

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

Technology Updates: Multi-select dropdown, SCORM-Based Training

Register Today!
Supervisor Skills: Performance Management



New Courses Now Available!

JHSC Certification Bundle Deal

Feature Article: Safe Travelling

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TECHNOLOGY UPDATES



SAFETY UPDATES



EXCELLENCE UPDATES



LEGISLATION UPDATES



WELLNESS UPDATES



Join us for a webinar on **Supervisor Skills: Performance Management**

Many of us are familiar with an annual performance review schedule, or at least know of the process, but what happens next? Performance Management is what happens between scheduled reviews. It is a process of creating a work environment where employees can perform at the best of their abilities to help meet individual and company objectives. The more you put into managing performance, the more you and your team will get out of it.

Join us to learn more about developing and supporting your team through an ongoing process of performance management.



Date: October 17, 2024
Time: 1:00 pm - 3:00 pm (90-minute webinar, 30-minute Q&A)



Attendees takeaways:

- Learn how to effectively set and monitor goals to help your employees succeed in their roles.
- How to document performance and progress beyond an annual performance review.
- Learn to manage poor performance through coaching, mentoring, and progressive discipline.
- Participation certificate
- Access to webinar recording



Who should attend:

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

Download Registration Form Here

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

Applicable taxes will apply.

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

Ontario
Only

Current Member of a Dunk Program*: \$625/learner
General Public: \$675/learner
That's \$50 in savings!



BUNDLE DEAL

**JHSC Certification
Part 1 eLearning and
Part 2 Distance Learning**
From September 1 to November 1

**Current Member of a Dunk Program is any company that is currently enrolled in a Dunk & Associates program such as Systems 24-7 or our Health and Safety Excellence program (HSEp).*

Some conditions:

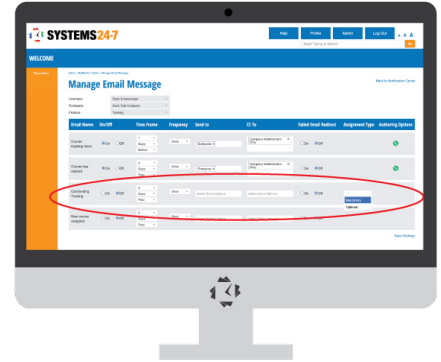
This offer is valid for both JHSC Certification Part 1 eLearning and Part 2 distance training only. No discounts are offered if purchasing the courses individually or selecting an alternative training delivery type. Once purchased, the bundle is valid for 1 year from the date of purchase, allowing you to buy now and start later if needed.

TECHNOLOGY UPDATES

UPDATES

A multi-select dropdown

A multi-select dropdown has been added on the outstanding training email notification allowing companies to further customize what types of courses the email should apply to – mandatory, optional, etc. To apply this setting to your email template, go to **Admin -> Notification Centre -> Manage Email Message -> Training**



SCORM-Based Training

Did you know that Systems 24-7 has the ability to host and deliver SCORM-based training? A new update has been made to allow SCORM-based training to be uploaded on a modular level, providing you the ability to deliver a course with several modules below it. Breaking down a longer course into modules allows the training to be more digestible, and provides your learners with even more control in completing topics at their own pace. Information is better retained when it is bite-sized!

If you have questions, email support@systems24-7.com.

[Add New Module](#) [Back to Administer Course](#)

Language	Module Name	
English/Français	Module 1: MSD Awareness and the Law/Module 1: Sensibilisation aux TMS et à la loi	
English/Français	Module 2: Basic Anatomy/Module 2: Anatomie de base	
English/Français	Module 3: Musculoskeletal Disorders/Module 3: Troubles musculosquelettiques	
English/Français	Module 4: Ergonomics/Module 4: Ergonomie	
English/Français	Module 5: Guidelines for Movement/Module 5: Guide des mouvements	
English/Français	Module 6: Body Care/Module 6 : Soins du corps	

Force Order: On Off

IMPORTANT DATES

Labour Day - Office Closure August 30th - September 2nd

Dunk & Associates will be closed on both Friday, August 30th and Monday, September 2nd for Labour Day. We wish you a safe and happy labour day weekend with your friends and family!



SAFETY UPDATES

NEW COURSE

Chlorine Safety Awareness

Chlorine is a highly reactive material that is incompatible with many other substances. Chlorine is commonly used in swimming pools and for disinfecting and bleaching. If proper precautions are not taken while working with or around chlorine, serious injury or death can occur. This module will cover hazards associated with chlorine as well as how to safely use, decant, and store it. Review what to do when you are exposed to chlorine and how to manage it in the event of a spill.



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](#).



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

FEATURED ARTICLE

Safe Travelling

It's that time of year again when kids are going back to school, the days are getting shorter, and the weather will begin to turn. This time of year we need to be extra cautious while travelling as there are additional hazards caused by these factors.



