

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

Feature Article: Stretch
for Workplace Safety

**Supervisor Skills:
Managing Absences**
Register Today!

Excellence program: The Final
Step of Implementation -
Acknowledgement

Exclusive Offer
for Our Excellence
Members Only



Important Dates:
Valentine's Day,
Family Day, Pink Shirt
Day, Repetitive Strain
Injury Day

Technology Updates: Digital
Boards, New Email Software,
Event Scheduler: Event URLs,
Email Template Update:
Course Expiring Soon

New Courses:
Cold Stress Awareness

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TECHNOLOGY
UPDATES



SAFETY
UPDATES



EXCELLENCE
UPDATES



LEGISLATION
UPDATES



HR
UPDATES



WELLNESS
UPDATES



Join us for a webinar on
Supervisor Skills: Managing Absences
Know What to Ask and When to Act

Dealing with employee absences can be challenging. Managers need to strike a delicate balance of promoting healthy work-life habits, like staying home when you are not fit for duty or when you have family obligations, while also managing the impact that employee absenteeism has on the workplace.

In this webinar, we will touch on the proper way to deal with minor absences, while focusing on how to deal with lengthy or frequent absences. At the end of the session, we will review a couple of case scenarios and the considerations that management should take when dealing with these situations.



Date: April 4, 2024, 1:00 pm - 3:00 pm
90-minute webinar, 30-minute Q&A



Who should attend:

- Owners
- Managers and Supervisors
- Anyone wishing to further their professional development



Attendees takeaways:

- Recognize underlying issues and take appropriate action
- Understand your legal obligation with accommodations and leaves of absence
- Participation certificate
- Access to webinar recording

[Click Here for Registration Form](#)

\$35/person (private clients) \$40/person (public)

Applicable taxes will apply.

Sign up today by visiting systems24-7.com/webinars/supervisor-skills

IMPORTANT DATES



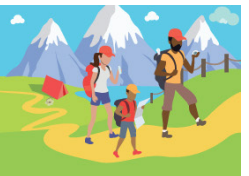
Click image to enlarge

February 14: Valentine's Day

We wish you a Happy Valentine's Day! Today we show appreciation to all those in our lives. This day isn't just for couples, we can celebrate our friends, family, pets, co-workers, etc. The most important thing to remember is to keep safe, we want everyone to get home safely at the end of the day.

February 19: Family Day *Office Closure*

Dunk & Associates/Systems 24-7 will be closed on both February 16th and 19th for Family Day. We wish you a safe and happy day with your families!



February 28: Pink Shirt Day to End Bullying

Over 75% of people say they've been bullied. Over 90% of bullying incidents have peer witnesses. But when those peers intervene, most incidents are over within 10 seconds. Bullying could be happening to someone you know and care about – join us in taking a stand against bullying, and letting your peers know that it is not okay. Show kindness, empathy, and compassion, and speak out!

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



Click image to enlarge



Click image to enlarge

February 29: Repetitive Strain Injury (RSI) Day

**February 28th in non-leap years*

RSIs can happen to a variety of workers from all types of industries. Gripping, bending, twisting, typing, lifting, pushing, pulling, and reaching - ordinary movements we naturally make every day are not particularly harmful. What does make them hazardous in work situations though, is the continual repetition of the movements. Other contributing work factors may include awkward postures and excessive force. Visit <https://www.ccohs.ca/events/rsi> for more information.

For more resources visit page 13 of this newsletter.

Let's get digital, digital.

