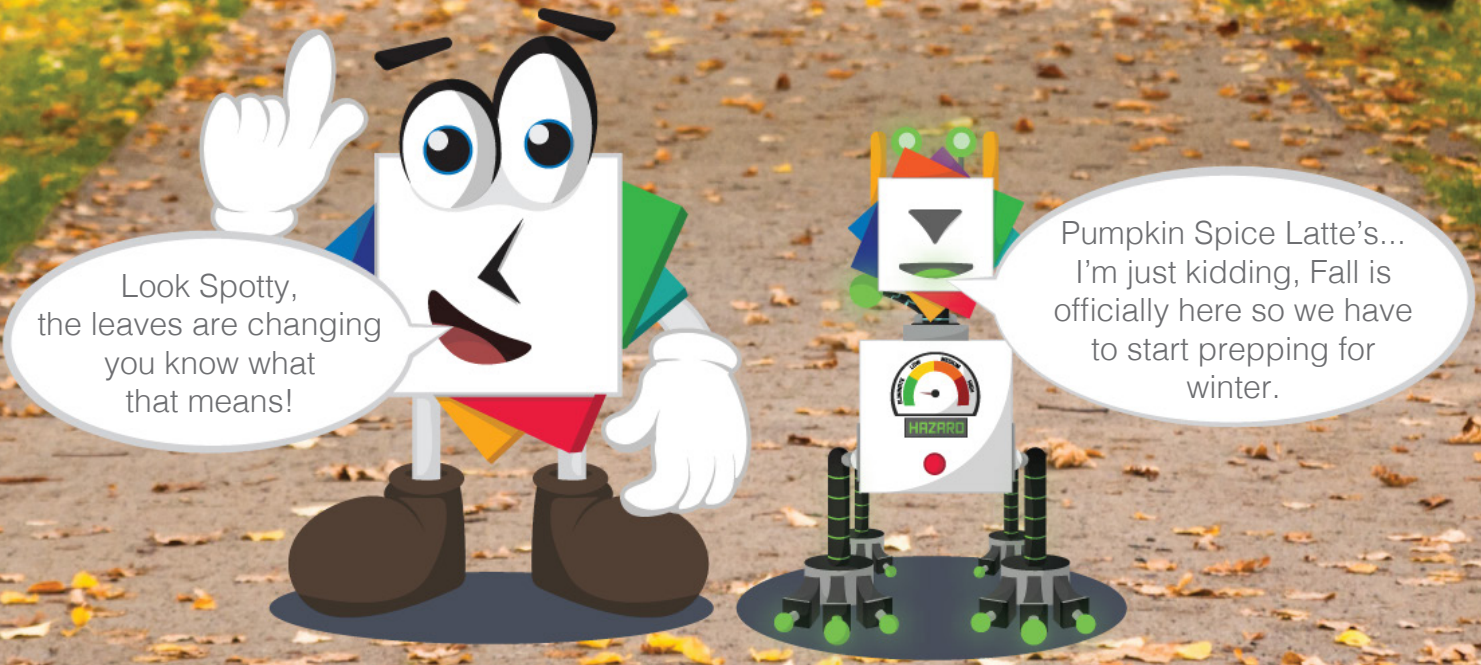


DUNK & ASSOCIATES / SYSTEMS 24-7 NEWS 24-7

Certification Special Offer



Technology Updates: Employee Training QR Codes

Excellence program: Small Business Announcement

Important Dates: First Day of Fall, World Suicide Prevention Day

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**LEGISLATION
UPDATES**



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UPDATES**



**WELLNESS
UPDATES**

IMPORTANT DATES

First Day of Fall

September 23rd, 2023

We know it feels like we are still in Summer but with Fall arriving that gives us a chance to prepare for colder winter months ahead of us. That means cleaning eavestroughs, taking out those winter tires, getting up-to-date on any flu shots and taking out your winter clothes and PPE from storage, or even start saving for the holiday's.

FINANCIAL WELL-BEING

Know Your Budget

- Know your net pay.
- Track your spending, both for personal and business, to see where your money is going.
- Make sure you're getting the most out of your budget.
- Consider your credit score and how it affects your financial well-being.

Save Money

- Use a financial advisor to help you manage your money.
- Consider your credit score and how it affects your financial well-being.
- Consider your credit score and how it affects your financial well-being.

Manage Your Debt

- Know your net pay.
- Track your spending, both for personal and business, to see where your money is going.
- Make sure you're getting the most out of your budget.