Whether travelling by car, public transit, cycling, walking, or taking an alternative form of transportation it is important to be alert and aware of the people around you and your surroundings. Regardless of how you are travelling, always follow the rules of the road. Put down your coffee and your phone, and pay attention to what you are doing! Distractions can lead to catastrophic events.

As a pedestrian or cyclist, stay in well-lit areas wherever possible. Use appropriate crosswalks when crossing the street and make sure you are visible to vehicle traffic. Make sure you can adequately see and hear what is going on around you. Just because you are not operating a motorized vehicle, does not mean you don't have responsibilities for safety.

Watch out for the kids! It is the law that you stop in either direction for stopped school buses and crosswalks. Remember to slow down in school zones and check your blind spots often. Expect the unexpected! Children may cross the street in the wrong place or walk into the road when they shouldn't.

Be prepared for changing conditions. Fall may bring significant swings in temperature which can affect road conditions. Darkness and inclement weather can affect visibility. Regardless of how you are travelling, it is important to prepare for various situations. Having warm clothing, adequate lighting, and properly maintained equipment will help you stay safe as we transition to fall and winter.

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

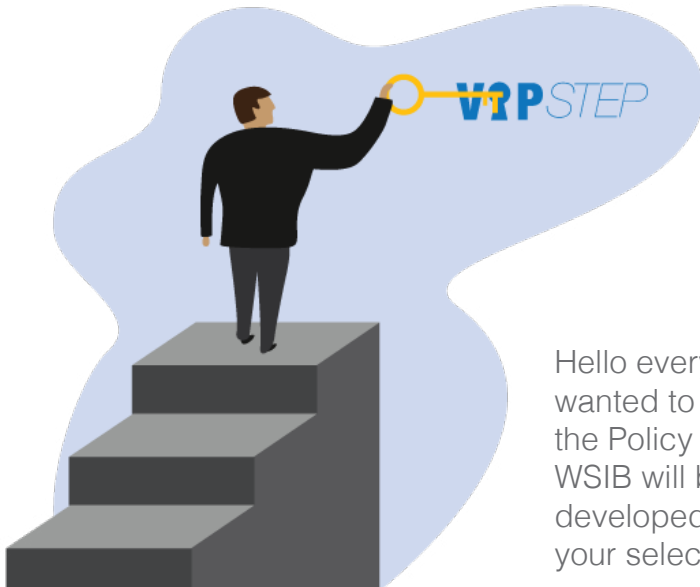
[HSEp GUIDANCE AND INSTRUCTION WEBINAR](#)

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

Health and Safety
Excellence program
Approved provider
wsib 2024

FEATURED ARTICLE

The VIP Step: The Very Important Policy Step



Hello everyone and happy September! This month we wanted to discuss the very first step of implementation – the Policy Step. As the very first step of implementation, the WSIB will be looking to see how your organization developed a written policy, SWP, or standard for each of your selected topics.

At minimum, the policy should contain the purpose of the policy, key definitions, roles and responsibilities for each workplace party (Employer, Supervisor/Manager, Worker, etc.), training requirements, as well as the procedure that outlines how the program is to be followed in the workplace. A strong policy also answers the “5 W’s (who, what, where when, why)” and “How”.

The WSIB will review each policy submitted to ensure it meets all of the topic requirements found in the HSEP - Health and Safety Topics Guide. You must review your policy to ensure its conformity with the Guide prior to your Communication step. As a reminder, we have customizable developed policy samples for each of the topics that are in accordance with the topic requirements. You can find these policy samples under each topic page in the Dunk Excellence Portal.

If the implementation of your topic is dependent on a policy that doesn’t meet the topic requirements, there is a chance the topic will be marked as incomplete or need to be deferred. The WSIB may mark the topic as “Additional Evidence Required” and request that policy be redeveloped. The 5 steps of implementation will then need to be re-done. Keep in mind the WSIB requires a topic to exist in the workplace for 60 days before evaluation can occur, and this may ultimately result in deferring the topic or the WSIB may deem your topic as incomplete.

It is important to emphasize that no matter what topic you select, a written policy, SWO, or standard must be developed for your workplace exclusively for each topic. In the event that you are taking topics that are closely related to one another, for example the three Return-to-Work topics, you may develop one written policy that incorporates all three topic requirements. If you do decide to go this route, you will still need to ensure that the written policy incorporates all of the requirements from all of the topics.

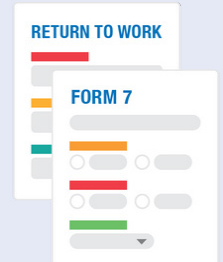
SEPTEMBER WEBINARS

Register now for our next upcoming monthly webinars.

