

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

Technology Updates: Health & Safety Digital Boards, Report It!

Feature Article: Emergency Preparedness

Excellence program: The Importance of Timelines

New Courses Now Available!

Important Dates: International Overdose Awareness Day

Are you planning any summer holidays?



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TECHNOLOGY UPDATES



SAFETY UPDATES



EXCELLENCE UPDATES



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WELLNESS UPDATES

IMPORTANT DATES

International Overdose Awareness Day

August 31st

International Overdose Awareness Day is the world's largest annual campaign to end overdose, remember without stigma those who have died, and acknowledge the grief of the family and friends left behind.

Visit <https://www.overdoseday.com> for more information

Dunk & Associates offers a course on Naloxone Administration, if you would like to add this course to your training, please contact support@systems24-7.com today.



NALOXONE ON SITE

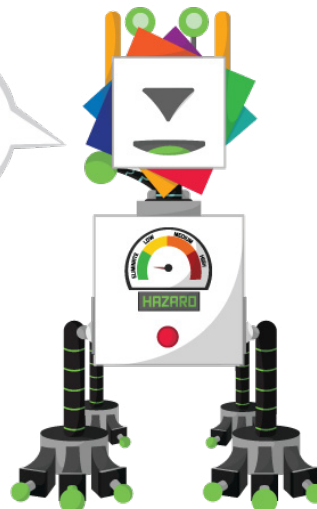
Location: _____

If the person must be left unattended at any time, put them in the recovery position.

Powered By Systems 24-7

STIMULATE	AIRWAY	VENTILATE	EVALUATE	MEDICATION	EVALUATE & SUPPORT
Unresponsive? Call 911	Check and Open	1 breath every 5 seconds	Breathing?	1 dose of naloxone	Wait 5 minutes. Another dose?

Click on the image to open complimentary resource

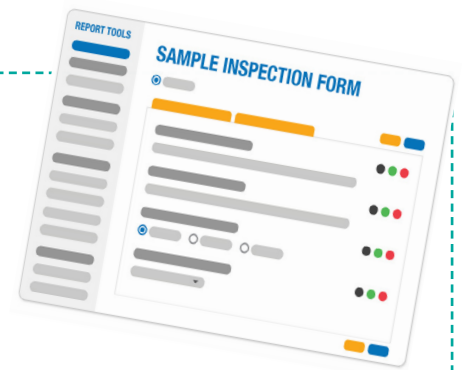


TECHNOLOGY UPDATES

UPDATES

Report It!

Report It is an online form builder with extreme flexibility. It's easy to use, share, and track and it lives right on your Systems 24-7 platform. The best part, all the data that is collected can be reported on to track performance indicators and trends. No more gathering paperwork!



Report It gives your company the ability to create online forms and reports to track any information, such as workplace inspections, accident/incident reports, requests for accommodation, disciplinary actions, and more. You can even add your own processes, where specific questions or pages are assigned to different members within your organization.

Want to learn more? Contact support@systems24-7.com today!



Digital Boards

Revitalize your workplace's health and safety practices by seamlessly transitioning to the cutting-edge digital boards offered by Systems 24-7! Integrated directly into the Systems 24-7 program, these digital boards ensure that all mandatory postings, including policies, inspections, required posters, assessments/surveys, committee minutes, and more, are readily available in your workplace.

[Download Info Sheet Here](#)

Display your location-based health and safety board on any device, offering employees 24/7 access through their own Systems 24-7 accounts. The convenience extends further as separate digital boards can be configured for various programs such as HR news and updates, organizational events, and more.

Explore the versatility of the digital board feature and unlock its potential for your unique needs. Curious about innovative ways to leverage this feature? Reach out to us for personalized ideas and insights!



Ontario is working on passing legislation to make electronic postings officially recognized by the Occupational Health & Safety Act. While the current posting requirements state that the Health & Safety Board must be posted in a conspicuous place where it is most likely to come in contact with workers, it does not account for the use of technology for this requirement. While it has been unofficially generally accepted as long as these conditions are met, the government is taking steps to make it official.