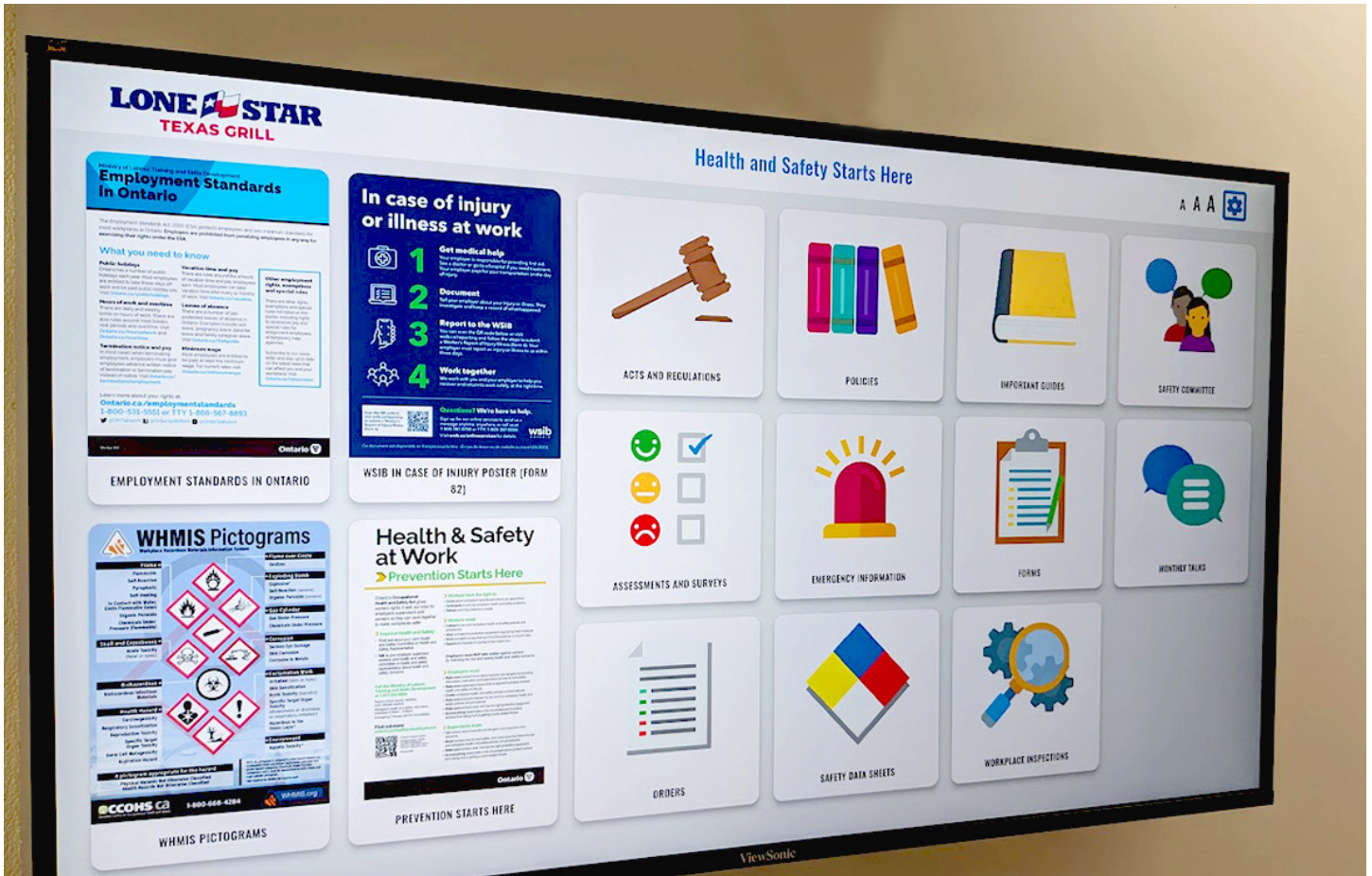
Introducing Report It, an online form builder with extreme flexibility. The best part, all the data that is collected can be reported on to track performance indicators and trends.



Say goodbye to paper forms, outdated versions, and tracking members of your organization down for help. It's all just a click away. Call us 1-866-754-8839 today to get started or visit systems24-7.com.

TECHNOLOGY UPDATES

ANNOUNCEMENT



Exciting News Alert! If you didn't see it last month, we're thrilled to announce that Lone Star Texas Grill is leading the way in revolutionizing workplace safety. They're the FIRST in Canada to embrace our cutting-edge digital health and safety board.

Kudos to the Lone Star team for being pioneers in creating a safer and more engaging workplace. With our state-of-the-art digital touchscreen board AND secure online access via Systems 24-7 accounts, safety is literally at your fingertips, anytime, anywhere.

Want to learn more about the digital boards? Click [here](#) for more information.

Let's get digital.

Introducing Health and Safety Digital Boards by Systems 24-7. Say goodbye to outdated documents and extra paperwork.

What is a Health and Safety Digital Board?
The digital health and safety board is specific to each of your locations with the required postings. We provide the basics, and you upload what is required each month to Systems 24-7 and it will auto-sync to your applicable board.
No more missing postings or printing paper copies. Upload and launch to stay relevant and up-to-date.