Powered by Systems 7

PREVENTING SLIPS, TRIPS AND FALLS: FOOTWEAR

WHAT TYPE OF FOOTWEAR IS RIGHT FOR YOUR JOB?

Wet weather boots or shoes, covered toes, slip resistant soles? Do you have and use winter footwear?

Wet Weather Footwear

Winter Footwear

Slip Resistant

Covered Toes

Keeping safe is within your control. Ask your supervisor what is the footwear policy for your workplace. Are you maintaining your footwear in good condition? No hole in your sole! Do you tie and secure your footwear? Do your shoes fit properly and are they clean?

REMEMBER FOOTWEAR THAT'S NOT IN GOOD CONDITION IS A HAZARD TO YOUR SAFETY. MAINTAIN YOUR FOOTWEAR, MAINTAIN YOUR SAFETY!

Powered by Systems 7

SIMPLE, ENERGY-EFFICIENT CHANGES FOR YEAR-ROUND COMFORT, LOWER BILLS AND A GREENER HOME

FALL & WINTER

SET IT & FORGET IT
Install a programmable or smart thermostat to help you reduce heating costs automatically.

EFFICIENT EATS
Microwaves, slow cookers and toaster ovens use up to half the energy of a conventional oven.

REPLACE FILTERS
Help reduce furnace fan energy use by replacing furnace filters every three months.

SEAL AIR LEAKS
Caulk, draft-proof and weatherstrip doors and windows to keep heat from escaping.

CLEAR THE WAY
Remove heating vents are free from furniture, appliances or other objects that can block airflow.

REVERSE ROTATION
In colder months, set ceiling fan blades to run clockwise to help push warm air downward.

EARLY OFF
Turn the oven off 10-15 minutes before you are done cooking - food will continue to cook.

CLOSE THE DAMPER
Have a fireproof cover the flue damper when not in use to prevent air leaks and heat loss.

CLEAN COILS
Vacuum your refrigerator's coils to help it run more efficiently and extend compressor life.

GET A TUNE-UP
Have a qualified technician inspect your HVAC system annually to ensure it's running efficiently.

Powered by Systems 7

Let's "Fall" into Safety

World Suicide Prevention Day

September 10th, 2023

Each year thousands of people take their life and for every suicide, there are others making suicide attempts or having thoughts of suicide. Focusing attention on the issue and raising awareness helps us all play a role in supporting those experiencing suicidal thoughts and mental health struggles.

10 HEALTHY HABITS TO IMPROVE YOUR MENTAL HEALTH

- Practice meditation
- Exercise regularly
- Get 7-9 hours of sleep
- Get 10 minutes of sunlight
- Get 10 minutes of sunlight
- Get 10 minutes of sunlight
- Get 10 minutes of sunlight
- Get 10 minutes of sunlight
- Get 10 minutes of sunlight
- Get 10 minutes of sunlight

Powered by Systems 7

Am I being kind to myself?

Think a message to yourself is a good one?

What are your triggers for feeling bad?

What are your coping strategies?

Think it necessary to exercise?

How are you feeling today, and how is your mental health?

How are you feeling today?

Mental Health Check-in

Powered by Systems 7

Just because you can't see mental illness like you can see a broken bone, doesn't mean it's not as detrimental or devastating to a family or individual.

PRESENTED BY SYSTEMS 7

CERTIFICATION

SPECIAL OFFER



From September 1st to December 1st only, save 20% off when you register two or more learners for JHSC Certification Part 1 eLearning in Ontario. This offer is available for both our private clients and members of the general public.

Want to register? Click here for more information:
<https://www.systems24-7.com/fees-and-registration>

**This discount only applies to the session fee and does not apply to purchasing a printed copy of the participant's manual.*

