

# DUNK & ASSOCIATES NEWS 24-7

**HAPPY HALLOWEEN**

**Technology Updates:** Add-On Sale

**Important Dates:** Thanksgiving Closure, World Mental Health Day, Invisible Disabilities Week, Halloween

**Excellence program:** Writing Effective Workplans

**Feature Article:** 4 Day Work Week

**NEW! New Course Assigned Email Template**

**WHMIS Update!**

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October 8 - 14

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# IMPORTANT DATES

Click the images to expand

## Thanksgiving Closure: October 6<sup>th</sup> - October 9<sup>th</sup>, 2023

A friendly reminder that Dunk & Associates/Systems 24-7 will be closed on both Friday, October 6th and Monday, October 9th for the Thanksgiving long weekend. Click on the images below for some Thanksgiving Safety Posters.



## World Mental Health Day: October 10<sup>th</sup>, 2023

The overall objective of World Mental Health Day is to raise awareness of mental health issues around the world and to mobilize efforts in support of mental health.

<https://www.who.int/campaigns/world-mental-health-day>



## Invisible Disabilities Week: October 15<sup>th</sup> - 21<sup>st</sup>, 2023

Learn about Invisible Disabilities and recognize yourself with the ID cards here:

<https://invisibledisabilities.org/seminarsandevents/invisible-disabilities-week/>

## Halloween: October 31<sup>st</sup>, 2023

Halloween is a day to have fun with your family and colleagues, but remember safety first!



**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>**

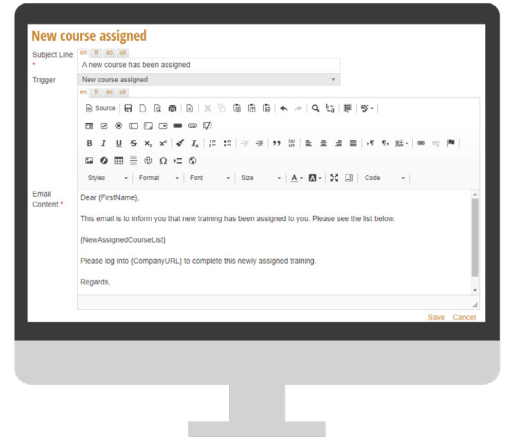
*\*This discount applies to the session fee and also to purchasing a printed copy of the participant's manual.*

# TECHNOLOGY UPDATES

## NEW FEATURE

### NEW! New Course Assigned Email Template

A convenient new email template is now available in the notification centre! When this email is enabled, it will notify employees of any newly assigned training. This is sent when new courses are manually added, if a training profile is updated, and/or if the employee's department or categories change resulting in new training, etc.



Turn on this email and keep employees up-to-date with what is required on your system!

As always, this email can be customized. Administrators with permission to the Notification Centre can enable the email, determine who it goes to, and edit the default template as required.

Have any questions? Email us at [support@systems24-7.com](mailto:support@systems24-7.com).

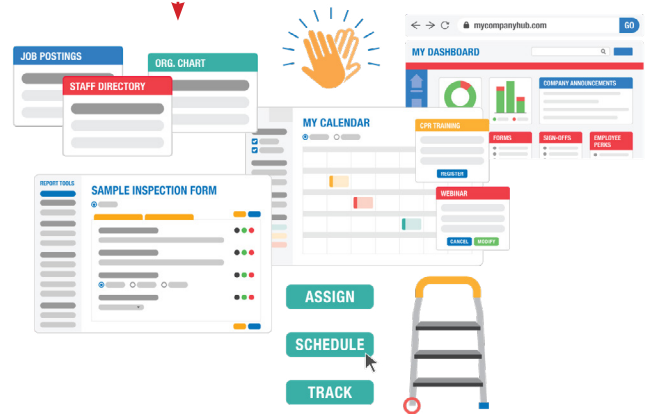




# Technology Updates

**SALE**

There is no time like the present to Add-On to your Systems 24-7 site! From now until December 1st, receive a 13% discount on all Add-On purchases! Systems 24-7 has many affordable features to help you get the best use out of your site. For example, use our High Fives feature to provide digital high fives to your employees who've done a job well, use the Preventative Maintenance feature to track and schedule your preventative maintenance, or manage all your events using our Event Scheduler.



Systems 24-7 is more than just an LMS or “compliance” software. It’s an employee hub for you to add value to your employee’s job experience. We have many available add-ons to help your organization provide the most value and save time. Work smarter - not harder!



