

# DUNK & ASSOCIATES / SYSTEMS 24-7 NEWS 24-7

*Happy New Year!*

THE  
**100<sup>TH</sup>**  
ISSUE

**In this issue:**  
Name our Mascots!



**Featured Article:**  
Resolutions are Good for Business

Introducing Dunk & Associates' new newsletter, combining all your important updates into one location.

Click icons to jump ahead to sections



**TECHNOLOGY  
UPDATES**



**SAFETY  
UPDATES**



**EXCELLENCE  
UPDATES**



**HR  
UPDATES**



**WELLNESS  
UPDATES**

# HELP US NAME OUR MASCOTS!

We are the new mascots  
for Dunk & Associates/  
Systems 24-7.

Let us know what you think  
of our new mascots at  
[communications@systems24-7.com](mailto:communications@systems24-7.com)



Here at Dunk, we are constantly trying to improve our reader's experience.

**We need to name our cute new friends so they can get to work!**

Send in your names to [communications@systems24-7.com](mailto:communications@systems24-7.com)  
to be featured in our next newsletter!

# TECHNOLOGY UPDATES

## ANNOUNCEMENTS

### Report It: NOW LIVE!

We are excited to let you know that the new Report It feature is launched on Systems 24-7 and is currently in BETA testing. This is a large, brand-new, and robust feature, which will allow companies the ability to develop any form online for documentation and tracking. You'll also be able to add a unique process for verification and approval. This would be a tool that could be used for a variety of purposes, such as accident/incident investigation forms, work refusals, vacation requests, workplace inspections, timesheets, hazard reports, discipline records, and more.

As with all our tools, the forms that you create are permission-based, meaning they are only made available to employees based on their access and permission level. Submitted forms are then tracked on Systems 24-7 for reporting and documentation by managers/supervisors and other administrators.

The screenshot displays the 'Report Tools' interface. On the left is a sidebar with sections: 'Report Tools' (with a 'Preview Whole Report' button), 'Template Library' (with an 'Add From Library' button), 'Add Element' (with options for Section, Text Area, Image, Line, Spacer, and Table), 'Preset Form Item' (with various form fields like First Name, Last Name, Language, Employee #, Username, Phone Number, Street Address, Country, Province/State, Report #, Select User, and Filled Item), and 'Add Question Type' (with options for Radio, Dropdown, File Upload, Checkbox, Date, Time, and Open). The main area shows a form titled 'Daily Fall Arrest System Inspection Form' with a language selector set to 'English'. The form has three tabs: 'Equipment Specifications', 'Labels & Markings', and 'Hardware'. The 'Equipment Specifications' tab is active, showing four text input fields: 'Company: \*', 'Manufacturer: \*', 'Model: \*', and 'Serial #: \*'. Each field has a plus icon on the left and a lock, checkmark, and X icon on the right. At the bottom right of the form are 'Preview Page' and 'Save Report' buttons.

If you're interested in using this feature, please email [support@systems24-7.com](mailto:support@systems24-7.com).

# TECHNOLOGY UPDATES

## UPDATES TO SYSTEMS 24-7

### New Course: MSD & Me

This new course is designed to replace Back Care (health care and retail), ergonomics, and Musculoskeletal Disorders (workers and managers). This course has 6 modules that include video, animation, and activities to keep learning engaging. We want to provide you with time to communicate - on January 1, Dunk & Associates will be removing the old courses from your training profile and replacing them with the new MSD & Me course. Employees will receive this new course as incomplete training. This is because MSDs continue to be the highest-rated hazard in the workplace, so taking this new and updated training will assist in reducing the risks



## PRODUCT SPOTLIGHT

The **All-in-One** feature allows administrators to group together certain tasks or training within a single page. It provides ease and clarity for the user on what is required to be completed. You can select any type of item on the system, for example, training, policies, forms, etc. All items will be placed on an online checklist, and users will be able to complete each item within that page just by clicking on them. This is a great tool for creating an employee journey. For example, create an All-in-One with items for a new employee's orientation, or things they should do within their first 90 days of hire, etc.



Interested in seeing the All-in-One in action, join our next Learning Systems 24-7 webinar, or email us at [support@systems24-7.com](mailto:support@systems24-7.com).

## Compliance Packages Posted

For those clients using our Safety or HR Professional Services, your compliance packages are posted. Log on to **Systems 24-7** and select the Compliance Package feature to view your instructions.