Convenient
Set up widgets for Acts and Regulations, Important Guides, and other relevant resources for your workplace.

Unlimited Resources
Link popular and important policies, procedures, and forms so they are just a click away.

Bring Your Own Device
Add our app to a touchscreen TV and get rid of that old safety board.

Fully Customizable
Give employees direct access to your organization's needs, making getting information quick and simple.

Documentation
Reference the latest Workplace Inspections or Safety Committee minutes in seconds.

Digital Health and Safety Boards are here!
Purchase a touchscreen TV to use or bring your own device.

SYSTEMS 24-7

6300-111-1111 | 1-866-754-8899

TECHNOLOGY UPDATES

UPDATES

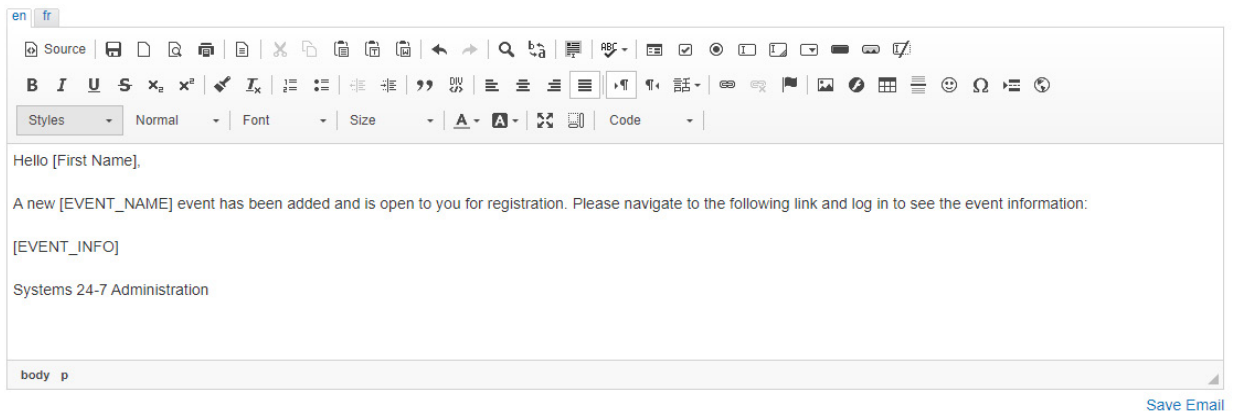
Important Notice Regarding Emails

Dunk & Associates Inc./Systems 24-7 has changed email service for our newsletters, announcements and other important communications. Rest assured, you can continue to expect the same high-quality content delivered directly to your inbox. If, for any reason, you do not receive them, we encourage you to check your spam folder first. In case of any issues, please reach out to us promptly at support@systems24-7.com. Additionally, should there be any changes to your contact information, kindly inform us to ensure our records are up-to-date.



Event Scheduler: Event URLs

For those using the event scheduler, you can now add custom event URLs into the your event scheduler email notifications. When an employee receives an email regarding the event scheduler, a custom link is available to bring them straight to the event when it is selected and they are logged in. To use the custom event URL, add the short code [EVENT_INFO] in your email templates. For more information, or to request a demonstration of the event scheduler, please contact support@systems24-7.com.



Email Template Update: Course Expiring Soon

Ever wish that you could send out the notification when a course is expiring soon more than once? This email template has been updated so you can further customize how often this email is sent. Whether you want the reminder once, or weekly, the control is yours! To change the email frequency, go to your notification centre and select training notifications. Under the frequency settings, customize the email to send as often as you wish.

Email Name	On/Off	Time Frame	Frequency	Send to	CC To	Failed Email Redirect	Authoring Options
Course Expiring Soon	<input checked="" type="radio"/> On <input type="radio"/> Off	1 Months Before	Once Once Custom	Everyone x	Select Some Options	<input type="radio"/> On <input checked="" type="radio"/> Off	

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

Cold Stress Awareness

Whether working outside in the winter or working in cold work environments, cold stress is a hazard that needs to be properly addressed. In this course, employees will learn about the signs and symptoms of hypothermia, frostbite, and other cold-related conditions, as well as the best practices for dressing warmly, staying hydrated, and taking breaks in warm areas. This training also covers topics such as Safe Work Practices (SWP) in cold environments, the importance of monitoring weather conditions, and emergency response protocols.



