

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

Introducing the NEW Systems24-7.com website

Supervisor Skills: Managing Absences *Register Today!*



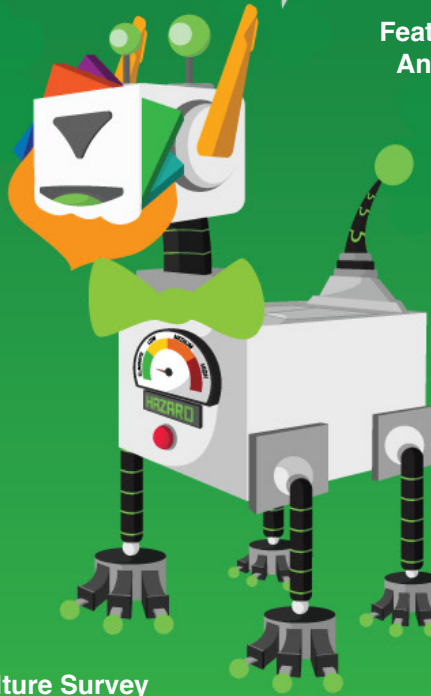
Happy St. Patty's Day!
Remember, we can't rely on
the luck of the Irish when it
comes to our safety.

Feature Article:
Annual Safety
Review

Exclusive Offer for Our
Excellence Members Only

Important Dates:
St. Patrick's Day, Easter,
National Poison Prevention
Week, Solar Eclipse

Excellence program: Culture Survey



Click icons to jump ahead to sections



TECHNOLOGY
UPDATES



SAFETY
UPDATES



EXCELLENCE
UPDATES



LEGISLATION
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](#)

March 17: St. Patrick's Day

St. Patrick's Day is a joyous time to celebrate the rich culture and heritage of Ireland while enjoying festivities with friends and family. However, it's crucial to remember the importance of responsible behaviour, particularly when it comes to alcohol consumption. Always plan ahead and designate a sober driver or utilize alternative transportation options if you intend to drink. Let's ensure that the joy of St. Patrick's Day is not overshadowed by the dangers of drinking and driving, prioritizing the safety of ourselves, and others on the roads.

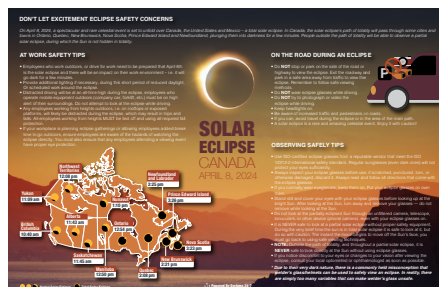
March 29 - April 1: Easter Holiday *Office Closure*

As a reminder, Dunk & Associates/Systems 24-7 will be closed on both Friday, March 29th and Monday, April 1st. We wish everyone a safe and hoppy Easter, may it be filled with lots of memories and chocolate eggs.



April 8: Solar Eclipse

As we anticipate the upcoming solar eclipse on April 8th, it's essential to make preparations to witness this awe-inspiring celestial event safely and enjoyably. A solar eclipse occurs when the moon passes between the sun and the Earth, casting a shadow on our planet and temporarily blocking out the sun's light. To fully appreciate this rare phenomenon, consider gathering with friends and family or colleagues to observe it together. Remember to use proper eye protection, such as solar viewing glasses or a pinhole projector, to safeguard your eyes from the sun's intense rays during the eclipse.



[Click image to enlarge](#)

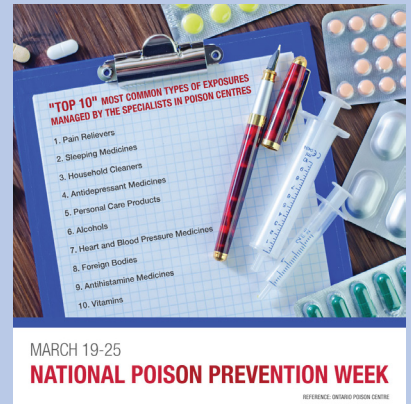
IMPORTANT DATES

March 19 - 25: National Poison Prevention Week

National Poison Prevention Week is an annual observance aimed at raising awareness about the dangers of poisoning and promoting strategies to prevent accidental poisonings.