For health and safety, all assignments must be completed to keep your program in compliance.

# SAFETY UPDATES

## COMING SOON

### Coming Soon: Naloxone Training

The Ontario government is launching a first-of-its-kind program to make free naloxone kits (and free training) available at workplaces where there is a risk of staff witnessing or experiencing an opioid overdose.

In 2021, 2,819 people died from opioid-related causes in Ontario – the highest number on record and up from 366 in 2003. Naloxone is a life-saving medication that can temporarily reverse an opioid overdose, restore breathing within two to five minutes, and allow time for medical help to arrive.

Of the workers who died from opioid-related causes last year, 30% were employed in construction – by far the most impacted industry. Bars and nightclubs have also seen increased opioid usage and accidental overdoses, often because of recreational drugs laced with deadly opioids.

Dunk & Associates will be creating Naloxone training compliant with the Occupational Health and Safety Act for our Ontario employers who require it. We are aiming to have this training available on Systems 24-7 by late February/March. To read more about this from the Ontario Government, click here:

<https://www.ontario.ca/page/naloxone-workplace>  
**Ontario Regulation 559/22**



# SAFETY AND HR UPDATES

## ANNOUNCEMENT

### Respect in the Workplace: To be Assigned Tuesday, January 3rd.

Respect can be defined as consideration for self and of others. Respect in the workplace is important as it leads to better employee morale, increased productivity, and a better working environment.

For all our HR professional service clients, Dunk & Associates will be assigning “Respect in the Workplace” to your mandatory training on January 3rd. The course reviews practices of respect, respect in the workplace, respectful communication, and disrespect in the workplace.

If you have any questions, please email [support@systems24-7.com](mailto:support@systems24-7.com).



## Recent Important Legislation Updates

When the law changes, it rarely hits the mainstream news. Don't worry, Dunk & Associates does the work for you! Each month we monitor the changes and communicate them to you here! If the update has or will result in changes to training, we are responsible for making them. For our private Health and Safety or HR clients, we update an relevant policies and programs and communicate with you regarding any changes in your compliance packages.

To see a list of recent changes, please [click here](#).





# RESOLUTIONS

1.

In January, we are focusing on desks and office spaces. Don't have a designated desk, then help the supervisor/manager in their office.

2.

February is clean that closet month – we will tackle every storage closet in the building (or in our home office). Using totes, baskets and shelving – we will get the organization we need.

3.

March is pathway month! All walking pathways to be cleared and protected from future clutter and hazards.

## FEATURED ARTICLE

### Resolutions are Good for Business

January means a time of planning for the new year and setting out goals and objectives. In 2023, we suggest adding some New Year Resolutions for your company. Making commitments to each other, your clients, visitors and staff on your services, gratitude, and deliverables. Whether on a construction site, in a retail store, a hospital, car wash or working the farm, we can all set resolutions for our workplaces.

*For example:*

*In 2023 we resolve to express gratitude. Each month we will recognize two employees, one for outstanding performance/service and the other for their steadfastness and consistency of a job well done (the unsung hero). Once a month we will have a customer/client appreciation day with prizes and discounts on services. Watch our social media channels to learn more!*

**Simple, meaningful, and positive;** that is what your workplace resolutions can be. The key is to work on your resolution each month. You are not out to change the world, but to impact your little space in it.

Want something more safety-related? Try housekeeping. Resolve to organize and tidy your workplace. Order and structure really settle the mind and leaves us all with a sense of accomplishment.

*For example:*

*In January, we are focusing on desks and office spaces. Don't have a designated desk, then help the supervisor/manager in their office.*

*February is clean that closet month – we will tackle every storage closet in the building (or in our home office). Using totes, baskets and shelving – we will get the organization we need.*

*March is pathway month! All walking pathways to be cleared and protected from future clutter and hazards.*

*Etc., etc.... you get the picture.*

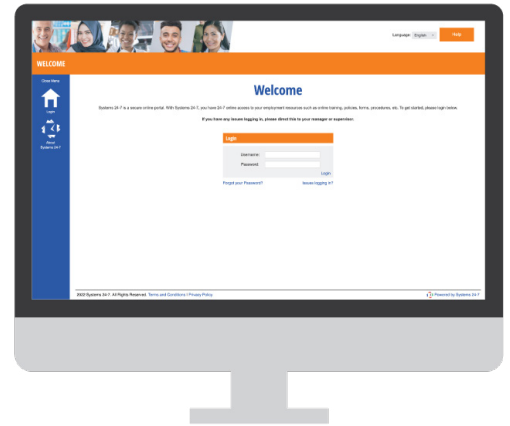
Give it some thought! Can you make workplace resolutions that have a year long lasting impact? No harm in trying! Check back in December and see how you did! Happy New Year and set those resolutions!