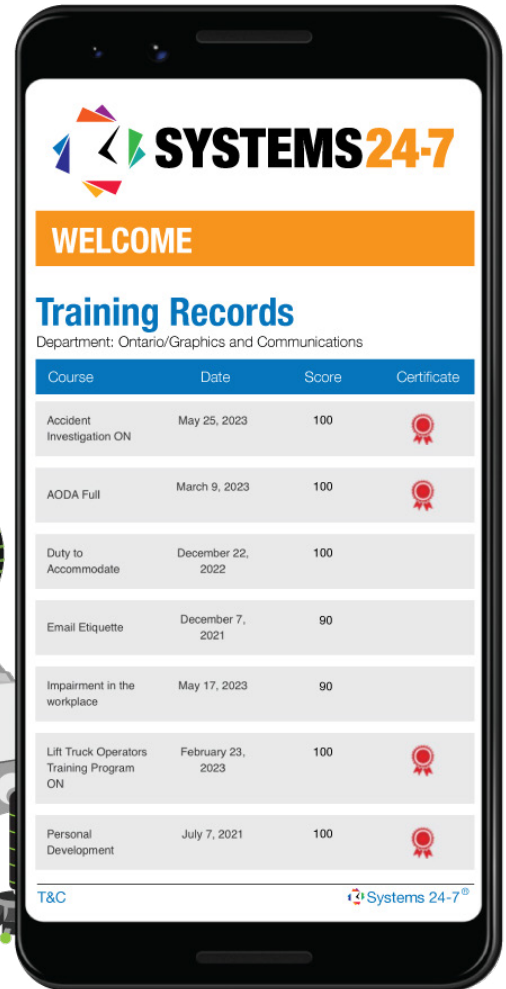
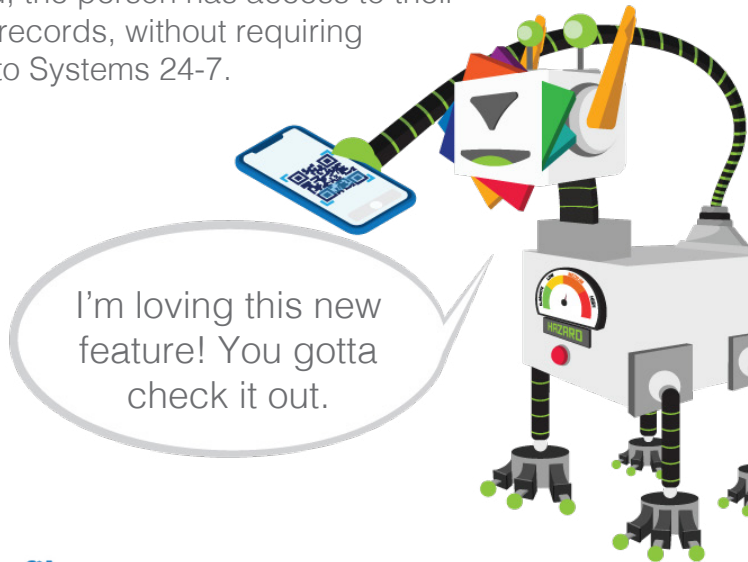
TECHNOLOGY UPDATES

NEW FEATURE

Employee Training QR Codes

Do you ever wish that each employee could be assigned their own unique QR code which can be scanned to quickly view a report of what training is complete, incomplete, or both?

Systems 24-7 now has this unique and helpful feature! Use this both internally or externally! If an inspector ever walks in, employees can login to Systems 24-7 and access their QR code to share under their profile. When the QR Code is scanned, the person has access to their training records, without requiring access to Systems 24-7.



Course	Date	Score	Certificate
Accident Investigation ON	May 25, 2023	100	
AODA Full	March 9, 2023	100	
Duty to Accommodate	December 22, 2022	100	
Email Etiquette	December 7, 2021	90	
Impairment in the workplace	May 17, 2023	90	
Lift Truck Operators Training Program ON	February 23, 2023	100	
Personal Development	July 7, 2021	100	

My Profile

Personal Information

Mobile Phone:
Home Phone:

Account Settings

Autoplay Voiceovers: On Off
Language Setting:



This QR code is unique to you and allows you to share your training progress with someone external to the organization.

[Download QR Code](#) [Reset QR Code](#)

Authentication

Email Address:
Password:
New Password:
Confirm New Password:

To change your password, enter your current password in the field above and your new password in both fields below. To maintain the current password, leave the three fields empty.

Passwords must include 1 uppercase, 1 lower case, a number and a 5 character length minimum.

[Modify Dashboard](#)

[Update Profile](#)

In addition, there are also other unique ways to use the new QR code feature. For example, why not promote your training completion on your business cards or other materials? Your unique QR code can be downloaded and printed wherever you wish to use it.

To use this new feature, please email support@systems24-7.com to have it enabled for your company. **This feature is at no cost.**

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

NEW COURSES

Handling Abusive Customers

Dealing with abusive customers can be challenging and sometimes even scary. This course will help to prepare you to handle abusive customers by providing insight into their frustration, methods to handle these customers and applying that knowledge in case scenarios.



Coming Soon: Active Attacker Awareness

While active attacker and targeted violence incidents are quite rare, they are highly impactful. Being prepared to act can make all the difference.

For this reason, many organizations, like your own, are taking action to prepare their staff to be aware of active attacker incidents in the workplace and effectively respond should an attack occur.

