

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



**Excellence program:
Information/Registration
Packages**

**2024 Wellness
Calendar**

**2024 Webinar
Schedule**

Christmas Break

Look Spotty, it's Santa!
We better get to bed if
we want presents.

**Feature Article:
Successes in 2023**

**Technology Updates:
Brown Out**

Excellence program: Selecting Topics

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**TECHNOLOGY
UPDATES**



**SAFETY
UPDATES**



**EXCELLENCE
UPDATES**



**LEGISLATION
UPDATES**



**HR
UPDATES**



**WELLNESS
UPDATES**



Christmas Break

Dunk & Associates Inc./Systems 24-7 will be closed the following days for the Christmas Holiday.

December 22nd - January 1st

We wish everyone a safe and happy holiday and we will see you in the new year!

Please enjoy some holiday safety posters.



Technology Updates

IMPORTANT NOTICE

Brown Out

The IT & Graphics Departments are closed each year from December 1st to January 1st. During this time, no new requests for work are accepted, including online course development, programming development, or other specific tech requests. This scheduled brownout allows programmers and designers to clear existing projects off their plates and prioritize upcoming projects for the new year. If you require anything, please email support@systems24-7.com to ensure that it is scheduled.





Safety and Human Resource 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.

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](#).

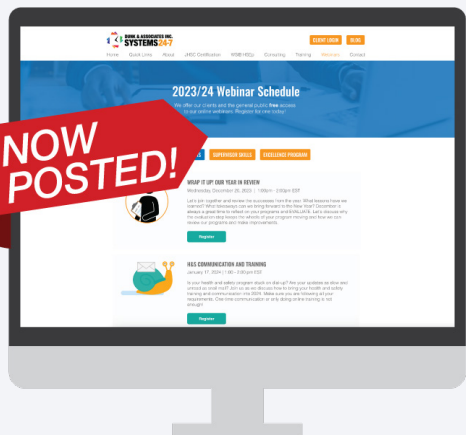


SAFETY AND HR UPDATES

UPDATE

2024 Public Webinar Schedule is Now Posted!

Looking for our 2024 webinar schedule? [Check it out here!](#)



Every year, Dunk & Associates hosts a variety of free webinars! They are an incredible way of staying on top of key topics in health and safety and human resources and keep in the loop on changes in legislation. All of our webinars are facilitated by an experienced staff member, so you can be assured you are getting good information. All webinars are also recorded in case you miss them or want to share within the workplace.

Now posted on our website is the 2024 webinar schedule with registration links <https://www.systems24-7.com/webinars>

SAFETY AND HR UPDATES

FEATURED ARTICLE

Successes in 2023

Another successful year come and gone! It's been busier than ever, and we thank each and every one of our clients for their continued support. We strive to make 2024 even better!

At the end of every year, we always take the opportunity to reflect on what we've been able to achieve, the programs we've delivered, and our other successes. Have you also taken an opportunity to reflect? It's a great way to end the year and highlight your accomplishments.

Let's celebrate our successes together! In 2023, Dunk & Associates:

- Created a variety of new courses including: Active Attacker Awareness, Annual Safety Review, Crane Safety Awareness, De-escalating Conversations for Customer Service, Fibre Optic Cable Safety Awareness, MSD & Me, Naloxone Administration, Performance Management, Voice of the Client, and What You Need to Know About Phone-Based Customer Service. We also have a variety of courses written and in the pipeline for release in 2024!
- Were approved to offer our Refresher Ontario JHSC Certification including Part 1 in-class, distance, and eLearning, and Part 2 in-class and distance training! At the time of writing this article, over 250 people registered and went through Part 1 Certification Training and by the end of the year, we will have fully certified 190 safety committee members.
- Continuous monitoring and communication of legislative updates and application of changes across all our program content including policies, forms, training, and more.
- Supported more than 190 businesses in our Health and Safety Excellence program, a WSIB rebate program in Ontario. This was a 33% growth from the previous year! We did not have a single member who did not receive a rebate who completed their topic implementation as per the requirements of the program.
- Created a variety of resources for our clients to help keep employees safe while the forest fires raged across the country.
- Hosted incredibly successful events including an in-person conference in the Spring of 2023 and an online Harassment Investigation webinar in the fall.
- Developed additional policies including compressed gas, hearing conservation, IV fluids, Naloxone (ON), and Respiratory Protection. If you're not subscribed to our professional services, ask us for more details!



