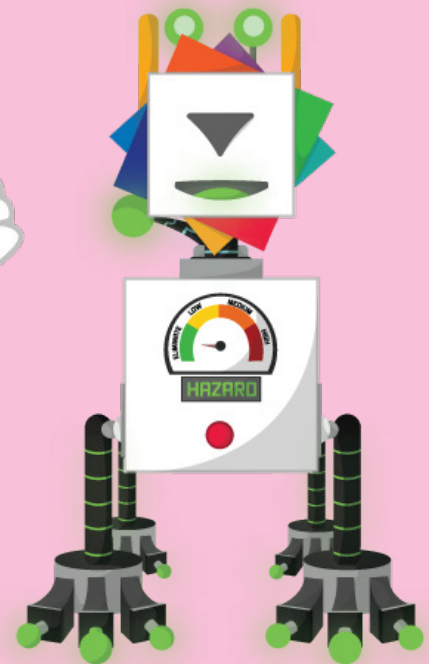


DUNK & ASSOCIATES / SYSTEMS 24-7 NEWS 24-7

Save the Date:
Systems 24-7 Expo

Featured Article:
Why is Safety and/or HR Services
with Dunk & Associates a Benefit to
Your Business

Featured Article:
It's Good to Be
Sneaky



Dunk & Associates Closed February 17th & 20th for Family Day.

This is our second issue of our new magazine newsletter style. Let us know how are you liking it by emailing communications@systems24-7.com

Click icons to jump ahead to sections



**TECHNOLOGY
UPDATES**



**SAFETY
UPDATES**



**EXCELLENCE
UPDATES**



**LEGISLATION
UPDATES**



**HR
UPDATES**



**WELLNESS
UPDATES**

SAVE THE DATE!

05/16/23

SYSTEMS 24-7 EXPO

SYSTEMS 24-7
EXPO

Join us in Mississauga, Ontario on
Tuesday, May 16th for the Systems 24-7 Expo!

EVENT DETAILS

Location: Mississauga Convention Centre

This all-day event will include:

- Informative conversations on hot topics in Health & Safety, Human Resources, Wellness, and Technology
- Soft skills development for managers/supervisors
- Launch and overview of exciting new features on Systems 24-7, including Report It and eBoards
- Celebration of Nancy Dunk's retirement
- Vendor fair with prizes
- Opportunities for networking* with other professionals
- Conference bag with goodies
- Lunch and refreshments

* This is an excellent opportunity for those in HSEp taking their Networking topic.

WHO'S INVITED?

Everyone, near or far. More information to come so save the date!



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 (one of the final steps in software development where testing is done by target users). 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.

Report Tools

- Preview Whole Report
- Template Library
- Add From Library
- Add Element
 - Section
 - Text Area
 - Image
 - Line
 - Spacer
 - Table
- Preset Form Item
 - First Name
 - Last Name
 - Language
 - Employee #
 - Username
 - Phone Number
 - Street Address
 - Country
 - Province/State
 - Report #
 - Select User
 - Filled Item
- Add Question Type
 - Radio
 - Dropdown
 - File Upload
 - Checkbox
 - Date
 - Time
 - Open

Daily Fall Arrest System Inspection Form

English

Equipment Specifications x Labels & Markings x Hardware x Add Page Build Theme

Company: *

Manufacturer: *

Model: *

Serial #: *

Preview Page Save Report

If you're interested in using this feature, please email support@systems24-7.com.

TECHNOLOGY UPDATES

UPDATES TO SYSTEMS 24-7

New Course: Crane Safety Awareness

This course discusses the hazards and safe work practices associated with cranes. It covers various types of cranes, as well as operator responsibilities, safe practices, inspections, shutdown and maintenance.

Disclaimer: This course provides an overview of crane safety only and is not designed to substitute for certified operator training. Only certified operators shall operate cranes.



PRODUCT SPOTLIGHT

Event Scheduler

Managing classroom training sessions, workplace inspections, monthly meetings, etc. can be a challenging task. The event scheduler allows you to schedule events through the portal, control registrations and confirm attendance. Administrators can print attendance sheets, upload sign-in records, track who attended and who missed it, e-mail participants, generate certificates and report on completion.