This discount will be valid for the duration of your contract with Dunk & Associates/Systems 24-7.

When you renew, you will continue to receive the discounted add-on.

This offer is not available for those on a shared site and must be invoiced prior to December 1st to receive the discounted price.

To see a list of our Add-on features, [click here](#).

# SAFETY AND HR UPDATES

## 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.



## NEW COURSE



## 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.



# Registration Open Now!

## Supervisor Skills Development: Harassment Investigation Training

How do you know when the line gets crossed between a conflict in the workplace and when a harassment investigation is required? Dealing with differing personalities will always be a struggle as everyone has different opinions, ways of learning, and expectations. Where is the boundary between conflict and harassment? What are management's rights versus harassment? Is "banter" healthy or is it harassment?

Over the past year, our professional team has spent hours coaching and mentoring supervisors, managers, and owners in harassment investigations. Let us help you build the skills in your management/supervisory team. **Join us on Tuesday, November 21st from 1:00 pm - 2:30 pm EST for a 90-minute hands-on webinar** to discuss when an investigation is required, what should be included, how to document, what information to share, and when to involve a third party. This skill-building webinar will provide tools and training to managers, supervisors, safety committee members, and anyone else who could benefit. We will also share case studies and do group problem-solving to put what we're learning into practice. A variety of templates and tools will also be provided to support your learning.

### Cost per person:

- \$35 private clients
- \$40 general public

Following the event a recording will be provided with a certificate.



For more information and to register download the poster [here](https://www.systems24-7.com/supervisorskills) or visit us at:  
<https://www.systems24-7.com/supervisorskills>

# SAFETY AND HR UPDATES

UPDATE

## WHMIS Update!

WHMIS 2015 has now been legislatively changed from WHMIS 2015 back to WHMIS. For most workplaces, the most notable change is the adoption of a new physical hazard class, chemicals under pressure, the adoption of a non-flammable aerosols hazard category, and new subcategories for flammable gases. There are also some updates to information required on SDSs and labels including modifications concerning the physical and chemical properties in section 9 of the SDS.

There is a 3-year transition period where Employers and Suppliers have until December 14th, 2025, to update their SDSs, labels, and training to bring them into compliance. As of October 1st, 2023, Dunk & Associates/Systems 24-7 has revised the **WHMIS 2015** module to be called **WHMIS** and all necessary updates have been made. Employees are not required to re-take the module (unless the Employer chooses to). Instead, attached is a Safety Talk called **WHMIS Update** which can be delivered and signed off on by all employees. All new hires must still complete their WHMIS training as required. If you are a Full Service Health & Safety client with Dunk & Associates, this safety talk has already been posted on your website as part of the October Compliance Package.

**SAFETY TALK**  
Powered by Systems 24-7

## WHMIS Update

Health Canada published amendments to the Hazardous Products Regulations (HPR). These updates are designed to comply with the most recent requirements in the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). These changes came into force on December 15th, 2022.

The regulatory amendments provide a 3-year transition period, ending on December 14, 2025 to give suppliers, employers, and workers time to adjust to the changes, and helps ensure consistency across Canada.

**WHAT IS CHANGING?**

- Revised Classification for Flammable Gases**
  - Extremely flammable gases, previously all lumped together into one category, will now be under a new Flammable Gases – Category 1, subdivided into:
    - Subcategory 1A including pyrophoric gases and unstable gases; and
    - Subcategory 1B including flammable gases that aren't pyrophoric or chemically unstable but have a lower flammability hazard than those of Subcategory 1A.
  - New definitions of pyrophoric gas and chemically unstable gas are also included.
  - These sub-categories still share the same pictogram.
- Revised Classification for Aerosols**
  - Previously classified as "Flammable Aerosols," with categories for very flammable and less flammable. The amendment will change the name to Aerosols and add a third category and classification criteria for non-flammable aerosols.
- New Chemicals Under Pressure Classification**
  - A new "Chemicals Under Pressure" categorization that's distinct from the "Gases Under Pressure" class. However they share the same pictogram.

**Other key changes**

- Changes to the hazard classification methods.
- Changes to product testing procedures.
- New information elements required on safety data sheets (SDS) – primarily modifications to the required elements in the physical and chemical properties in Section 9.

