

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

Feature Article: How Does Safety at Home Relate to Safety at Work?

HELLO *Summer*

Important Dates: National Injury Prevention Day, International Self-Care Day

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IMPORTANT DATES

National Injury Prevention Day July 5th, 2023

National Injury Prevention Day is a day to raise awareness about the effects of preventable injuries. Here at Dunk & Associates we practice and educate injury prevention everyday, at home and work and strive to promote healthy workplaces.



International Self-Care Day July 24th, 2023

International Self-Care day is a day where we encourage the practice of focusing on doing the things that help your mental, physical, and spiritual health. Self-care is an important part of healthy living and healthy workplaces. Here are some wellness resources that can help encourage self-care.

10 WAYS TO Relax AND REDUCE STRESS

POWERED BY SYSTEMS 24-7

- 1. Inhale** - Lie up straight with both feet on the floor. Close your eyes. Focus your attention on breathing. Inhale for a count of 4, hold for a count of 4, and exhale for a count of 4. Repeat this process as you exhale through your mouth.
- 2. Breath Deeply** - Take a 5-minute break and close your eyes. Breathe in through your nose, hold your breath for a few seconds, and exhale through your mouth. Repeat this process as you exhale through your mouth.
- 3. Be Present** - When you spend time in the present and focus on your senses, you should feel less stress.
- 4. Reach out** - Use your social network to help you deal with your stress. Talk to others, go for a walk, or meet on the phone. Share what's going on. You can get a fresh perspective while helping your connection friends.
- 5. Check up on the News** - Research shows that listening to scary traffic can lower blood pressure, heart rate, and anxiety. This also can blow off steam by looking out to make updates later.
- 6. Get Moving** - You don't have to run in order to get a mental boost. An hour of exercise, including yoga and walking, can ease depression and anxiety by helping the brain.
- 7. Laugh out Loud** - A good belly laugh doesn't just lighten the load mentally. It lowers cortisol, your body's stress hormone, and speeds stress chemical called endorphins, which help your mood.
- 8. Disconnect** - There is some real relief in disconnecting from work and technology for a few days. Turn off your phone, laptop, and tablet. Take a break from work and technology for a few days. Turn off your phone, laptop, and tablet.
- 9. Get Moving** - You don't have to run in order to get a mental boost. An hour of exercise, including yoga and walking, can ease depression and anxiety by helping the brain.
- 10. Be Grateful** - Make note of the things you are grateful for in your life.

Resource: <http://www.wdrb.com/news/10-ways-to-relax-reduce-stress-1017843-2>

IMPORTANCE OF Taking Breaks

POWERED BY SYSTEMS 24-7

We are all busy, but it is important to take your breaks throughout the day. Taking breaks helps in the following ways:

- Reduces stress by giving your mind a break from repetitive tasks or demanding customers.
- Lowers stress by allowing time to decompress and take a walk before starting your day.
- Promotes better decision making by allowing you to take yourself out of a situation for a few minutes, which helps to see the bigger picture or put tasks into perspective.
- Reduces distractions at work as it gives you time to deal with personal things such as checking your cell phone or grabbing a snack.
- Helps you from getting bored and procrastinate.
- A 10 min nap in the middle of the day can help energize you for up to 3 hours.

Take a walk, stretch, eat, read, listen to music, nap, exercise, or just relax and do nothing! Whatever you do, make sure you take your scheduled breaks to help your decompress from your day.

LISTEN TO YOUR BODY

POWERED BY SYSTEMS 24-7

Allow yourself to feel. Don't talk yourself into denial.

Be open to what your body is saying. It's always speaking, listen.

Accept what you feel. Don't judge what's actually there.

Trust your body. You know yourself better than anyone else.

Let your body enjoy. If your body is telling you that it needs something, try to give in once and a while. Sleep when you are tired, have a small treat when you need to, get exercise when restless.