An event isn't just for organizing training, it could be a wellness conference, an inspection, a staff social gathering, etc.

Do you have external trainers come into your workplace? No problem. You can allow third-party access to a specific event to allow the training provider the ability to confirm attendance themselves. Take a back seat when organizing and managing external training.

For more information on this feature, email us at 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 AND HR UPDATES

COMING SOON

Coming Soon: Naloxone Training

Starting June 1, 2023, employers must provide naloxone in the workplace if there is a risk of a worker overdosing in the workplace as prescribed by the Occupational Health and Safety Act.

Not all employers have to comply with the OHS requirements to provide naloxone in the workplace. Employers must provide a naloxone kit when an employer becomes aware, or ought reasonably to be aware, of the following scenarios:

- There is a risk of a worker opioid overdose.
- There is a risk that the worker overdoses while in a workplace where they perform work for the employer.
- The risk is posed by a worker who performs work for the employer.

For a limited time, those employers can get free naloxone training and nasal spray naloxone kits through Ontario's Workplace Naloxone Program.

Dunk & Associates is currently creating Naloxone training compliant with the Occupational Health and Safety Act for our Ontario employers who require it. The training includes how to recognize an opioid overdose, instructions on how to administer naloxone, and a review of hazards related to the administration of naloxone.

To read more about this from the Ontario Government, click here:

<https://www.ontario.ca/page/naloxone-workplace>

Ontario Regulation 559/22 - <https://www.ontario.ca/laws/regulation/r22559>



SAFETY AND HR UPDATES

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 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](#).



Click the link above for a list of changes.



COMING SOON

2023 Annual Safety Review

Dunk & Associates has created a new Annual Safety Review course for 2023 that encompasses legislative basics and common hazards in the workplace. This course will be available as of March 1st, 2023. This course is quick and designed as a review/refresh for all employees and demonstrates an employer's due diligence should there be an incident in the workplace. Having employees completely redo all their courses is time-consuming and not required, but employers need to ensure that employees are kept up to date with safety information. Therefore, a new refresher course will be released each year for employees to complete online. If you have any questions or concerns, please call to speak to one of our professionals at 1-866-754-8839.



SAFETY AND HR UPDATES

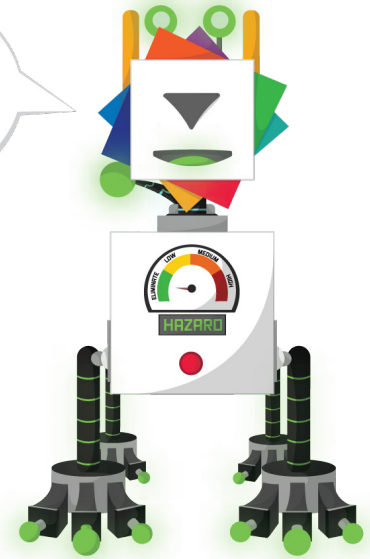
IMPORTANT DATES

Pink Shirt Day February 22

This year Pink Shirt Day is on February 22. The day is centred around the ideas of diversity, inclusion and acceptance. Say no to bullying by wearing pink!

<https://www.pinkshirtday.ca/>

Here are some Pink Shirt Day posters for your workplace.



ADVICE FOR YOUTH

WHAT IS BULLYING?
Bullying is hurtful, cruel behaviour directed at another individual with the intention to harm, intimidate or pressure them.

THREE ASPECTS OF BULLYING:
1. **Power:** The bully has more power than the person being bullied.
2. **Repetition:** The bullying happens more than once.
3. **Intention:** The bully has the intention to harm, intimidate or pressure the person being bullied.

WHAT TO DO IF YOU OR SOMEONE ELSE IS BEING BULLIED:
Stand up for those who are being bullied and harassed. Support them with words and actions. Encourage them to stop and take the side of the individual being bullied.