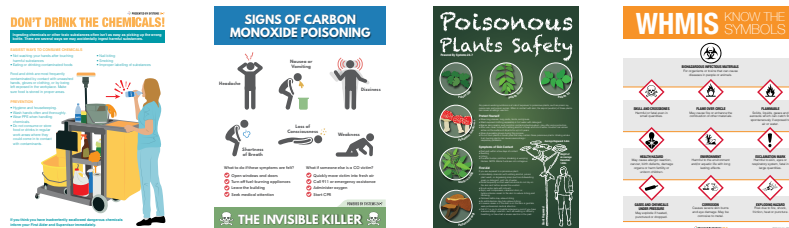
The top ten exposures that pose risks include:

1. Household cleaning products
2. Medications (both prescription and over-the-counter)
3. Pesticides
4. Carbon monoxide
5. Plants
6. Cosmetics and personal care products
7. Foreign bodies (such as toys, coins, thermometers)
8. Alcohol
9. Bites and stings
10. Vitamins and supplements



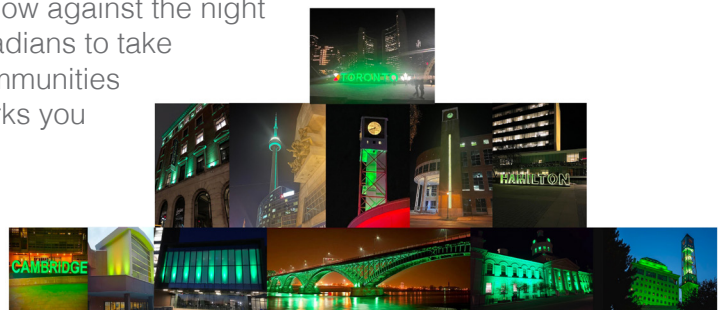
To prevent these exposures, it's essential to store household chemicals and medications out of reach of children, use child-resistant packaging, properly ventilate when using pesticides or cleaning products, install carbon monoxide detectors, educate children about the dangers of consuming plants or substances found outdoors, and seek prompt medical attention for any suspected poisoning incidents. Additionally, practicing safe storage and disposal of alcohol, keeping poisonous plants out of reach, and supervising children and pets around potential hazards can help mitigate the risk of poisoning.

Here are some prevention resources for you



Click image to enlarge

During National Poison Prevention Week in Canada, several iconic landmarks across the country will be illuminated in green to symbolize the importance of poison awareness and prevention. Landmarks such as the CN Tower in Toronto, the Calgary Tower, and the Parliament Buildings in Ottawa are among those that participate in this initiative, casting a vibrant green glow against the night sky. This visual display serves as a reminder to Canadians to take proactive steps in safeguarding their homes and communities against accidental poisonings. Email us any landmarks you have seen illuminating green during this week to communications@systems24-7.com and you can be featured in next year's newsletter.