"If you listen to your body when it whispers, you won't have to hear it scream." - Unknown


A SPECIAL OFFER

FOR DUNK & ASSOCIATES PRIVATE CLIENTS

For a limited time only, save \$100* per learner on the cost of Part 1 distance learning and join our Part 1 distance class from Tuesday, August 29 to Thursday, August 31, 2023. Limited seats are available for this session and will be filled on a first-come, first-served basis.

**Distance learning is instructed over three days, live with an instructor.
Regular pricing for distance learning is \$415 per learner.**

**For a limited time,
sign-up for only \$315
per learner.**

JHSC Certification Training Overview  **DUNK & ASSOCIATES INC.**
CERTIFICATION 24-7

Dunk & Associates is pleased to now be a CPD approved provider of JHSC Certification Training.

Companies in Ontario with 20 or more employees are required to have a Joint Health and Safety Committee (JHSC) that complies with the Occupational Health and Safety Act (OHSA). For most, that means having at least two JHSC certified committee members - one worker and one management representative. In cases of turnover, we recommend ensuring you have ample certified members on your committee. JHSC Certification can also be used as training for health and safety representatives and competency building for managers/supervisors!

Both Part 1 and Part 2 training must be completed for a member to be fully certified. Please refer to the Important Revisions listed on the order form. JHSC Certification training is transferable, meaning employees are not required to re-do their Part 1 or Part 2 training if an employee changes workplace sectors.

Part 1: Health and Safety Basic Certification Training

Dunk & Associates Inc., Part 1 training is designed to cover the learning outcomes outlined in the MLTSD's JHSC Certification Training Standard. At the end of training, learners will be required to write a final evaluation comprised of 31 multiple choice and true/false questions. Learners must achieve at least 75% on their final evaluation to receive their Part 1 certificate. Part 1 training is available as e-learning, distance learning or in-class (by request only). For distance and in-class, has been organized into six modules instructed over three full days. For e-learning, the following modules should take approx. 21 hours depending on learner's speed and pace.

- Module 1: Foundational Knowledge
- Module 2: Safety Committees and How They Work
- Module 3: Hazards and Your Health
- Module 4: Workplace Inspections
- Module 5: Dealing with Hazards
- Module 6: Reporting and Investigations

Part 2: Hazard-Specific Training

Dunk & Associates Inc., Part 2 training is designed to cover the learning outcomes outlined in the MLTSD's JHSC Certification Training Standard. Part 2 training is designed to refresh the knowledge obtained in Part 1 and further develop skills related to the R.A.C.E. process. Unlike other providers, our Part 2 training is generic in nature, meaning the hazards selected can be found in all workplaces, regardless of sector. Our case studies walk through a variety of realistic scenarios which can be found in many workplace settings. At the end of training, learners will be required to complete a group activity based on one of the hazards listed below and then write a final evaluation comprised of 16 multiple choice and true/false questions. Learners must achieve at least 75% on their final evaluation to receive their Part 2 certificate. Dunk & Associates offers Part 2 training over 2 or 3 days via distance or in-class (by request only) comprising approx. 10 hours of training.

- Module 1: Review of Key Concepts
- Module 2: Control of Workplace Violence, Harassment and Bullying
- Module 3: Control of Infections, Disease, Virus and Pathogens
- Module 4: Control of Chemical Hazards (WHDH)
- Module 5: Control of Musculoskeletal Injuries and Disorders
- Module 6: Control of Slip, Trip and Fall Injuries
- Module 7: Control of Housekeeping, Picking and Storage

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To register, completed the form here:
https://www.systems24-7.com/files/ugd/e88f1e_7dbfb48d-b0804e478010d28f1d28941b.pdf

***Sale applies to distance learning only for the August session listed above.**

TECHNOLOGY UPDATES

FEATURE SPOTLIGHT

Report It

Report It revolutionizes the way you build online forms, offering unparalleled flexibility and convenience. Seamlessly integrated into your Systems 24-7 platform, this user-friendly tool empowers you to effortlessly create, complete, and monitor forms with ease. No longer will you be burdened by the tedious task of paperwork collection.