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](#).

Have you read this month's Legislation Updates?



SAFETY AND HR UPDATES

FEATURED ARTICLE

Stretch for Workplace Safety

Do musculoskeletal disorders (MSDs) bring down your workplace injury trends? Is your workplace physically demanding? Or are your employees relatively stagnant and sedentary throughout their shifts? Incorporating regular stretching routines into the workday can provide numerous benefits, not only for individual employees but also for the overall safety culture within the workplace. Let's dive into the many advantages of stretching and how it can contribute to a safer and more productive work environment.



Preventing Musculoskeletal Injuries

Stretching is a powerful tool in preventing musculoskeletal injuries. By engaging in dynamic stretches before starting our work, we prepare our bodies for the tasks ahead, reducing the risk of strains, sprains, and related injuries. This proactive approach to injury prevention is a crucial step in maintaining a safe workplace.

Boosting Alertness and Focus

Stretching increases blood flow and oxygen delivery to the brain, promoting enhanced alertness and concentration. As we incorporate short stretching breaks into our routine, we recharge both mind and body, ensuring that we remain focused on our tasks. This heightened awareness contributes to safer work practices and better decision making.

Ergonomics and Posture

Long hours at desks or engaging in repetitive tasks can take a toll on our posture. Regular stretching helps counteract the negative effects of prolonged sitting, promoting better ergonomics, and spinal alignment. By maintaining good posture, we reduce the risk of developing discomfort and chronic pain, ultimately contributing to a safer and healthier workspace.

Stress Reduction

Our workdays can be demanding and stress is an inevitable part of the equation. Stretching serves as a natural stress-reliever, releasing tension in muscles and promoting a sense of calm. By incorporating stretching breaks, we not only enhance our mental well-being but also create an atmosphere of collective stress reduction, contributing to a more positive and secure workplace.

Promoting Team Unity

Group stretching sessions offer a fantastic opportunity for team building. Engaging in a shared routine fosters a sense of camaraderie, breaking down barriers between departments and teams. A united workforce is better equipped to communicate effectively, enhancing our ability to respond to emergencies promptly and efficiently.

The long and short of this article is that stretching has many benefits that spill over and increase your workplace's overall safety program and culture. It is a simple yet effective tool that can be applied to any workplace. Check out the February newsletter for some posters for simple standing stretches that can be done with your employees.

EXCELLENCE UPDATES

EXCLUSIVE OFFER

We Have An Exclusive Offer Just For You!

Now available for our current HSEp members! Take your HSEp to the next level and expand your access to all Dunk & Associates training content at one low annual cost! Wish you had access to more courses than just those specific to your selected topic(s)? Add-on to your program to receive access to our entire eLearning course library.*

Cost

Small Business Clients: \$500/year

Regular HSEp Clients: \$1000/year

Fees will not be pro-rated.

Note: this is **not the full Systems 24-7 program. This offer includes access for all your employees to the eLearning library through your Dunk Excellence Portal. It does not include the ability to create training profiles, further customize training, upload your own eLearning, add certificates, change passing score requirements, etc. You must be an active HSEp member to receive this offer. This offer is valid until your HSEp end date.*

For more information and/or to sign up, click on the poster below!

www.systems24-7.com

Exclusive Offer

For our Excellence members only.

Now you can gain access to all Systems 24-7 training courses through your Excellence program.

Not part of our Excellence program?

It's never too late to join. Registration is open all year round and we are always accepting new members. Visit systems24-7.com/wsb-hsep to learn more.

Now offering Systems 24-7 Training to your Excellence portal!

Access our bank of over 300 training courses in a variety of topics.

Our courses feature activities and interactive slides to increase engagement.

Easily pull training reports to know where your company stands with their progress.

Training & Tracking

Exclusive Offer Pricing

Small Business Clients
\$500/year

Excellence Program Clients
\$1,000/year

Take your Excellence program to the next level.

Complete the attached registration form to expand your Training feature. Call us at 1-866-754-8839 or email excellence@systems24-7.com

DUNK & ASSOCIATES INC.
SYSTEMS24-7

Have questions? Email us at excellence@systems24-7.com.