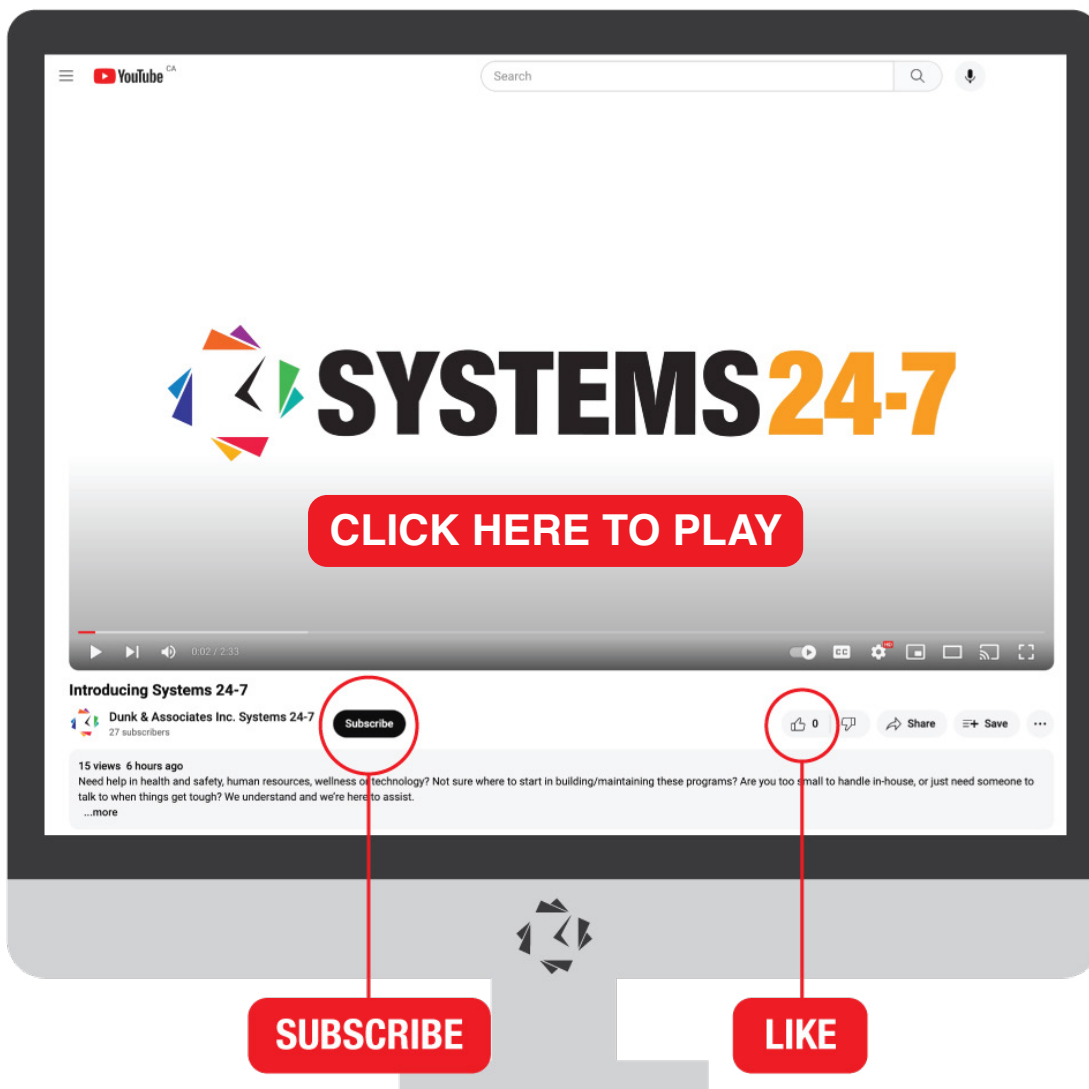
<https://www.ontariopoisoncentre.ca/education-news/news-archive/2023/landmarks-across-ontario-light-up-green-national-poison-prevention-week/>

TECHNOLOGY UPDATES

ANNOUNCEMENT

Exciting Updates!!

We've been renovating at Dunk & Associates/Systems 24-7! Time to clear out the clutter. Check out our updated website at www.systems24-7.com which makes it easier for you to access the information you are looking for about our programs and services. In addition, watch our new video on our Youtube channel about Systems 24-7, [here](#).



If you're new to the channel make sure to like and subscribe!

Compliance Packages Posted

For those clients using our Safety 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 UPDATES

NEW COURSES



Accessibility for Manitobans Act (AMA)

Manitoba Only. Not every disability is visible. Nearly one in four Manitobans have a disability. These can include vision impairment, deafness, hard of hearing, intellectual disabilities, developmental disabilities, or even mental health disabilities. The AMA was developed by the Government of Manitoba to ensure that the province is accessible to all people and to remove any barriers that it can. It requires that every employer and employee in Manitoba take training on the AMA and the Manitoba Human Rights Code. By taking this course, participants will learn how Manitoba's accessibility law and the Manitoba Human Rights Code help to remove barriers to access and will become familiar with the requirements to guide accessible customer service and your organization's accessible employment practices.

Coming Soon: Scissor Lifts

This training module provides an overview of scissor lift safety. By the end of this training and after both the written and practical tests, you should be ready to operate a scissor lift. This module will familiarize you with scissor lift equipment, how to set up and safely operate, and identify and control common hazards associated with the use of scissor lifts.



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 UPDATES

FEATURED ARTICLE

Annual Safety Review



Can you believe we are into the third month of 2024 already? Where does the time go?! In March, we typically release our Annual Safety Review course. This year is no exception. The course is complete and ready to be assigned to employees.