Compliance Packages Posted

For those clients using our Safety 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 UPDATES

NEW COURSES

Wildlife Safety

Working outdoors can be peaceful and awe inspiring, especially when you observe wildlife in their natural habitat. However, what do you do when peacefully observing wildlife puts workers health and safety in danger? This course is intended to give employees practical information relating to the hazards associated with working amongst wildlife, and how to protect yourself in a wildlife encounter.



Insects and Poisonous Plants

Working outdoors can be peaceful and inspiring, except when exposed to insects and poisonous plants. This course is intended to give employees practical information relating to the hazards associated with working with poisonous plants and insects. Material covered includes health effects associated with poisonous plants and insects.



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

Emergency Preparedness



When we think of emergency preparedness, our minds tend to think of fire alarms and evacuation drills, but what about other emergencies? Do you remember when the Eastern Seaboard lost power in 2003? Were you prepared then? Are you prepared now?

Emergency preparedness is simply about preparing for emergencies that may interrupt your organization's daily operations. Knowing and understanding the types of emergencies your business should be prepared for is important.

Because we have clients across Canada, there will be different emergencies to plan for depending on the province your business is located in, and the specific risks associated with each location. For example, businesses near the ocean must be prepared for hurricanes, whereas a business in the prairie provinces would not.

It is imperative to consider all possible risks to your business. Think about what has happened historically, and what is reasonable to anticipate. Consider your location, the businesses and the infrastructure around you, and don't forget to consider what may happen in the future. For example, if your business is located near a business that stores or manufactures toxic chemicals, are you prepared for a potential chemical leak or explosion? If you are located near a railway, are you prepared for a derailment? It is important to consider both natural and human-influenced factors to be best prepared.

Have you thought about what your organization needs to function in an emergency situation? What are the critical operations, who are the staff in charge, and what are they expected to do? What will you do if your organization can only operate on a fractional basis? How will you work to resume full capacity?

Consider how your organization will communicate with internal and external parties. How will staff be notified whether to come in to work or to stay home? Do you have up-to-date contact information for your staff? How will you communicate with your clients? Will you use social media, email blasts, etc.? What makes the most sense given the situation?

Emergency preparedness shouldn't be about fear and panic, the more prepared you are to handle these items, the more success you will have in the event of an emergency.

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

HSEP GUIDANCE AND INSTRUCTION WEBINAR

October 15, 2024 | 9:00 - 11:00 am EDT

RECORDED WEBINARS

HSEP GUIDANCE AND INSTRUCTION WEBINAR

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

Health and Safety
Excellence program
Approved provider
wsib 2024

FEATURED ARTICLE

The Importance of Timelines

As you know, HSEp is a 12-month program, which means you have 12 months to:

- Select your topics
- Implement your topics
- Evaluate your topic implementation
- Complete your evidence submission
- Submit your evidence to Dunk to review and finalize
- Receive successful validation of topics by the WSIB

If this seems like a lot to do in 12 months, you're right! Especially when you account for the 60-day "Living and Breathing" period after your training has been completed. But don't worry! Create realistic, achievable timelines to measure your progress. If you're in the HSEp for members with more than 100 employees, this has already been done in your workplan. However, for the Small Business HSEp, no workplan is required, so timelines must be set on your own to measure progress and stay on track.

From the WSIB's lens, there is only one timeline you need to meet, the Action Plan Expiry date (the date your topics expire). This date is 12 months from when your topics have been approved on the WSIB portal. Don't forget that it takes time to prepare the workplan and go through the approval process for employers with more than 100 employees, so your registration timeline will be different from your topic timeline. This WSIB sends email reminders at both 60 and 30 days before the Action Plan expiry date and Dunk follows up with you around 30 days. However, this may be too late.

As per the terms and conditions of joining HSEp with Dunk, you must have your topic evidence submissions to us by the 10 month mark in order to allow enough time to finalize your submission with you. It takes time to review and provide feedback on your submissions, as well as the time it takes your members to make updates. Remember, we have many members with similar timelines and expiry dates, meaning we may be reviewing and assisting multiple members at the same time. Please be patient and allow us time to complete the review process.