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](#).



EXCELLENCE UPDATES

FEATURED ARTICLE



The VIP Step: The Very Important Policy Step

Hello everyone and happy September! This month we wanted to discuss the very first step of implementation – the Policy Step. As the very first step of implementation, the WSIB will be looking to see how your organization developed a written policy (or SWP or standard of some sort) for each of your selected topics.

At minimum, the policy should contain the purpose of the policy, key definitions, roles, and responsibilities for each workplace party (Employer, Supervisor/Manager, Worker, etc.), training requirements as well as the procedure that outlines how the program is to be followed in the workplace. A strong policy also answers the “5 W’s (who, what, where, when, why)” and “how”.

The WSIB will review each policy submitted to ensure it meets all of the topic requirements found in the HSEP - Health and Safety Topics Guide. We highly recommend you review your policy to ensure its conformity with the Guide prior to your Communication step. As a reminder, we have developed policy samples for each topic in accordance with the topic requirements. You can find these policy samples under each topic page in the Dunk Excellence Portal.

If the implementation of your topic is dependent on a policy that doesn’t meet the topic requirements, there is a chance that the topic will be marked as incomplete, or the topic may need to be deferred. This is because the WSIB may mark the topic as “Additional Evidence Required” and request that the policy be redeveloped and that the 5 steps of implementation be reapplied to the new policy. Unfortunately, you will only have 60 days to apply the 5 steps and as we know, there is a minimum of 60 days that must pass for the Evaluation step alone. As a result, this error may force you to defer the topic, or it may be marked as incomplete.

It is important to emphasize that no matter what topic you select, a written policy (or SWP or standard) must be developed for your workplace exclusively for that topic. In the event that you are taking topics that are closely related to one another, for example the three Return-to-Work topics, you may develop one written policy that incorporates all three. If you do decide to go this route, you will still need to ensure that the written policy incorporates all of the requirements from all of the topics.

EXCELLENCE UPDATES

ANNOUNCEMENT

Exciting Announcement for Small Business HSEp!

**SMALL BUSINESS
HSEP** *will be extended for another year (until December 2024)*

**EXCITING!
NEWS!**

We've just received word from the WSIB that the Small Business HSEp will be extended for another year (until December 2024)! This means that all the Small Business HSEp financial rewards will remain the same (i.e. \$1000 registration credit and double rebate), as well as the program requirements. The WSIB will be evaluating the program through early 2024 and has hinted that changes will come in 2025.

What does this mean to you?

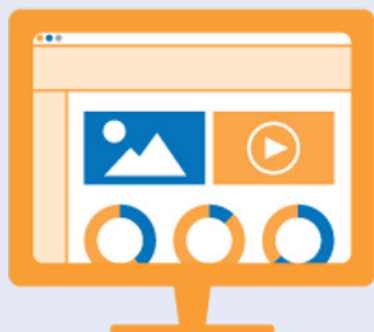
1. For those members who recently completed their 2022 program and were hesitant to register for the 2023 program, you now have more time to register and complete the program before the program changes.
2. For those businesses under 100 employees who have not yet registered for the Small Business HSEp, there is more time to register for the program and achieve the current financial rewards.
3. For those Small Business HSEp Members who have a current Action Plan and are working on the 2023 program, you now have more time to complete your topic implementation as you can go past the November 1st, 2023, deadline, as long as it aligns with your Action Plan expiry date.

Dunk will be updating our registration forms over the next couple of weeks and updated copies will be available on our Dunk Website (<https://www.systems24-7.com/wsib-excellence-program>). If you want to register today, please use the existing forms on the site. Just disregard the November 1st due date due to the extension announcement.

If you have any questions or are interested in joining the Small Business HSEp, please feel free to reach out to Dunk at excellence@systems24-7.com or by phone at 1-866-754-8839.

SEPTEMBER WEBINARS

Register now for our monthly webinars



REGISTER

LEARNING SYSTEMS 24-7

Wednesday, September 6, 2023 | 1:00pm - 2:00pm EDT

Systems 24-7 has so many features, helpful reports and user friendly services; let's learn together! Join Dunk for an overview of the system and an interactive "what is new" show and tell. 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.