# EXCELLENCE UPDATES

## ANNOUNCEMENTS

### Dunk Excellence Portal Changes

For our regular HSEp members, to make it easier for you to find past articles and tips, we have posted all of these for you on your Excellence portal. Now you always have access to them! If you want to read more about a particular Excellence step (like how to succeed during a validation), log on to your Excellence portal and select the “More Posts” option under the Excellence Articles. Here, you will see a summary of all our posted articles!



## UPCOMING HSEp WEBINARS

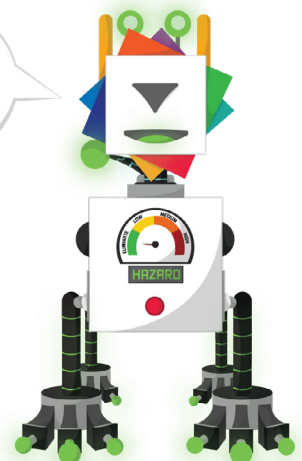
### MANDATORY: Excellence Guidance and Instruction

Tuesday, January 10, 2023 | 9:00am - 11:00am EST



This webinar is mandatory for both regular HSEp and Small Business members. Learning the requirements of the WSIB Excellence Program is an ongoing job. Get some help, review what is required and ask your questions! Join our quarterly webinar to learn the why, how and when of the Excellence Program. Every presentation is different. We also provide updates on Provincial requirements and discuss “hot topics”. The only stupid question is the one you don’t ask!

**Small Business HSEp are only required to attend the first two parts of this webinar.**






# EXCELLENCE UPDATES

## HSEp Registration

HSEp operates on a rolling enrollment. However, for many of our firms, you still participate from January-December of each year. With the New Year quickly approaching, do not forget to re-enroll to participate again!

Please find the registration for the regular HSEp (100+ employees). If you have 99 employees or less, here is the registration form for the Small Business HSEp, which has been extended for another year. If you have any questions about the programs, and which to select, please contact us at [excellence@systems24-7.com](mailto:excellence@systems24-7.com)



**DUNK & ASSOCIATES INC.  
WSIB HEALTH & SAFETY EXCELLENCE PROGRAM (HSEp)**

**WHAT IS THE HSEp?**  
2020 launched the WSIB's HSEp that recognizes an Employer's and workplace's efforts in safety. This new program integrates the strengths of the previous WSIB Small Business, Safety Groups, and Workwell programs. This new model provides a clear road map for Ontario businesses to improve health and safety and achieve recognition and will help make Ontario a healthier and safer place to work.

Whether you are just getting started or want to optimize systems and processes you already have in place, the Excellence program can help you reach your goals.

Participants can earn both financial and non-financial rewards and create safer workplaces.

**Dunk & Associates does not take a percentage of the Employer earned rebate; we never have, and we never will.**

**WHAT DUNK OFFERS?**  
Dunk & Associates offers more than just documents and legal jargon. We engage with each firm and meet you where you are at on your safety journey. Whether one employee or 10,000, we have the resources to assist you in building your safety program.

Dunk & Associates is an approved provider of the HSEp in Ontario. We have been a provider with the WSIB in the Safety Groups program since 2003 and are now one of the most experienced approved providers for the HSEp. We are "leaders in safety" and our team of professionals is comprised of a variety of specialists in safety, human resources, claims management, and administrative supports. Dunk is only a phone call away to our HSEp members. We specialize in making the journey simple for safety. With a client base of more than 2000 workplaces, Dunk has the system, training programs, templates, procedures and fully vetted content for you, with unlimited access to your business. We provide online services, e-learning and simple processes with fully developed supports for every sector in Ontario. This includes those regulated by the Canadian Labour Code.

Visit [www.systems24-7.com](http://www.systems24-7.com), call 1-866-754-8839 or email [excellence@systems24-7.com](mailto:excellence@systems24-7.com) to learn more.