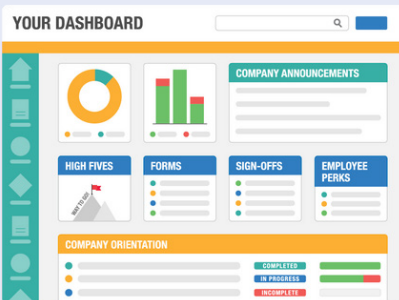
Return to Work and Accommodations

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



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 Report it feature with a "what is new" show and tell. As always, we will leave time at the end for you to ask specific questions regarding any feature on Systems 24-7. Sign up today!

REGISTER

Registration is **free** for 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

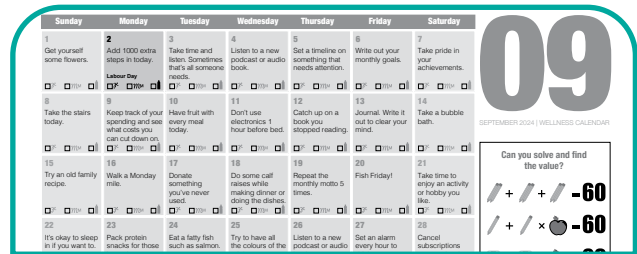
2024 WELLNESS CALENDAR

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



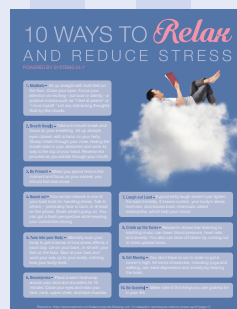
2023 BLACK & WHITE
(Printer friendly)

Download

YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



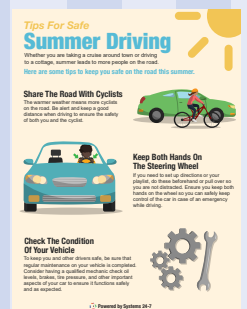
Click on each image to expand and download



10 Ways to Relax and Reduce Stress

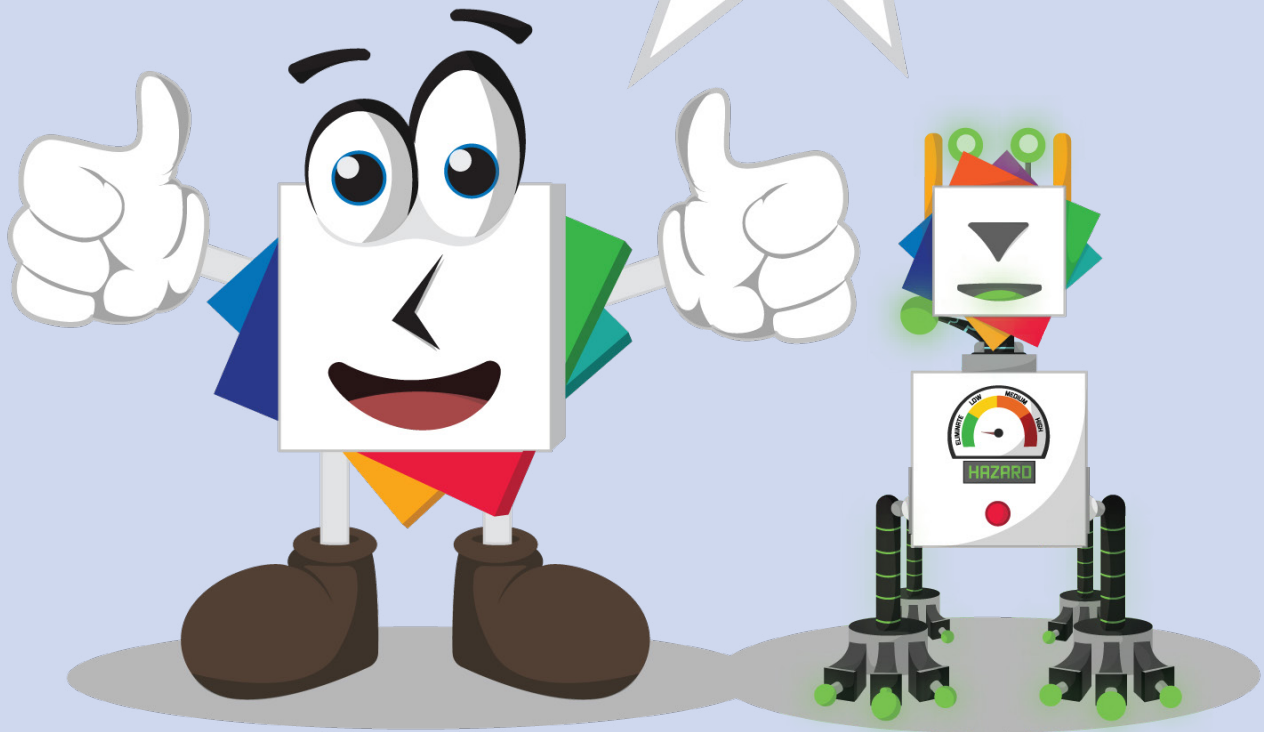


School Bus Safety



Tips For Safe Summer Driving

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



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