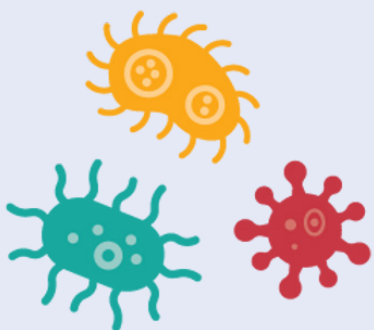
COACHING CLINIC (HR AND SAFETY)

Tuesday, September 12, 2023 | 1:00pm - 2:00pm EDT

Facing challenges? Hit barriers in performance management, controlling absenteeism, or need new ideas on how to achieve compliance with company policies? We have the clinic for you! Dunk Coaching Clinics are held by our senior professional staff and offer attendees a forum to learn the skills to coach. Coaching effectively reduces workplace harassment, personal stress and creates a healthier workplace. Every session has a theme but offers the opportunity to ask your questions and get some coaching on what matters to you.



REGISTER



REGISTER

COMMUNICABLE DISEASE AND ILLNESS

Wednesday, September 20, 2023 | 1:00pm - 2:00pm EDT

Here we go again, runny nose, cough and what else season! We have been battling for years and now we need to ensure we have a program that sticks and prevents the spread of infection. Lessons have been learned and we want to ensure we keep in place the controls needed. What does this look like? What do we need and how do we evaluate for effectiveness? This is not a health care session; this is a workplace prevention discussion – join us and keep those germs in check!

RECORDED WEBINARS

Challenging Injury Claims | Posted: 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

Refusing Unsafe Work

The Right to Refuse

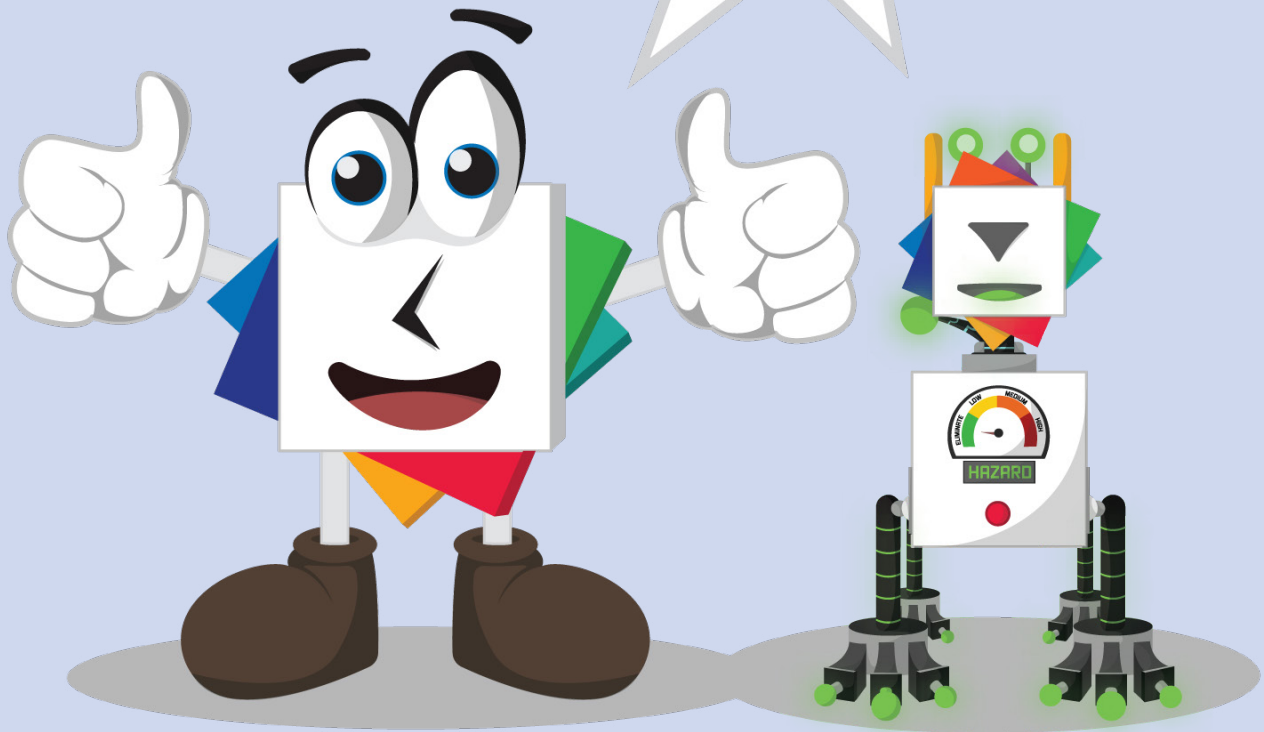
Work Refusal Flow Chart

Refusing Unsafe Work

The Right to Refuse

Work Refusal Flow Chart

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



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