In order to successfully complete the program within your registration period, timelines you have set to measure your progress in the HSEp must be followed. We know unexpected issues pop up from time to time. In order to accommodate for the unexpected, here are some tips to help you set timelines:

- Steps 1 and 2 can be completed at the same time and with the resources we provide you. The policies are prewritten and only need to be customized for your workplace. Next, a communication must be sent to all employees. It won't take you long to do this unless your approval process for policies takes time. It's still ok to communicate the topic and policy if you know it's only a formality and there would be no changes made.
- Plan and account for the time it will take to train employees. Consider the number of employees you have and their engagement/participation levels.



- Schedule the 60-day "Living and Breathing" period to take place during your business's "busy time". This allows you to get your work done while taking a break from HSEp and see how your topic implementation worked before evaluating it.
- Generally speaking, the evaluation step can be time-consuming. Plan at least 8 hours to conduct a proper evaluation. Remember to evaluate all aspects of your workplace and get feedback from employees.
- Step 5 can be done immediately after Step 4 and, depending on how you want to communicate your successes and improvements (identified during your evaluation), it may only take a few minutes to prepare a communication and email it out to all employees.

Once Steps 1 through 5 are complete, compile your evidence submission and attach your supporting evidence. Remember to be clear, concise, and convincing. From start to finish, you're looking at about 6 to 7 months to complete your topics. This allows about 3 months of wiggle room to adjust your timelines for unexpected issues that may arise.

Every year, we come across members who have expiring Action Plans that send us their evidence submissions a day or two before the Action Plan expires. At that point, there isn't much that can be done. The only options that are available to members is to extend the Action Plan expiry date (with proper reasoning) for a fee or defer your topics and forfeit the current year so they can be taken again. With this option, you would have to start at the beginning and redo everything.

Our goal is to ensure our members receive their rebates and we do everything we can to support you through your journey to help you be successful. However, it is the member's responsibility to meet the required deadlines in the program. The onus is on you to do the work and get it to Dunk in the required time frames. If you're noticing your program implementation is going sideways, call us and we will work together to get you back on track.

As always, we are here to answer questions and help you set timelines to measure your progress in the program. There are great rewards for successfully completing HSEp and Dunk has never had a member fail their topics if they do the work and adhere to the timelines they set.

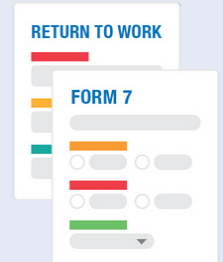
UPCOMING WEBINARS

Register now for our next upcoming monthly webinars.

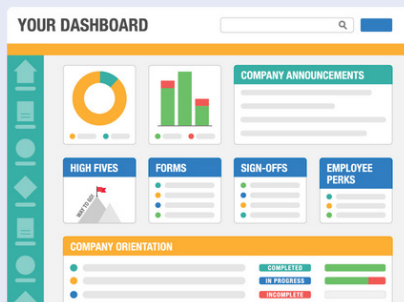
Return to Work and Accommodations

September 18, 2024 | 1:00 - 2:00 pm EDT

Hurt at work or hurt at home? We often get questions about what is required to do for injured employees. While the process may differ for work-related and non-work-related injuries and illnesses, the basic principle is still the same; employers have a duty to work with employees to get them back to work in a safe, timely, and respectful manner. This webinar will review the employer and employee obligations as well as the processes for Return to Work (for work-related) and Accommodations (for non-work-related) injuries and illnesses.



REGISTER



REGISTER

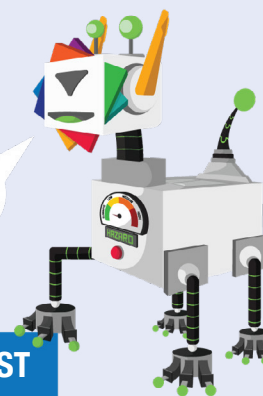
Learning Systems 24-7

September 19, 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 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.