With Report It, your company gains a powerful solution to track vital information. From workplace inspections and accident/incident reports to work refusals, accommodation requests, vacation requests, hazard reports, disciplinary actions, and more, the possibilities are limitless. You can even customize processes, assigning specific questions or pages to different members within your organization.

Rest assured, our permission-based approach ensures that forms are accessible only to authorized employees, based on their access and permission levels. Submitted forms are recorded on Systems 24-7, enabling managers, supervisors, and administrators to generate insightful reports and maintain documentation effortlessly.

Systems 24-7 Report It Overview

What is Report It?
Report It is an online form builder with extreme flexibility. It's easy to use, share, and track and it lives right on your Systems 24-7 platform. The best part, all the data that is collected can be reported on to track performance indicators and trends. No more gathering paperwork, just just a system report.
Report It gives your company the ability to create online forms and reports to track any information, such as workplace inspections, accommodation requests, requests for accommodation, disciplinary actions and more. With a variety of templates designed by Durr & Associates Inc., you can use, customize, and set up your internal reporting forms and processes.

Report It Features

- Fully Customizable**
Build inspections, audits, checklists, worksheets, and any other custom form.
- Form Templates**
Not sure where to start? Our professionals have created a variety of templates to get you started. Make it your own by customizing it and you're off!
- Manage Workflow**
Assign operators or pages to be completed by other members within your organization. You can select a due date with each assigned task and flag a follow-up upon completion.
- Custom Alerts**
Users can upload evidence to support their forms, including images, documents, presentations, mp3, or video files.
- Business Insights**
Use the information collected on forms to track performance indicators and trends.
- Modified Dates and Last-Time Tracking**
Track and document changes to reports and responses. Our workflow is so easy and easy return to work.
- Unlimited Technical Support**
Sometimes it helps to work with the experts. Our team is here to ensure your implementation is as smooth as possible.

Benefits of Report It

- Easily keep all forms in one place company-wide.
- Put and analyze data all at once through the Systems Report feature.
- Save time by electronically assigning needs or verification to managers/supervisors.

www.systems24-7.com | Call us today to get started! | Toll Free: 1-866-754-8839

Let your forms work for you.
Introducing Report It, an online form builder with extreme flexibility. The best part, all the data that is collected can be reported on to track performance indicators and trends.

- Fully Customizable**
Build inspections, audits, checklists, worksheets, and any other custom form.
- Business Insights**
Use the information collected on forms to track performance indicators and trends.
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Report It is my favourite tool to use. Take a look at some of these resources to learn more.



For pricing and additional information, please email support@systems24-7.com.

SAFETY UPDATES

TODAY'S NEWS

Canada Wildfires

As wildfires in Canada blaze across the country, air quality in major cities can be poor and other regions face intense heat. In these situations, we want to remind everyone to stay indoors as much as possible and follow some of these tips below. Stay safe!

SAFETY TALK
Powered by Systems 24-7

WILDFIRE PREPARATION

Wildfires are becoming more frequent and more severe. The warmer, drier temperatures from early April to late October lead to longer, more intense fire seasons. While communities in wooded areas are particularly vulnerable, even those living in major urban areas feel the impacts through reduced air quality.

Follow the tips below to prepare yourself for wildfire events.

BEFORE A WILDFIRE

- Clear branches, leaves, and other debris from gutters, roofs, and around the property. Remove combustible material and reduce the volume of vegetation to a minimum. Remove all branches to a height of 2 meters away from the ground.
- Regularly clean up fallen branches, dry grasses, and needles to eliminate potential surface fuels.
- Ensure ventilation systems and air filters are maintained.
- Stay informed of weather conditions and advisories in your area.
- Know and understand what to do if you need to quickly evacuate.
- Ensure your gas tanks are full and you are ready to leave at a moment's notice.
- Practice your evacuation plan frequently.

EMERGENCY KIT

Gather food, water, and medicine in advance. Stores and pharmacies might be closed. Organize your supplies into a Go-Kit and a Shelter-in-Place Kit.

