



SAFETY DIRECTOR MESSAGE



LEARNING MANAGEMENT SYSTEM (LMS) NEW FEATURE: COURSE EXPIRATION DATES

A new feature has been added to the LMS to help track expiring or overdue regulatory training courses. This feature will allow users and supervisors to see which training courses are set to expire and by what date on the LMS website.

Email communication will also be used to inform users of expired courses. This feature is designed to help clients monitor the frequency of the training courses offered through the LMS.

Certain PEOSH standards specifically require retraining annually or bi-annually. However, PEOSH does not specify a retraining frequency for all standards. As a best practice, it is recommended that retraining is conducted every 3 years.

Please keep in mind that some PEOSH standards require retraining when certain circumstances arise. It is the employer's responsibility to note these circumstances and retrain accordingly:

- Accident or Near Miss Occurs
- Job Assignments Change
- New Equipment
- Changes to Procedures or Operations
- Inadequacies in the Employee's Knowledge
- New Hazards are Identified
- Changes to the Standard
- Deficiencies Noted While Observing Employees Performing Tasks

Department Supervisors and Managers, who do not already have access to their employees' learning histories, should contact the MSI Helpdesk at 1-866-661-5120 or MSI@jamontgomery.com to request to become a Senior Reporting Manager within the LMS.

Within the LMS, Senior Reporting Manager functions include, but are not limited to:

- Activating User Accounts for Employees
- Registering Employees for MSI LIVE and MSI NOW Courses
- Running Learning History Reports
- Accessing and Printing Employee Course Certificates

In addition, there is a Senior Reporting Manager Guide available on [MSI Learning Management System](#).