Here is what was developed, updated, and released on Systems 24-7. Please contact us at support@systems24-7.com for more information about any of the below updates.

- Developed two brand new powerful features including Report It and Digital Boards.
 - a. **Report It:** Report It is a robust feature, which provides companies with the ability to develop any form online for documentation and tracking. Companies can also add a unique process for verification and approval. This can 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.
 - b. **Digital Boards:** This feature is close on the horizon! We are developing an online digital board feature to replace the traditional health and safety board, with all information coming directly from your Systems 24-7 site. This is currently being trialled with one of our clients.
- Increased capacity for email functionality including a variety of new email templates.
- Expanded reporting ability through the available reports on Systems 24-7.
- Increased security and data protection.
- Many new settings to improve system usage including final test re-take options, adding course scores, QR codes, and more!
- Increased communication and transparency through our important updates page. Check it out here: <https://www.systems24-7.com/important-updates>

We will be sharing more news shortly!

EXCELLENCE UPDATES

FEATURED ARTICLE

Selecting Topics

Hello everybody and happy holidays! As you work to complete your current HSEp topics and begin to look at your topics for the upcoming program year, we wanted to take this time to walk you through the topic-approval process.

You can find all the Excellence topics in the **HSEP - Health and Safety Topics Guide**. This document is uploaded in the **“Program Resources”** section of both the Dunk Excellence Portal and Dunk Small Business Portals.

When selecting topics, it is important to understand the requirements of the topics before making a final decision. This can be accomplished using the **HSEP - Health and Safety Topics Guide**. Another tip at understanding what is required is to look at the evidence boards to see what kind of evidence you will need to provide when you are going to submit the topic for evaluation. For those in the SB HSEp, give us a call and we can help you with this as you only have access to you preselected topics for the year.

Acceptable selection rationale would be if the topic is completely new (WSIB preferred), contains significant gaps (not just out of legislation, but nothing has been updated and no one is following the current program), or there were significant changes to the workplace (i.e. 40000 square foot addition built onto existing workplace). The WSIB has eluded that they will only be allowing new topics in the upcoming years, but nothing has been finalized so this may be your last chance to take topics where an existing program can be taken to address those gaps. Dunk will let you know if and when these changes come into effect.

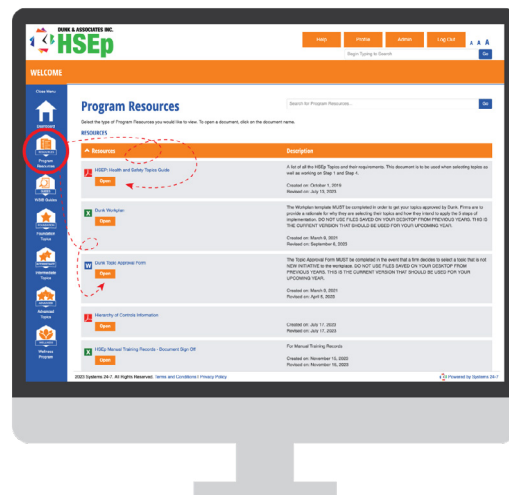
Once you have a final list of topics (1 – 5 topics are allowed per program year), it is time to complete your workplan for those in the “Regular” HSEp. For those in the SB HSEp, all you need to do is go in and select your topics right in the WSIB Digital Portal. Remember, you also need to send Dunk an email with what topics you have selected so we can confirm and approve them.

If in the “regular” HSEp, you would need to complete a workplan as always. You can find the Dunk Workplan template in the **“Program Resources”** section of the **Dunk Excellence Portal**. The document will ask you to complete a Member Overview so we get an idea of your line of business and also includes additional sheets for each topic. The topic sheets are broken down by your topic rationale at the top and your proposed implementation plan at the bottom. If your topic is not new to your organization, we ask that you complete the **Topic Approval Form** that can also be found in the **“Program Resources”** section of the Dunk Excellence Portal. Dunk has recently improved the workplan to make it easier to complete, especially for new topics.

After justifying your topic selection, the Workplan asks members to plan the implementation of their topics via the 5 Steps of Implementation. We recommend that members are specific when filling out this section. For example, rather than saying “workers will be trained on the requirements”, specify which workplace parties will receive training, how will the training be conducted and what will the training encompass.

Once your Workplan is completed, please send it to excellence@systems24-7.com, where we will review your topics for approval and provide recommendations to strengthen your implementation plan.