- **Go-Kit:** 3 days of supplies that you can easily carry with you (keep one at home, in your vehicle, and at work).
- **Shelter-in-Place:** 2 weeks of supplies if you need to stay at home.

Your Kit should contain:

- **Water:** one gallon per person, per day (3 day supply for evacuation, 2 week supply for home)
- **Food:** non-perishable, easy-to-prepare items (3 day supply for evacuation, 2 week supply for home) and manual can opener
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight and extra batteries
- First Aid kit, kit able to signal for help, emergency blanket, map or digital maps
- Plastic sheeting and duct tape (to shelter in place)
- Sanitation and personal hygiene items
- Multi-purpose tool
- Local maps
- Cell phone with chargers and a backup battery
- Medications (7 day supply and medical items)
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies, etc.)
- Extra cash

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SAFETY TALK
Powered by Systems 24-7

WILDFIRE RESPONSE

DURING EVACUATION

Monitor the wildfire's progress through radio, television, or local social media accounts to stay up-to-date on emergency news updates and emergency officials who coordinate evacuation plans.

DURING AN EVACUATION ORDER:

- Leave the area immediately.
- Be sure to take your emergency kit and other essential items with you.
- Keep signs on to aid visibility in case smoke fills the building.
- Follow instructions provided on where to go.
- Never attempt to drive through a wildfire.
- If you must evacuate, stay away until local authorities lift the evacuation order.

AFTER A WILDFIRE

- Avoid hot ash, charred trees, smoldering debris, and live embers.
- Avoid damaged or fallen power lines, poles, and downed wires.
- Watch for pits in the ground filled with ash.
- Protect yourself when you clean up. Wear gloves to footwear with a solid sole and other protective clothing such as pants, long sleeves, gloves, safety glasses, and hard hats.
- Limit how much ash you breathe in by wearing an N95 respirator. Paper masks do not provide protection from ash.
- Throw away food, beverages, and medicine that were exposed to heat, smoke, soot, or ash.

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WILDFIRE SMOKE

Even if your city or town is not in the direct path of a wildfire, air quality may be compromised by drifting smoke. The risk of respiratory and cardiovascular problems increases over time with continued exposure. If there's an air quality advisory for your area, consider the following:

- Check air advisories often. Don't rely solely on what it looks like outside.
- Drive with the windows up and set the air to recirculate.
- Stay indoors as much as possible and avoid working and/or exercising outside.
- Use an N95 mask to protect yourself from smoke inhalation or limit your exposure to smoke.
- Ensure all windows and doors are closed. Cover vents and other openings with duct tape or other adhesive to help keep smoke out.
- Drink water and stay hydrated.
- Operate heating, ventilation, and air conditioning (HVAC) systems in the re-circulate setting.

Powered by Systems 24-7

A big thank you to all the fire rescue crews and first responders who are working hard to get the wildfires under control.



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

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.



SAFETY AND HR UPDATES

FEATURED ARTICLE

How Does Safety at Home Relate to Safety at Work?



Although you may clock out or leave/finish work for the day, this doesn't mean that safety practices are also done. Safety at home is just as important as safety while on the job. By prioritizing and paying attention to safety even when you're not working, you can help develop a better safety attitude and prevent injuries from occurring while at home that may impact your ability to perform your job.

Regardless if you work on a job site, remotely, or a combination of both, employers should consider the safety of the employee and emphasize the importance of safety at home. Not only will employees potentially miss work due to accidents and/or incidents that occur at home, but it may also impact other employees.

The list of similarities between hazards that can occur at home and hazards that occur in the workplace is nearly endless. Therefore, by performing safety habits daily, whether a workday or not, you can more easily incorporate them into your lifestyle.