WHY DO PEOPLE BULLY AND HARASS?
• Lack of empathy
• Fear (of power)
• Get that their own way
• Bullying is a way to feel better about themselves by making others feel worse.
• They want to be in control.

INDIVIDUALS WHO ARE TARGETED MAY EXPERIENCE:
• Anxiety
• Depression
• Low self-esteem
• Changes in eating and sleeping habits
• Changes in school or work performance
• Changes in social relationships
• Changes in self-image
• Changes in appearance
• Changes in behaviour

IF YOU ARE BEING TARGETED:
Bullying is not a normal part of growing up. Even so, many people have to deal with it. It's important to know that you are not alone. If you are being bullied, you should report the bullying to a trusted adult. You should not tell anyone else about the bullying unless you are sure they will help you. You should not tell anyone else about the bullying unless you are sure they will help you.

BULLYING IN THE WORKPLACE

WHAT DOES IT MEAN TO BE BULLIED OR HARASSED?
When someone says they are being bullied or harassed by another, they are reporting another individual's harassing power by depicting them as being in a position of power or authority.

Sexual Harassment: is when another individual forces or pressures behaviour or remarks upon another individual's sex or sexual orientation. These behaviours include:
• Making any form of sexual advances
• Insults, another person who has stated they do not want it
• Sexually explicit jokes, comments, or remarks
• Using someone's sexual orientation as an insult or making offensive remarks based on someone's sexual orientation.

These behaviours are prohibited by Human Rights Legislation.

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TIPS AND TRICKS TO STOP CYBERBULLYING
STOP and do not respond to the bully.
BLOCK the bully.
SAVE any and all the messages from the bully.

TAKE A STAND:
STOP YOURSELF and walk away. Using words or fighting back will make the problem worse.
ASK someone for support and if someone is helping you know that they need to stop what they are doing.

WHAT CAN PARENTS DO TO HELP?

If your child is being bullied, assure them it is not their fault and offer support and comfort when you are able to. Talk to them about ways to avoid the bully and seek advice from friends in a peaceful action so they are not alone.

Discuss with them what strategies can be used and help them with building their self-esteem up. If you have noticed they are socially isolated at school or do not seem to have many friends, try to get them involved in community activities that revolve around an interest they have. This will give them a chance to socialize with individuals who have similar interests and help to build their confidence.

Let children know that you take their concerns seriously and take action to protect them. Children feel powerless when bullied, and presume no one can help them. Teach a child to report bullying to a trusted adult, and be specific about what is happening. Saying, "She calls me names" or "She threatens to hurt me" is more effective than "She's bullying me".

HOW CAN YOU HELP AT HOME?
Teach your children that if they see someone being bullied, they should not watch, laugh, or join in. Help kids see the value of offering empathy and support to those who are bullied. Model respectful behaviour at home and in your child's interactions.

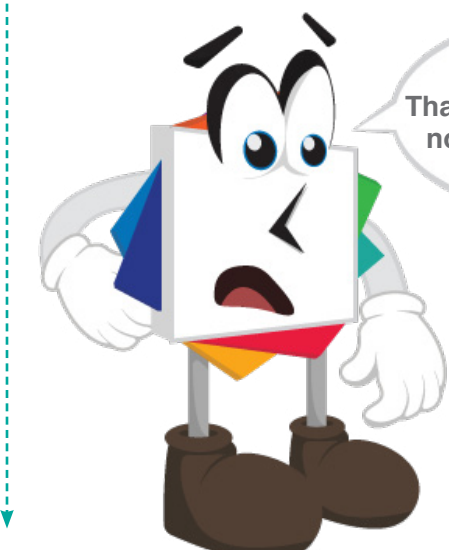
Be aware of your response if your child tells you they are being bullied. If you get angry, even if it is directed towards the bully or their parents, it can scare the child from communicating with you. Support them through this and focus on the problem that they brought this to your attention.

TEACH A CHILD TO:
STOP and do not respond to the bully.
BLOCK the bully.
SAVE any and all the messages from the bully.

Speak UP to STOP Bullying
Work with the school to educate others about the problem of bullying.