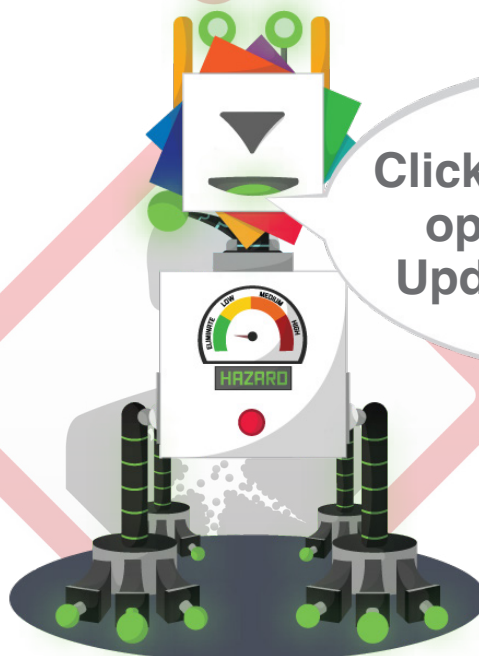
**How are workplaces affected?**  
WHMIS 2015 will now be referred to as just "WHMIS". You may see this change in your training and on your workplace posters, safety talks, etc.

Employers in every industry will need to update their training and ensure that their employees are up to date on the new physical hazard classes of Aerosols & Chemicals under pressure.

All SDSs for products in the workplace must be replaced with versions that are compliant with the changes.

**ALWAYS REMEMBER, SAFETY FIRST**

[www.systems24-7.com](http://www.systems24-7.com)



Click on the image to open the WHMIS Update Safety Talk.



# 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](#).



**IMPORTANT  
LEGISLATION  
UPDATES**

# Safety and HR Updates

## FEATURED ARTICLE

### 4 Day Work Week



In the spring of 2020, Dunk & Associates moved to a 4-day work week. For those who preferred, we offered a 5 day work week with shorter days. We wanted to share with you our employee feedback on our work options. Many countries and provinces have been considering the options for shortened work weeks. If you are considering this as an option for you business, here's why you should do it (if it makes business sense for you). Below are comments from our own staff regarding their work options.

*"I am a mom, so while a 4 day work week worked well when my child was younger, it wasn't as helpful when my child started school. Rather than the 4-day work week, I selected to work a 5 day work week, with shorter days. This has been amazing for our family; I am able to get my child on the bus every morning and off the bus every afternoon. Because my days end earlier, I have time to enjoy the local parks, prepare a healthy dinner for our family, and spend time being a parent. I've often heard other say, "I can't be a good employee and a good parent at the same time." My work situation allows me to balance both and feel like I am putting in 100% effort at both roles."*

*"I have been loving the 4-day work week, it's been so helpful arranging appointments, getting to go places that would normally be busy on a weekend, or just getting a long weekend to relax and disconnect from work helping me with a more balanced work-life, that I didn't have before. I also find I get more done at work since I know my week is shorter so I am more focused."*

# SAFETY AND HR UPDATES

## UPDATE

### Our JHSC Refresher Training is CPO-Approved

We are excited to inform you that Dunk & Associates has been approved by the CPO to offer our JHSC Certification Refresher training! Dunk & Associates is able to offer both in-class and distance training. Although we do not currently have any sessions booked, we want to assess the demand of our clients to offer a JHSC Refresher Training course in 2023.

#### Who Needs JHSC Refresher Training?

All certified members, meaning those who have completed both Part 1 and Part 2 training, must complete refresher training.

Those certified prior to March 2016 do not require refreshing training and are grandfathered under the new standard. However, refresher training is a great way to keep your knowledge up-to-date and does not impact your grandfathered status.

For those who have completed JHSC Certification post-March 2016, you require refresher training **every 3 years**. Refresher training **must** be completed prior to the expiry date. Extensions can only be requested in writing to the MLITSD within 10 days of the expiry.

#### What is JHSC Refresher Training?

Refresher training is a one-day course delivered online with a live instructor or in a class, designed to help refresh key concepts to certified members. During the course, we:

- Review your rights, duties, and responsibilities
- Review the concepts of R.A.C.E. and the hazard assessment tool
- Describe changes or updates to relevant legislation, standards, and codes of practice over the last three years
- Provide an opportunity for members to share JHSC best practices and to discuss challenges and potential resolutions

#### How do I express interest?

Please email us at [cert@systems24-7.com](mailto:cert@systems24-7.com) and let us know if you would be interested in a class for 2023! Please include the date on which the certified member's certificate expires, and if you prefer in webinar or in-class delivery. If you are interested in arranging an in-class session, we can come to your workplace and you must provide us with a minimum of six learners who require refresher training.

If we are unable to schedule the class in 2023 due to demand, we will provide you with the link to the MLITSD's request form to ask for a one-time extension so that you may complete this with us in 2024.



