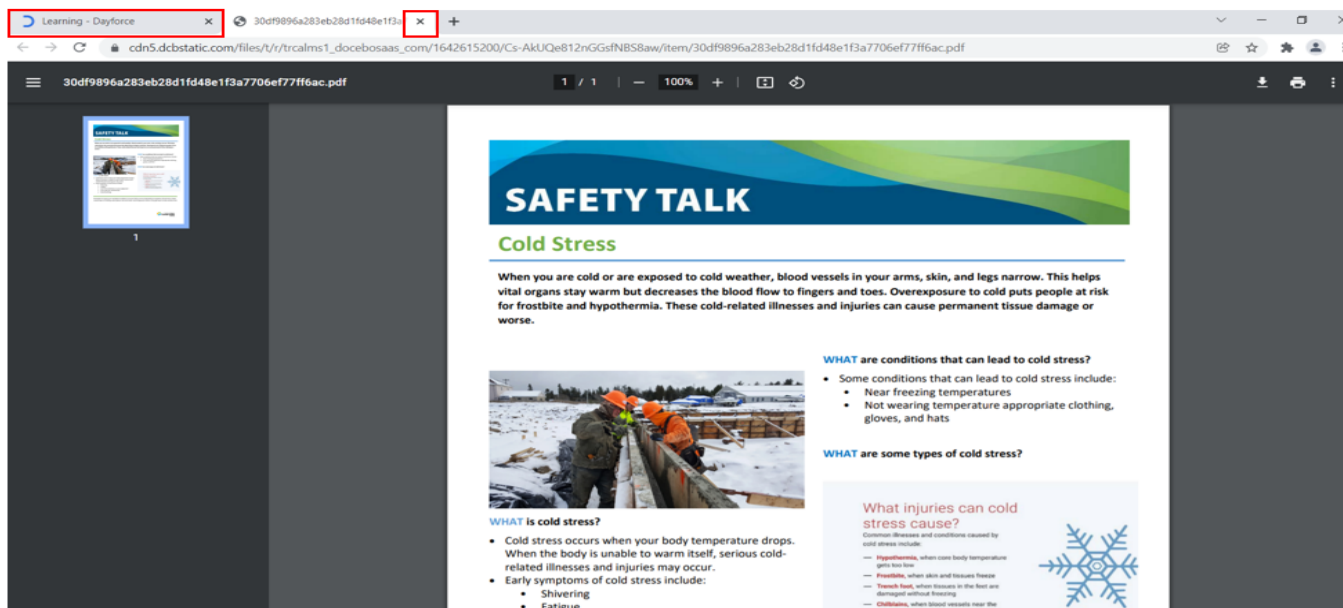
 **Safety Talk- Cold Stress**
File download

☒ **Training Acknowledgement Test**
Test

- 7) 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.




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



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

Overview Courses and Learning Plans Courses Catalog Learning Activities

Back to My Courses and Learning Plans



DOWNLOAD NOW

Cold Stress.pdf
417.15 KB

Safety Talk- Cold Stress
ID: E-7VRL2V
1 / 2 lessons completed

PREVIOUS NEXT

Safety Talk- Cold Stress
File download







☒ Training Acknowledgement Test
Test

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

Overview Courses and Learning Plans Courses Catalog Learning Activities

Back to My Courses and Learning Plans

Training Acknowledgement Test

 100 % Pass Mark	 No Time limit	 2 Maximum Score	 2 No. of questions	 Unlimited No. of attempts	 No Test cannot be resumed later.
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BEGIN THE TEST

Safety Talk- Cold Stress
ID: E-7VRL2V
1 / 2 lessons completed

PREVIOUS NEXT

Safety Talk- Cold Stress
File download

☒ Training Acknowledgement Test
Test

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

Overview Courses and Learning Plans Courses Catalog Learning Activities

Training Acknowledgement Test

You must answer all questions to proceed with the test

Single choice
1) I confirm I have reviewed this safety talk and understand the content.

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

Single choice
2) I understand if I have any questions or concerns related to this safety talk I am immediately to notify my supervisor.

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


Page 1 of 1

LEAVE TEST **SUBMIT (TEST COMPLETED)**

12) 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**.

Overview Courses and Learning Plans Courses Catalog Learning Activities

Training Acknowledgement Test

 **Passed!**
Total score: 100 %


SHOW YOUR ANSWERS **RETAKE THE TEST**

BACK TO COURSE


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

Overview Courses and Learning Plans Courses Catalog Learning Activities


Back to My Courses and Learning Plans


 **Passed!**
Total score: 100 %


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

Safety Talk- Cold Stress 
ID: E-7VRL2V
2 / 2 lessons completed

[PREVIOUS](#) [NEXT](#)

 **Safety Talk- Cold Stress**
File download

 **Training Acknowledgement Test**
Test


You have completed the course.