CYBERBULLYING TIPS:
Cyberbullying has become more common as children are spending more time online at younger ages. It is important to educate yourself with your child's activities, including what websites they are visiting and the cyber friends they are using. This will help you better understand where they may come across bullying and how to handle it if they come to you with concerns. Keeping the computer in a common and shared space will help monitor your child's activities online. It is important to remember that even if there is a problem, online communication is an important social aspect of a child's life.

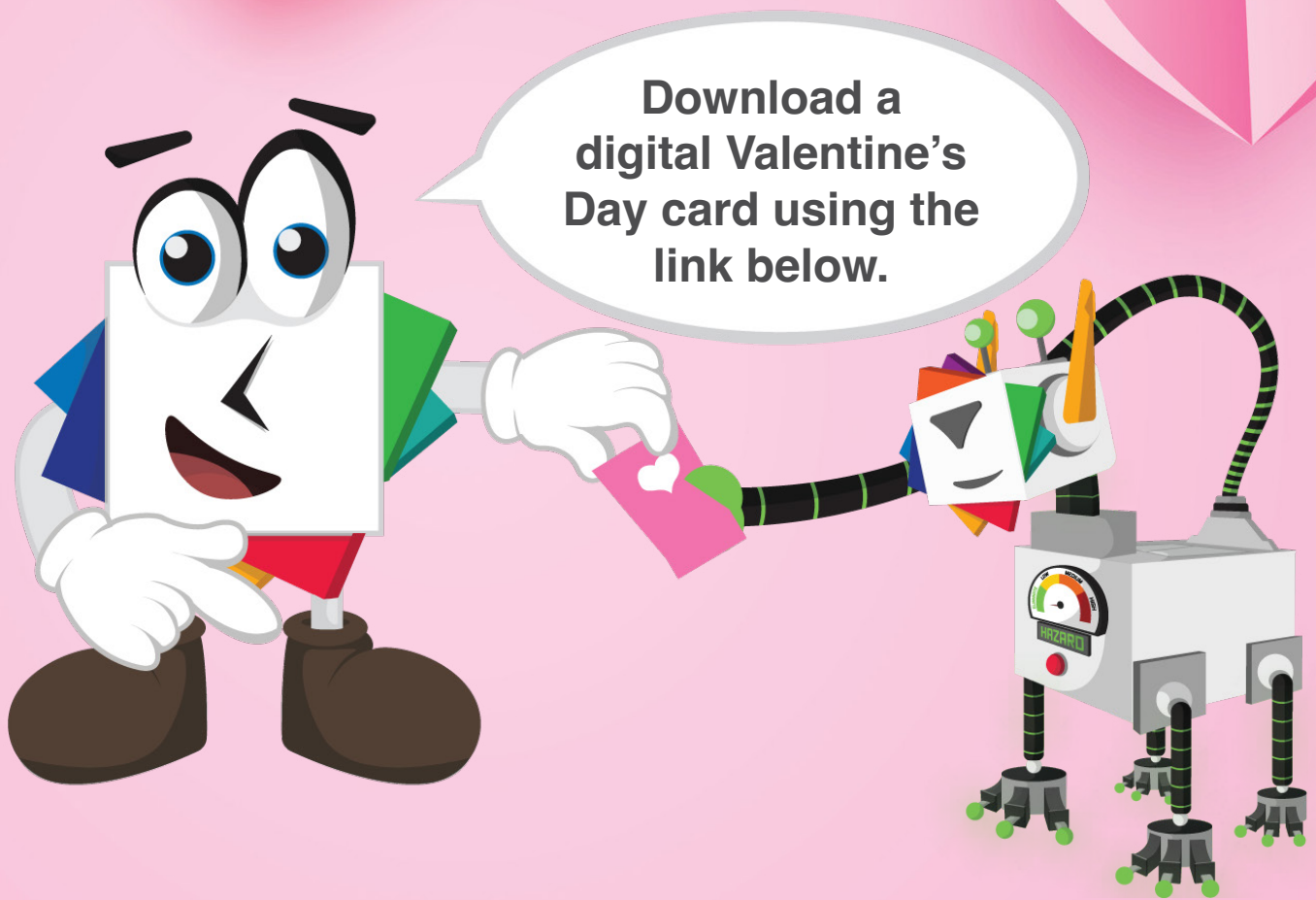
CYBERBULLYING
Never remove your online privileges if there are cases of cyberbullying happening. This can be seen as a form of punishment by the bully for something out of their control.
Do not respond from text, block sites and delete messages. If the harassment continues, save the harmful messages in the proper screenshot.