What is the Annual Safety Review and why might you need it? The Annual Safety Review course is a quick and straightforward way to keep safety at the forefront of your workers' minds. This year, the course revisits the concepts of WHMIS, workplace violence and harassment, hazard controls, communicable diseases, and investigations. The course is less than 30 slides and includes a final test. While we understand the workplace is busy and has competing priorities, it is imperative to have workers who are competent and confident in how to do their jobs safely. They need to have knowledge of the hazards they are exposed to as well as the controls that are put in place to protect them. The Annual Safety Review does just this and is a great tool to keep safety in mind.

For those who have opted into the Annual Safety Review course, this course has been assigned to all of your employees to complete. You can access this training by logging in to your Systems 24-7 site and selecting the Tracking and Training icon on the left side of the screen. You can also access this training by clicking on the red portion of the training completion icon on your dashboard.

If you have not opted into this training course, not a problem! You have a few options: your Systems 24-7 admin can assign the course to all employees on the system, or if you determine only a portion of your employees require this training, the administrator can also assign the course by category, department, or individually as necessary. Alternatively, you can send us an email at support@systems24-7.com and we can assign the course to your employees on your behalf.

Please don't hesitate to reach out if you have any questions or require any assistance assigning or opting into this course!

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/wsib-hsep to learn more.

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

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

1 2 3
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

This is your friendly 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

Some of you may have noticed the **Culture Survey** option while navigating the WSIB Digital Portal and wondered what is this really about.

The Culture Survey is a helpful tool for businesses to gauge their overall safety culture across various roles in the company. While this is not a mandatory survey, it is an excellent resource to measure your initial safety culture and then send it out again and see how your safety culture has changed after the implementation of your topics for the program year. It can also provide insight into potential topics for the following year, as well as other opportunities for improvement into your Health & Safety Program.

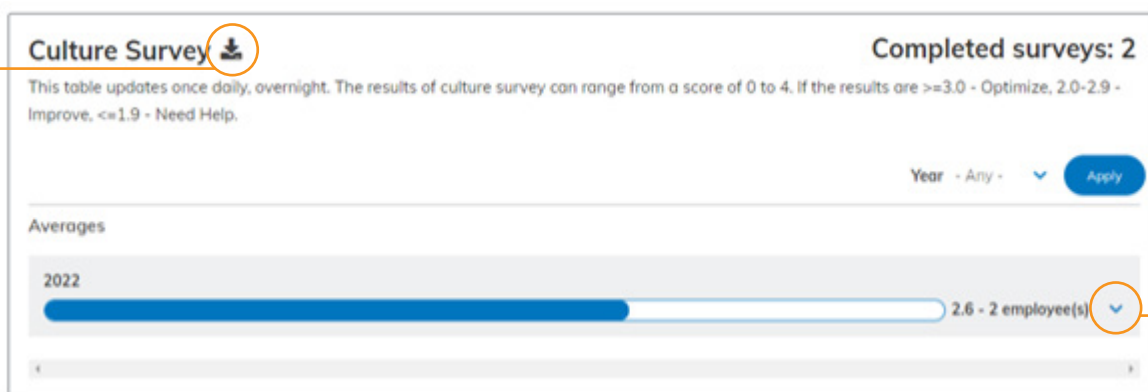
WSIB launched a new Culture Survey results table available on your dashboard. This means you won't need to reach out to the health and safety inbox for your business summaries anymore! The employer digital user guide has been updated and posted to reflect this new feature.

Members can find their culture survey results on their dashboard, below the **“Badges Earned”** table.

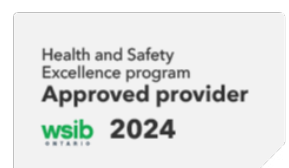
You are able to see the results for your responses broken out by:

- Year completed (This will help see changes in culture year over year).
- By question – To view the average score per question, open the year row by clicking on the down arrow.
- If you would prefer to work in CSV format, it can be downloaded using the download button.

A business does not have access to the information of average scores by role. The provider has access to this information to keep the culture survey anonymous to the business.



If you are interested in this survey or have any other questions, please feel free to reach out to us and we would be happy to discuss them further.