# SAFETY AND HR UPDATES

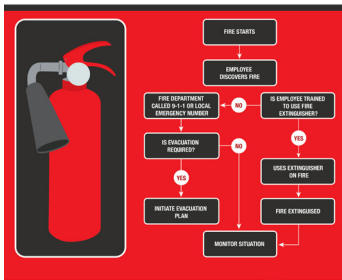
## IMPORTANT DATES

### Fire Prevention Week

October 8<sup>th</sup> - October 14<sup>th</sup>, 2023

Fire Prevention Week helps educate people about the leading risks of home and workplace fires and ways to prevent them to better protect themselves and others. Here are some posters to help prevent fires near you.

## FIRE EMERGENCY



### WORKPLACE FIRE SAFETY



**FLAMMABLES**

1. Use the approved containers that are designed to prevent sparking.
2. Keep area free of drips and spills.
3. Follow the rules for disposing of containers and items containing flammable wastes.
4. Store in designated areas and follow your storage procedures.

**CHECK EQUIPMENT**

1. Check and maintain machinery at regular intervals.
2. Check that extinguishers are recharged and in operational condition.
3. Do a smoke detector test and replace batteries as needed.

**WORK SAFELY AND BE PREPARED**

1. Keep work area clean and tidy.
2. Participate in your fire drills and report hazards.
3. Follow your fire safety training and any safe work practices.
4. Smoke in designated areas.

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# FIRE

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1. Warn others if you see a fire: leave the area and close doors on way out.
2. Activate the Fire Alarm and call supervisor to take charge. Call 9-1-1.
3. Don't try to put out the fire unless you have been trained to use a Fire Extinguisher and it is safe to do so.
4. Do not stop to collect personal belongings.
5. Follow your company evacuation plan and go to the designated area.
6. Do not use the elevator - use the stairs to exit.
7. If you are trapped, call for help, drop to the floor and crawl if you are trapped in smoke.
8. Don't return to the building until firefighters declare the building safe.

THINGS TO DO IF YOU DISCOVER A FIRE AT YOUR WORKPLACE

# SAFETY



## EMERGENCY PREPAREDNESS FIRE RESPONSE

**IF YOU DISCOVER A FIRE:**

1. Leave the area of the fire immediately.
2. Do not attempt to fight the fire unless you are trained to do so and feel comfortable in doing so.
3. Close the door to the area behind you.
4. Notify your supervisor/manager and others in the area.
5. Call 911 for use of the established and agreed upon means of reporting a fire emergency.

**EVACUATION**

- Evacuate in accordance with your evacuation plan to the designated evacuation area.

**Our workplace's designated meeting area:**

• Walk, do not run.  
• Remain calm.  
• Never use an elevator during a fire. Always use the stairwell.  
• Remain in the evacuation area until everyone has been accounted for and you have been instructed otherwise.

POWERED BY SYSTEMS 24-7

# FIRE EXTINGUISHER



# EXCELLENCE UPDATES

## FEATURED ARTICLE

### Writing Effective Workplans

October is here and we hope all of you have been keeping safe and well. We can't believe how fast time is flying by. Before you know it we will be putting on our winter boots and coats!

As the HSEp is a rolling program and everyone is beginning their journeys at different times, we wanted to share some updates on completing your workplan and take some time to provide tips and tricks to writing effective Workplans.

As the program is forever evolving, WSIB is eluding to some changes to topic selection for 2024. Although nothing has been shared yet with the providers, Dunk has made some changes to the process in the interim until WSIB communicates these suggested changes to us. At that time, Dunk will communicate what the changes are and how we have adjusted to them.

For now, you can find the updated Dunk Workplan template in the "Program Resources" section of the Dunk Excellence Portal. This Workplan template is designed to give you a chance to share your business information with the WSIB Validation Team so they have a better understanding of your business as well as providing them with your rationale for selecting your topics. You also create an implementation plan to ensure you are on track to completing the program on time to get it to us for review and finalize them with you before topic expiry date. Firms with detailed, well thought out implementation plans experienced much higher rates of success with their topics than those who did not. The more time and effort you spend developing your Workplan – the easier it will be to implement your topics and prepare your submissions for validation.