As always, if you have any questions or concerns please do not hesitate to email us at excellence@systems24-7.com or give us a call at **1-866-754-8839** and we would be happy to assist you at every stage of your HSEp journey.





Excellence Updates

Click on either image below to open HSEp or HSEp Small Business information and registration packages.

DUNK & ASSOCIATES INC. SYSTEMS24-7

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

WHAT IS THE HSEp?
HSEp (HSEp) integrates an Employer's and workplace's efforts in safety. This program integrates the strengths of the previous Safety Group, and Worknet programs. This 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 HSEp can help you reach your goals.

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

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 assist you where you are at on your safety journey. Whether you employ 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 Group 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 support. Our focus is to provide real advice for real HSEp members. We specialize in making the journey simple for safety. With a short time of only 1000 workdays, Dunk has the system, training programs, templates, processes and fully defined content for you, with continuous training for your business. We provide online services, training and simple processes with fully developed support for every industry sector in Ontario. This includes those regulated by the Canadian Labour Code.

Visit www.systems247.com, call 1-866-754-8838 or email excellence@systems247.com to learn more.

HSEp Package

DUNK & ASSOCIATES INC. SYSTEMS24-7

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 engaging to implement a health and safety program, have no health and safety program, or are looking for financial relief. The WSIB is providing additional benefits to smaller businesses which includes double the rebates and \$1000 to put towards their provider fees until the WSIB modifies the program. Dunk & Associates's pre-scripted program is designed exclusively to create a simple, achievable program for small businesses in Ontario.

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 Group, and Worknet 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.systems247.com, call 1-866-754-8838 or email excellence@systems247.com to learn more.

Small Business HSEp Package

December 2023 | Issue 111



December Webinar

WRAP IT UP! OUR YEAR IN REVIEW

Wednesday, December 20, 2023 | 1:00pm - 2:00pm EST



REGISTER

Let's join together and review the successes from the year. What lessons have we learned? What takeaways can we bring forward to the New Year? December is always a great time to reflect on your programs and EVALUATE. Let's discuss why the evaluation step keeps the wheels of your program moving and how we can review our programs and make improvements.

Remember to check out our 2024 webinar schedule!

A small, colorful robot character with a speech bubble pointing to the text above. The robot has a white body, colorful arms and legs, and a head with various colored shapes.

2024 WEBINARS

RECORDED WEBINARS

Internal Health and Safety Auditing | Posted: November 15, 2023

Presenting the 2024 Wellness Calendar

Click which calendar best suits your needs.

[2024 Full Colour](#)

[2024 Black & White
\(Printer Friendly\)](#)



To: You
From: Durrk & Associates

THE LAST OF 2023

DECEMBER 2023 FULL COLOUR & INTERACTIVE

DECEMBER 2023 BLACK AND WHITE
(Printer friendly)

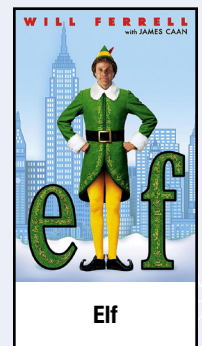
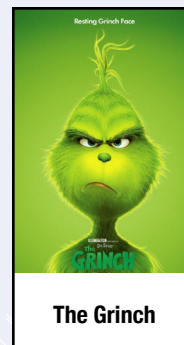
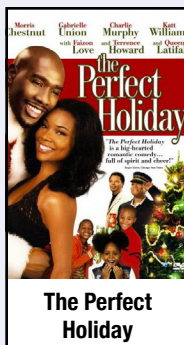
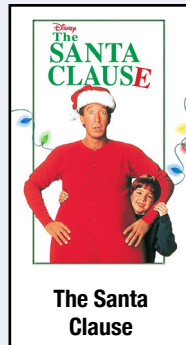
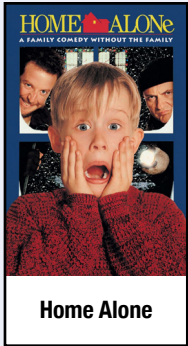
Yay!!! Presents!!!



Click on each present to open your monthly complimentary resources

25 Days of Christmas Movie Challenge

Celebrate the countdown to Christmas with a holiday movie. Check off each movie as you watch it.



There are so many great holiday movies, email us your favourite at communications@systems24-7.com so it can be included in next year's newsletter.

COME OVER TO THE MERRY SIDE



Wishing you a very Merry Christmas
and a Happy New Year.
See you next year!



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