Oh my back! Thankfully I have resources now to prevent this from happening again.

Repetitive Strain Injury Awareness Day February 28

Repetitive Strain Injury (RSI) Awareness Day is February 28. See our resources section in this newsletter for some helpful ways you can communicate with employees in your workplace!



Happy Valentine's Day!

February 14, 2023

Want to send someone a Valentine's Day card?
We have put together a couple different designs for you to download,
fill in and send to your friends, family or loved ones.

[Download them here](#)

SAFETY AND HR UPDATES

FEATURED ARTICLE



It's Good to Be Sneaky

Well, that title caught your attention! Read on!

It is good to sneak around and learn. What is the ministry up to? What is happening in the courts? What local initiatives are being discussed for road improvement, infrastructure, and garbage? To manage an effective business, you need to be informed, aware, and provide input to decision makers.

Check out websites and sign up for email notifications. Often legal firms are well ahead of the curve on what is being proposed. Do you read the Dunk newsletter or just delete it? We often have tidbits on what is happening. How are you networking with other businesses? Are you engaged in a Facebook or chat forum?

Take the lead in your organization and sneak, seek, and learn – then bring it back to your business. Share internally what you are hearing and get ahead of the impact. Even minor learnings may have an impact within your organization. You will not realize until you share and someone picks up on it. We remember hearing once at a safety event, that many power bars sold in Canada are not CSA approved. Many attendees took that information back to the workplace and the result was like a ripple in the water. Not only were these items found in the workplace, but more predominantly in people's homes. One comment by one speaker at a conference of 500 people and the impact was felt far and wide.

So, get out there and learn something and share – let us catch you sneaking around!

SAFETY AND HR UPDATES

FEATURED ARTICLE

Why is Safety and/or HR Services with Dunk & Associates a Benefit to Your Business

Regardless of your business size, it can be hard to know where to start when it comes to managing your safety or HR programs. In our 20+ years of experience, we have seen that in many workplaces, a person is “voluntold” to put these items under their portfolios to manage, with little to no training or experience. What’s worse, is if this person leaves, your entire safety/HR program walks out the door. Having a business involves some level of risk-taking, but this is an avoidable risk.

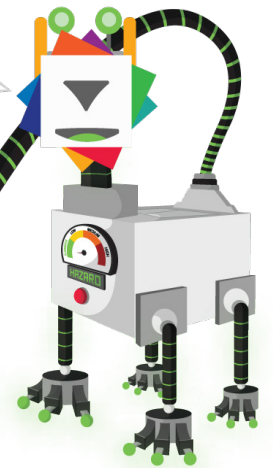
Dunk & Associates steps in to fill the gaps and helps you handle any curve balls that may come your way. With our Safety and HR professional services, many of our clients think of us as both an external safety/HR department and a trusted source of information. We’re here to answer the tough questions; what happens when a worker has had an injury in the workplace (or even harder, how to determine if it’s work-related if there’s a grey area), how to assist with fit for duty and accommodations, how to supply the information a workplace compliance inspector wants, and more.

We’ve seen it time and time again, where our clients are able to:

- Reduce workplace injuries and severity
- Save money on staffing and consultants (our programs cost a fraction of an employee’s salary)
- Prevent workplace orders
- Successfully object to workplace injury claims
- Establish living and breathing compliance programs
- Become less over-whelmed with understanding the law and what’s required; we break it down into steps
- Grow and develop their own internal staff professionally

In 2023, if you’re not yet a professional-service client of Dunk & Associates, let’s open a dialogue and see how we can assist you!