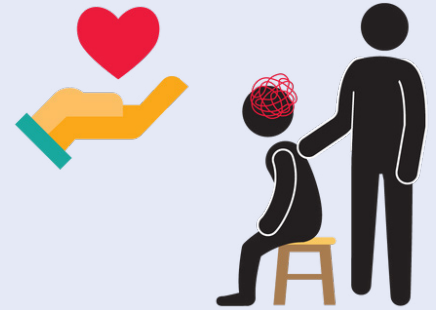
MARCH WEBINARS

Register now for our monthly webinars

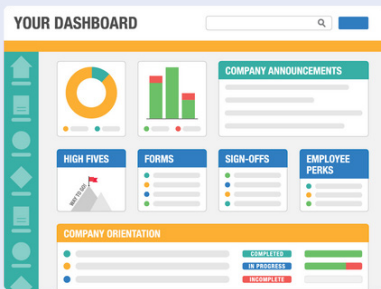
Breaking the Stigma (Mental Health)

March 20, 2024 | 1:00 - 2:00 pm EDT

There is still a lot of stigma surrounding mental health which can create very toxic or unsafe environments for those suffering from mental health disorders. This webinar will explore types of stigmas and their harmful effects. We will then discuss what you can do in your workplaces and how to address stigmas and reduce the toxicity.



REGISTER



REGISTER

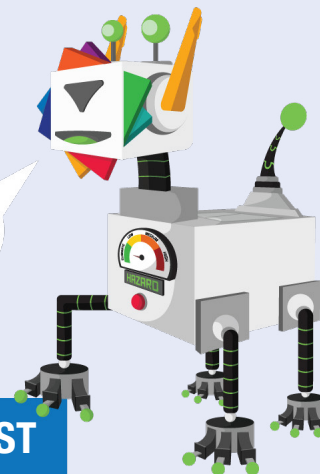
Learning Systems 24-7

March 21, 2024 | 1:00 - 2:00 pm EDT

Systems 24-7 has so many features, helpful reports and user friendly services; let's learn together! Join Dunk for a overview on 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.

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

2024 WEBINAR LIST



RECORDED WEBINARS

Dunk Discussions: In the Know! | February 21, 2024 | 1:00 - 2:00 pm EST

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.

03
MARS 2024 | WELLNESS CALENDAR

Dimanche	Lundi	Mardi	Mercredi	Jeudi	Vendredi	Samedi
25	26	27	28	29	1 Inscrivez vos objectifs du mois.	2 Respirez profondément pour laisser aller toute négativité.
3 Allez dehors prendre l'air.	4 Protégez vos yeux. Portez des lunettes de soleil.	5 Prenez le temps de vous recueillir aujourd'hui.	6 Essayez de faire le plus de squats possible aujourd'hui.	7 Appelez un ami!	8 Vous avez travaillé fort cette semaine, récompensez-vous.	9 Évitez de manger (ou avez calé) vous coucher pour une meilleure nuit de sommeil.
10 Mangez un petit déjeuner nutritif.	11 Avez-vous atteint un objectif?	12 Renouez avec un vieil ami.	13 Cultiver un repas.	14 Évitez toutes les distractions.	15 Faites don d'aliments non périssables à un refuge.	16 Écrivez dans un journal pour libérer votre esprit.
17 Portez du vert pour la	18 Nettoyez votre espace de	19 Prenez les escaliers	20 Évitez les régimes. Mieux plutôt.	21 Félicitez de lire un chapitre dans	22 Soyez fiers de vos accomplissements.	23 Évitez la cabine aujourd'hui.

Mots brouillés pour la Fête de la Saint-Patrick

until = _____
cra ne leic = _____
rlnaeed = _____

2024 FULL COLOUR & INTERACTIVE

Download

03
MARS 2024 | WELLNESS CALENDAR

Dimanche	Lundi	Mardi	Mercredi	Jeudi	Vendredi	Samedi
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Mots brouillés pour la Fête de la Saint-Patrick

until = _____
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2023 BLACK & WHITE
(Printer friendly)

Download

YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Click on each image to expand and download

DON'T BE INDIFFERENT TO NEW AND YOUNG WORKERS

WHO IS A YOUNG WORKER?
An employee who is under the age of 25.

WHO IS A NEW WORKER?

- One full or part-time employee who has worked for less than 90 days.
- One full or part-time employee who has worked for less than 13 weeks.
- One full or part-time employee who has worked for less than 13 weeks.

HOW CAN YOU HELP?