**HSEp Information Package for employers with 100+ employees**

**DOWNLOAD**



**DUNK & ASSOCIATES INC.  
SMALL BUSINESS HSEp**

Dunk & Associates is proud to participate in the WSIB's Small Business HSEp! This program is designed for small to medium-sized employers (1-99 employees) who are struggling to implement health and safety, have no health and safety, or are looking for financial relief. The WSIB is providing additional benefits to smaller businesses which includes double the rebates and up to \$1000 to put towards their provider fees until December 31, 2023. Dunk & Associate's pre-scripted program is designed exclusively to create a simple, achievable program for small businesses. This is a limited opportunity for a limited enrollment of firms with Dunk & Associates.

**WHAT IS HSEp?**  
Launched in 2020, the WSIB Health & Safety Excellence program (HSEp) recognizes an Employer's and workplace's efforts in safety. This program integrates the strengths of the previous WSIB Small Business, Safety Groups, and Workwell programs. This new model provides a clear road map for Ontario businesses to improve health and safety initiatives in the workplace, achieve recognition, and help make Ontario a healthier and safer place to work. Participants can earn both financial and non-financial rewards and create safer workplaces. HSEp allows businesses to invest in their health and safety programs and receive a portion of that investment back. Don't miss this opportunity to grow your program, participate and get rewarded!

Visit [www.systems24-7.com](http://www.systems24-7.com), call 1-866-754-8839 or email [excellence@systems24-7.com](mailto:excellence@systems24-7.com) to learn more.

**Small Business HSEp Information Package for employers with 1-99 employees**

**DOWNLOAD**

# JANUARY WEBINARS

Register now for our monthly webinar



## READY SET GO

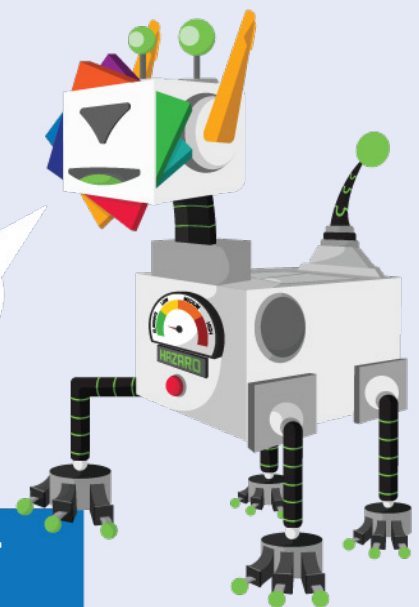
Wednesday, January 18, 2023 | 1:00pm - 2:00pm EST

January is the month to set-up and plan your year in Safety. From required postings to annual training obligations, learn what you must do, what you should do, and what not to do when running a safety program. Often employers over train, have policies that are not meaningful and miss required postings, reviews, and signoffs. Come learn what to do, when and how!

[REGISTER](#)

Registration is **free** to all our monthly webinars. Seats are limited, register today!

[2023 WEBINAR LIST](#)



# WELLNESS UPDATES

## 2023 WELLNESS CALENDAR


Building wellness into your daily activities can take some time. Learning new habits takes work! Each year Dunk & Associates publishes a wellness calendar full of activities, daily tips and monthly mottos. Each month is different from the next and includes fun challenges to help with work wellness and work-life balance.

Click [here](#) for this month’s calendar or download the entire year below!



**2023 FULL COLOUR & INTERACTIVE**

**Download**



**2023 BLACK AND WHITE**  
*(Printer friendly)*

**Download**

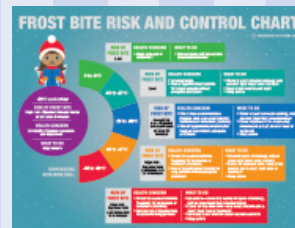
## YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



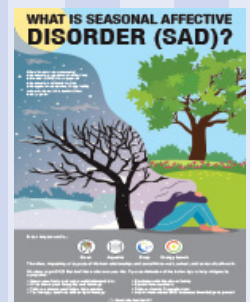
Click on each image to expand and download



Be a germ buster!



Frost bite risk and control chart



What is seasonal affective disorder

**THANKS FOR READING.  
SEE YOU NEXT MONTH!**