Sign Up



EXCELLENCE UPDATES

REMINDER

Mandatory Webinars for HSEp

Just a reminder that all Guidance & Instruction webinars are mandatory for all of our HSEp Members (both the SB HSEp and the regular HSEp). Attendance is taken for each webinar and if not attended, there are recordings on The Dunk Portal for you to watch which are found on your dashboard.

Attending these webinars will provide you with updates to the program and legislation in Ontario. If not attended, you could possibly receive an incomplete in the program as you did not follow the program requirements. This would also result in a lot more work as your evidence submissions will be sent back by Dunk for you to redo until the program requirements are met.

Below is a link to all upcoming webinars along with what program participants should attend. We have also included a link to the recording of the most recent webinar held on January 10th. Don't forget to send us an email to let us know you watched the recording to excellence@systems24-7.com so we can add your attendance to the list.



UPCOMING HSEp WEBINARS

Small Business HSEp: Steps 1, 2, 3, and Orientation

(For SB HSEp Members only)
Tuesday, March 7, 2023
9:00am - 11:00am EST

Excellence Guidance & Instruction

(for both SB HSEp and regular HSEp)
Tuesday, April 11, 2023
9:00am - 11:00am EST

Excellence Guidance & Instruction

(for both SB HSEp and regular HSEp)
Tuesday, June 13, 2023
9:00am - 11:00am EST

Small Business HSEp: Steps 4, 5, 6 and Orientation

(For SB HSEp Members only)
Tuesday, August 15, 2023
9:00am - 11:00am EST

Excellence Guidance & Instruction

(for both SB HSEp and regular HSEp)
Tuesday, October 10, 2023
9:00am - 11:00am EST

RECORDED WEBINARS

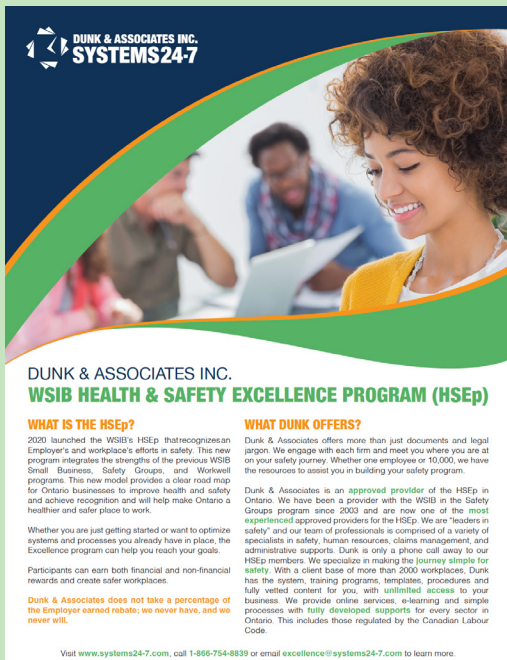
[HSEp Guidance and Instruction Webinar](#) | Recorded on: January 10th, 2023

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



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, call 1-866-754-8839 or email 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, call 1-866-754-8839 or email excellence@systems24-7.com to learn more.

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

DOWNLOAD

FEBRUARY WEBINARS

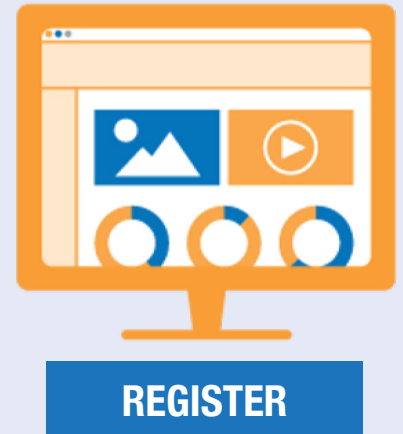
Register now for our monthly webinars

LEARNING SYSTEMS 24-7

Wednesday, February 8, 2023 | 1:00pm - 2:00pm EST

You've heard the news that Report It is in its end stages of development! Join Dunk for an overview of the Report It feature and an interactive demonstration. We'll show you how to use the tool to start creating your own online reports/forms.