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 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 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. 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 INSTRUCTION WEBINAR: STEPS 1, 2, 3, AND PROGRAM ORIENTATION](#)

March 12, 2024 | 9:00 - 11:00 am EDT

[HSEp GUIDANCE AND INSTRUCTION WEBINAR](#)

April 16, 2024 | 9:00 - 11:00 am EDT

[SMALL BUSINESS HSEp INSTRUCTION WEBINAR: STEPS 4, 5, AND 6](#)

June 11, 2024 | 9:00 - 11:00 am EDT

[HSEp GUIDANCE AND INSTRUCTION WEBINAR](#)

July 16, 2024 | 9:00 - 11:00 am EDT

RECORDED WEBINARS

[HSEp Guidance & Instruction](#) | Recorded on: October 10th, 2023

Health and Safety
Excellence program
Approved provider
wsib 2024

EXCELLENCE UPDATES

FEATURED ARTICLE

The Final Step of Implementation - Acknowledgement

We wanted to spend some time discussing the final step of implementation, the Acknowledge Successes and Improvements Step.

Often overlooked, the Acknowledge Successes and Improvements Step is a mandatory requirement of your Excellence program's implementation. This step requires you to look for any deficiencies and create a documented Action Plan based on the results of your Evaluation Step. If no deficiencies are found, your organization is to take the time to acknowledge and celebrate the success of what is working. After all, you have communicated the topic out to all employees, why not communicate the end result as well. Always remember, Steps 2 and 5 should be communicated to all employees.



It is important to remember that the identification of deficiencies during the Evaluation step is a positive experience and you will not be penalized by the WSIB as a result of their identification. Deficiencies are a common outcome of implementation and they also serve as proof that your Evaluation Step was effective.

If a deficiency is identified, the WSIB will not be looking to see how your organization fixed the deficiency. Instead, they will be looking to see how your organization plans to correct the deficiency through the use of a documented Action Plan. At minimum, the Action Plan should include the identified deficiency(s), a 2-3 sentence plan on how the deficiency will be resolved, who is responsible for implementing the action plan, as well as a reasonable timeline for completion.

We must emphasize that the timeline for completion must be reasonable and related to the action plan itself. For example, if your organization had selected the Risk Assessment topic and your Evaluation found that the completed Risk Assessment was not posted on the Health and Safety board, it would be unreasonable to set a timeline for completion at 2 months from now. However, if the Evaluation found that your Risk Assessment did not include Workplace Violence and Harassment hazards, it would be reasonable to set a timeline for completion at 2 months from now so that the Risk Assessment could be updated.

In the event that no deficiencies are identified during the Evaluation, it is important to take the time and acknowledge the success of your implementation. The acknowledgement of success could be an email or memo to all employees thanking them for their efforts in implementing the topics as well as the sharing of the success you have identified in your evaluation. You can (if budget allows) have some sort of reward, like a pizza party or some other celebration, but you still must have proof that the step was completed. We suggest at a minimum a copy of the email/memo, but you could also include pictures of the celebration if you decide to have one.

Health and Safety
Excellence program
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wsib 2024

FEBRUARY WEBINAR

Register now for our monthly webinars

Dunk Discussions: In the Know!

February 21, 2024 | 1:00 - 2:00 pm EST

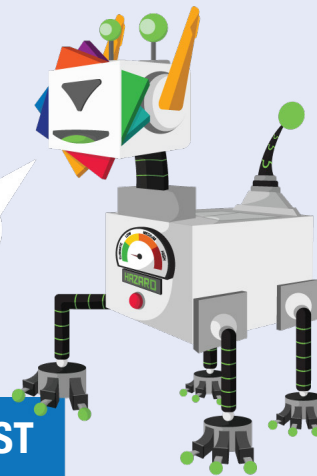
Join the professional team at Dunk & Associates to discuss recent updates and hot topics, as well as have the opportunity to ask questions and receive coaching on what matters to you. Have your questions ready and remember to ask them in such a way as to maintain any confidentiality where needed. These sessions are not recorded in order to promote more of an open forum for your questions, so tune in if you don't want to miss out!