- Hire a mix of young worker employees.
- Check in frequently with new and young employees to see how they are doing.
- Provide training and mentorship to new and young employees.
- Encourage them to ask questions.
- Provide a safe and healthy work environment.
- Participate in safety, wellness, and wellness programs.

Powered by Safety 101

Don't be Indifferent to New and Young Workers

The Easter Bunny MAY LEAVE YOU EGGS BUT HE DOESN'T WANT TO POISON YOU.

Make sure you handle eggs safely. Cook eggs thoroughly and keep away from the fridge. Insured eggs may be stored for up to one week.

Powered by Safety 101

Easter Safety

NEW & YOUNG WORKERS WE ALL HAVE A ROLE TO PLAY

Employer

- Have the responsibility to train all employees.
- Ensure workers are trained to do their jobs properly and safely.

Supervisors

- Provide day-to-day direction and instruction to employees in their department.
- Hold employees accountable to perform their safety and in the manner they have been trained.

Co-workers

- Participate in the training of new and young workers.
- Act as mentors.

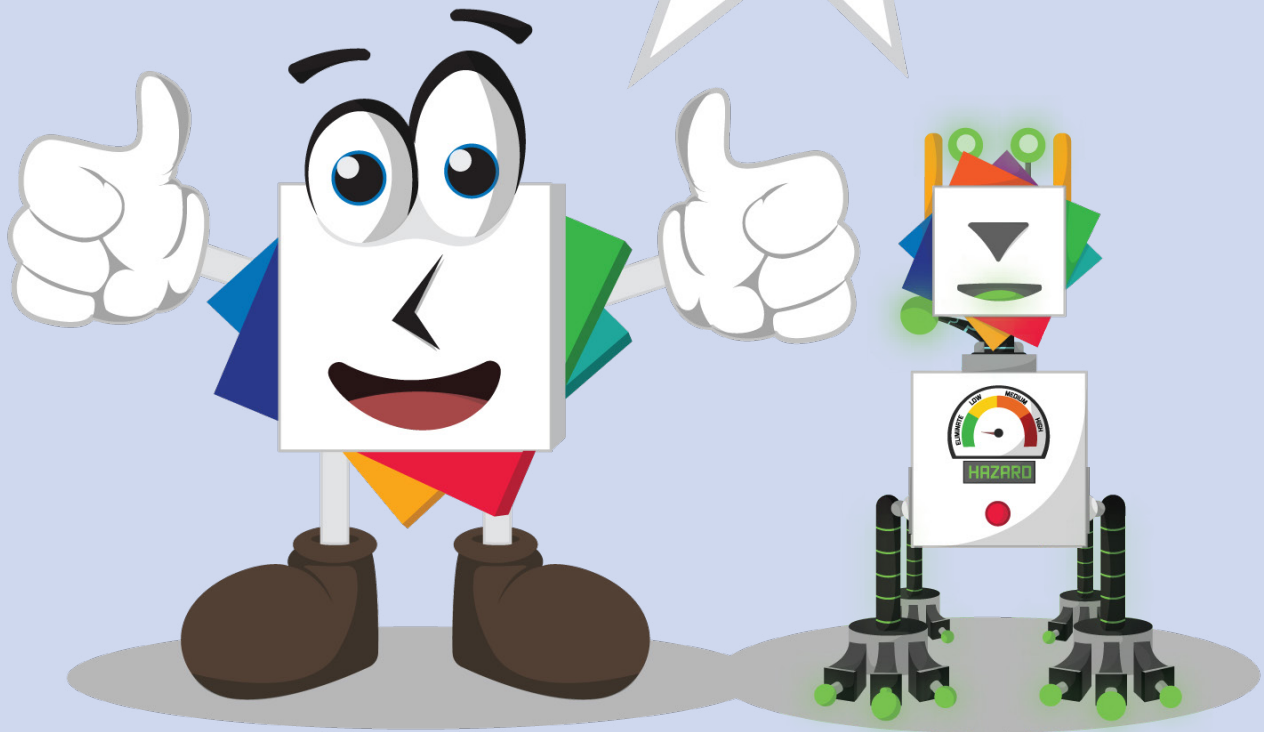
New and Young Workers

- Understand their rights and responsibilities.
- Report unsafe work conditions.
- Ask questions.

Powered by Safety 101

New & Young Workers

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



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