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

2024 WEBINAR LIST



RECORDED WEBINARS

Conducting and Maintaining Hazard/Risk Assessments | Recorded: May 16, 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



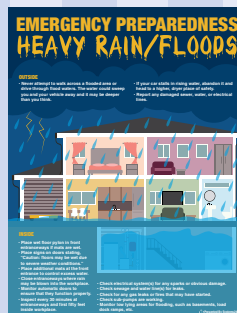
2023 BLACK & WHITE
(Printer friendly)

Download

YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



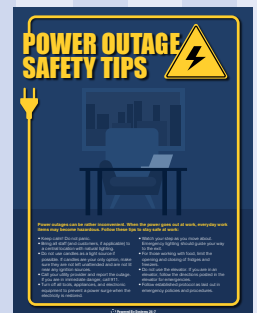
Click on each image to expand and download



Emergency Preparedness Heavy Rain/Floods

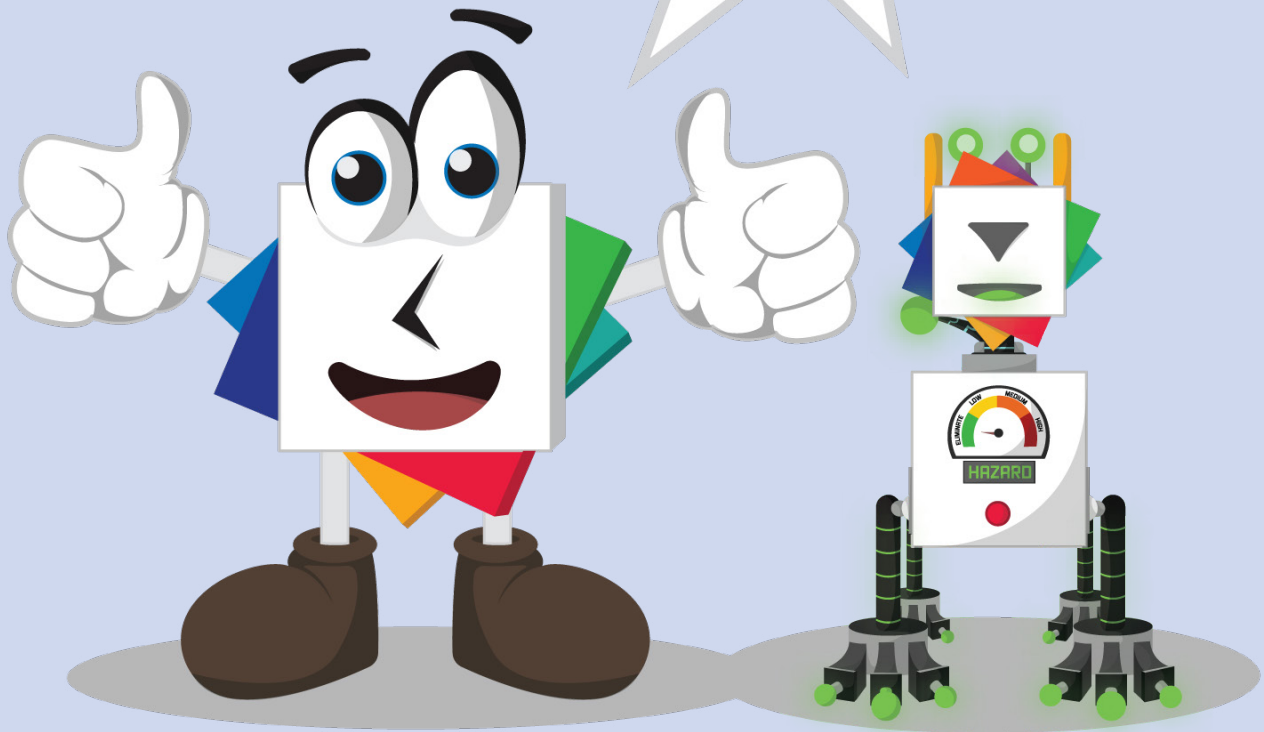


Hail Storm



Power Outage Safety Tips

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



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