REGISTER

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

2024 WEBINAR LIST



RECORDED WEBINARS

H&S Communication and Training | Recorded January 17, 2024

WELLNESS UPDATES

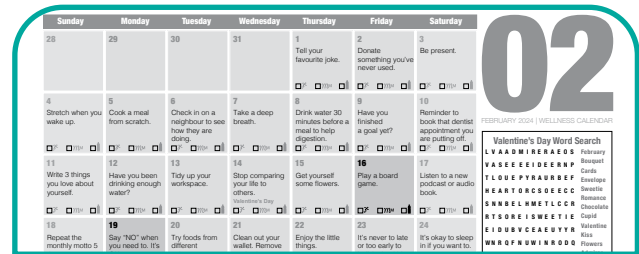
2024 WELLNESS CALENDAR

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.



2024 FULL COLOUR & INTERACTIVE

[Download](#)



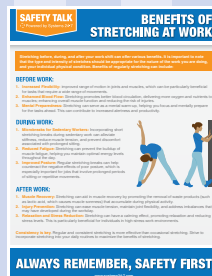
2023 BLACK & WHITE
(Printer friendly)

[Download](#)

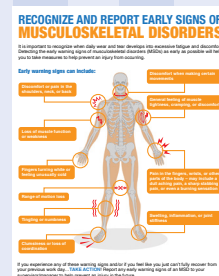
YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Click on each image to expand and download



Benefits of Stretching at Work

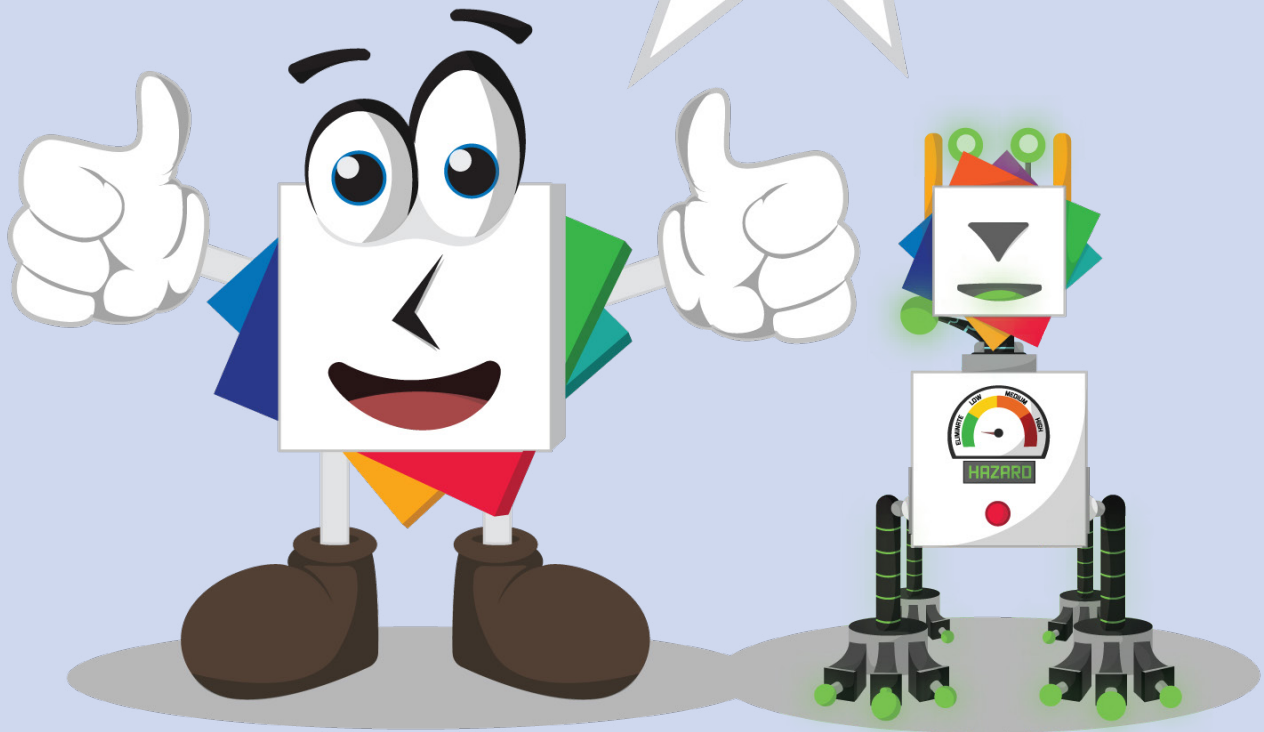


Recognize and Report Early Signs of MSD



Standing Full Body Stretches

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



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