Consider the following safety practices performed in the workplace that should also be considered when at home:

- Having an evacuation plan in place for any type of emergency (i.e., tornado, fire, gas leak, etc.) that includes procedures, meet-up locations, and emergency contact information. Keep in mind any necessary items required for each situation.
- Wear personal protective equipment and appropriate clothing. Think about it when you're cooking, cutting the grass, or even cleaning the bathroom. Do you use the same type of gear and protection at home that you'd use at work to complete this task?
- Performing monthly inspections. This provides an opportunity to determine any safety issues that may not have been identified before. When doing your inspection, check on things like smoke detectors, first aid supplies, fire extinguishers, no broken or frayed cords or cables, etc.

Safety is an everyday practice! To enhance its effectiveness, it should be performed wherever you are, including when you're at home and while on the job.

EXCELLENCE UPDATES

FEATURED ARTICLE

Sending Dunk Your Evidence Submissions

We have touched base on how to complete your topic evidence submissions, next comes the challenge of sending us your submissions. It seems easy but depending on the size of your submissions, it may be more complicated than anticipated.



There are a couple factors which may make it challenging to email us your submissions:

Document Type and Size

When you attach your supporting evidence into the evidence board, certain files are larger than others. Images or photos taken from your phone are quite large in size and take up lots of megabytes (mb). Dunk has always suggested using PDF files where applicable (i.e. policies, training records, reports, etc.) These can be easily done by printing the document to PDF in the applicable printing option for your software platform. This will greatly reduce the size and allows WSIB to open the document to be able to read it. Additionally, sometimes photos are blurry and illegible. Also, if you are adding videos or audio clips, which is perfectly acceptable and encouraged, these files also take up lots of megabytes.

Email Sending Limits

Most email accounts have sending limits. This varies per account but typically ranges from 15mb to 35mb. A typical evidence board, if PDFs are utilized, is between 4mb and 8mb in size. Dunk has seen submissions in excess of 50mb, which contain many images and too much information. Sometimes it's better to submit one topic per email if the submission sizes are larger instead of all of them in one email.

The purpose of the evidence boards is to assist our members and keep them on track. We ask the questions that need to be answered and provide examples of the document types that should be attached to demonstrate successful topic implementation. By following these suggestions, it keeps the submission size down. Once Dunk receives your submissions, we will review and provide feedback to improve your submission. We also try to remove any unnecessary information to keep your evidence submission relevant to the topic.

As both Dunk and WSIB do not use Google Docs or Google Drive, we cannot accept any of those file types as they cannot be opened. There are other options available to our members if the above suggestions have been applied and still do not work. Please reach out to Dunk if you are still having difficulties.



JULY WEBINARS

We want everyone to enjoy these summer months, so there are no webinars scheduled in July or August.

RECORDED WEBINARS

[CHALLENGING INJURY CLAIMS](#) | Recorded on June 21, 2023

WELLNESS UPDATES

2023 WELLNESS CALENDAR

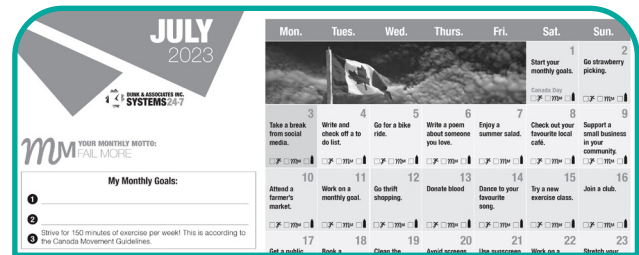
Building wellness into your daily activities can take some time. Learning new habits takes work! Each year Dunk & Associates publishes a wellness calendar full of activities, daily tips and monthly mottos. Each month is different from the next and includes fun challenges to help with work wellness and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



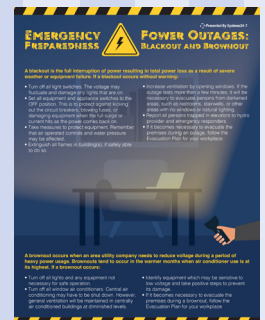
Click on each image to expand and download




Bugs and Insects



Indoor Air Quality



Power Outages



**Make sure to practice
injury prevention everyday,
even if that's sunscreen and
floaties at the beach.**