We are always looking for suggestions on new features and learning about what improvements are needed. Have a wish for the system? Send us an email at info@systems24-7.com or log on and join the discussion! This webinar is an informal discussion on what you need from Systems 24-7.



REGISTER

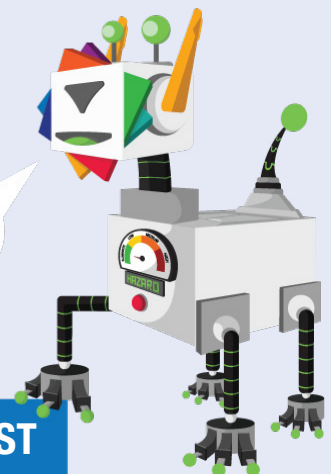
AN OHS COMPLIANCE OFFICER SHOWS UP AT YOUR DOOR... WHAT NOW?

Wednesday, February 15, 2023 | 1:00pm - 2:00pm EST

Learn how to handle a Ministry visit, how to respond and hints and tips on dealing effectively with an inspector. Give the facts, cut that chit chat, and only answer what is asked! Want to learn more? Join us and get prepared for your next visit.

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

2023 WEBINAR LIST



RECORDED WEBINARS

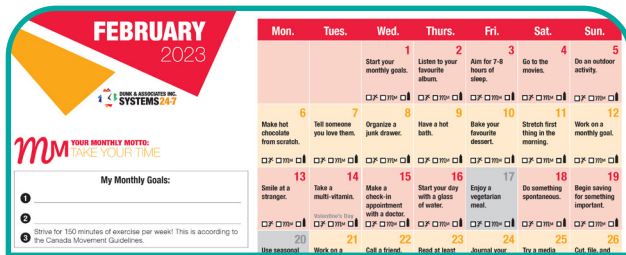
Ready, Set, Go | Recorded: January 18, 2023

WELLNESS UPDATES

2023 WELLNESS CALENDAR

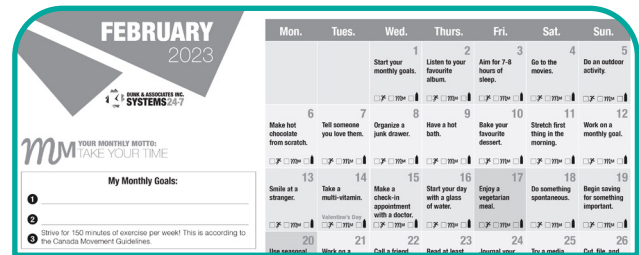
Building wellness into your daily activities can take some time. Learning new habits takes work! Each year Dunk & Associates publishes a wellness calendar full of activities, daily tips and monthly mottos. Each month is different from the next and includes fun challenges to help with work wellness and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

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



2023 FULL COLOUR & INTERACTIVE

Download



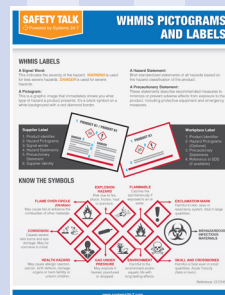
2023 BLACK AND WHITE
(Printer friendly)

Download

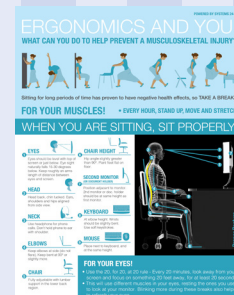
YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



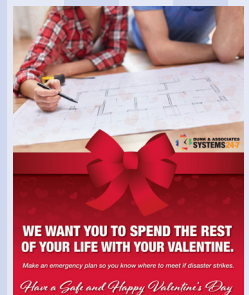
Click on each image to expand and download



WHMIS Pictograms and labels Safety Talk



Ergonomics and You!



Have a safe Valentine's Day

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



Local Phone: 705-731-4979 | Fax: 705-731-4980 | Toll Free: 1-866-754-8839