Within each topic sheet, the first question we ask is if the topic is new to your organization. Remember, a topic will be considered new if no written policy/procedure/standard exists and it has never been implemented in your workplace before. If the topic is not new to your workplace, we ask that you complete the Topic Approval Form. Within this form, you must identify a significant gap in the effectiveness of the topic or if there was a significant change in your workplace. When answering these questions, provide as much detail as possible in order to ensure your significant gap or change in the workplace is justified. As a reminder, the threshold for a "significant gap" and "significant change" is fairly high. As a result, we ask that you explain why the program has failed, is not being executed, or is broken. We will be looking for this type of language when approving your topics. Furthermore, we will be looking for qualitative or quantitative evidence that proves how the program has failed or is not working. Simply identifying weaknesses or missing components in your initiatives would be considered "continuous improvement" and cannot be approved.

When developing your implementation plan, we ask that you take your time to develop a well thought out plan that addresses all the topic's requirements found in the WSIB's HSEP - Health and Safety Topics Guide (available in the Program Resources tab of the Dunk Excellence Portal). We recommend that you specific when filling out this section. For example, which specific methods of communication will your organization use, and which workplace parties will receive training on what aspects of the topic? What specific pieces of evidence will be produced by these actions? Who will be assigned to complete each step and what is your timeline for completion? The more work that is put into your Workplan now translates to less work during implementation and preparing your submission for validation.

As always, you have a dedicated support team who is available at [excellence@systems24-7.com](mailto:excellence@systems24-7.com) or 1-866-754-8839 who would be happy to work with you in the development of your workplan. Stay tuned via our newsletter and Dunk Excellence Portal for more information on the tools, webinars, and resources we have available to make the implementation of your topics as smooth as possible.

# Excellence Webinar Schedule

## **HSEp EXCELLENCE GUIDANCE AND INSTRUCTION**

Tuesday, October 10, 2023 | 9:00am - 11:00am EDT

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 silly question is the one you don’t ask!

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

# OCTOBER WEBINARS

Register now for our monthly webinars

## STATEMENT OF ABILITY, WHAT'S YOUR EMPLOYEE CAPABLE OF?

Wednesday, October 18, 2023  
1:00pm - 2:00pm EDT

Dunk explores a new idea on determining your employee's abilities. Physical, psychological, and their needs. What can I ask, what can I require of my employees? Can they lift, push, carry and deal with the demands of the job. How do I ask and when must I accommodate? What are the risks in asking these questions? Join the discussion with Dunk!

REGISTER

## RECORDED WEBINARS

Communicable Disease and Illness | Posted: September 20, 2023

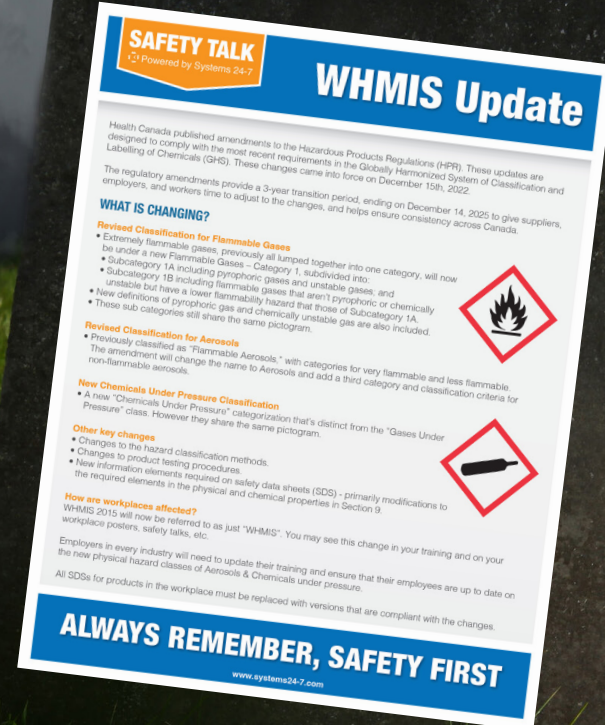
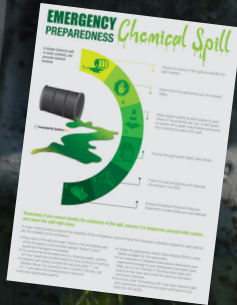
# WELLNESS UPDATES

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](#)



Click on each tombstone to expand and download posters





The background is a dark, moody scene with a stone archway. A large, glowing jack-o'-lantern with a menacing face is in the foreground. Two spiders are visible: one on the left and one on the right, both with webs. Two flaming torches are mounted on the stone walls. The overall color palette is dark with orange highlights from the jack-o'-lantern and torches.

Thank you for reading.  
See you next month.  
Stay safe.



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

