

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

Important Dates:
World Mental Health Day, Fire Safety Week,
Thanksgiving - Office Closure, Halloween

WHOA! Can we take this one?

Excellence program: Writing Effective Workplans

Feature Article: Dressing for Safety as the Seasons Change

JHSC Certification Bundle Deal

New Course Now Available!

Technology Updates: Customize your Training Notifications

Register Today!

Supervisor Skills: Performance Management

Click icons to jump ahead to sections



TECHNOLOGY UPDATES



SAFETY UPDATES



HR 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:

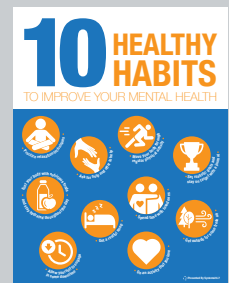
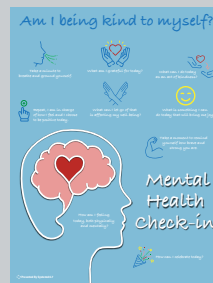
This offer is valid for both JHSC Certification Part 1 eLearning and Part 2 distance training only. No discounts are offered if purchasing the courses individually or selecting an alternative training delivery type. Once purchased, the bundle is valid for 1 year from the date of purchase, allowing you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

IMPORTANT DATES

World Mental Health Day

October 10th

World Mental Health Day is an international day for global mental health education, awareness, and advocacy against social stigma.



Click on each image to expand and download

Thanksgiving - Office Closure

October 11th - 14th

Dunk & Associates/Systems 24-7 will be closed on both Friday, October 11th and Monday, October 14th for the Thanksgiving Long Weekend. We hope you have a safe and happy holiday weekend!



Halloween

October 31st

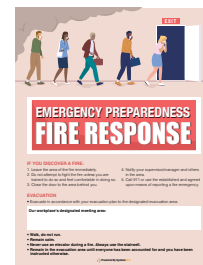
Happy Halloween! As you enjoy the festivities, please remember to stay safe. We've put together some complimentary resources for you on our resource page [here](#).

Important Dates

Fire Safety Week October 6th - 12th

With the holidays just around the corner, it's crucial to keep fire safety at the forefront. Cooking fires are a leading cause of home fires, so staying vigilant in the kitchen is essential. Here are some tips to help ensure a safe and joyful holiday season:

- Never leave cooking unattended. Stay in the kitchen while you're frying, grilling, or broiling food.
- Keep flammable materials, like paper towels and dish cloths, away from the stove and oven.
- Use a timer to remind you when to check your food.
- If a small grease fire starts, cover it with a metal lid or pan to smother the flames—never use water.
- Ensure you get your “Portable Fire Extinguishers” checked annually



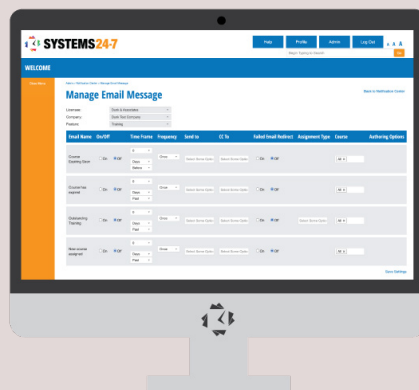
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Technology Updates

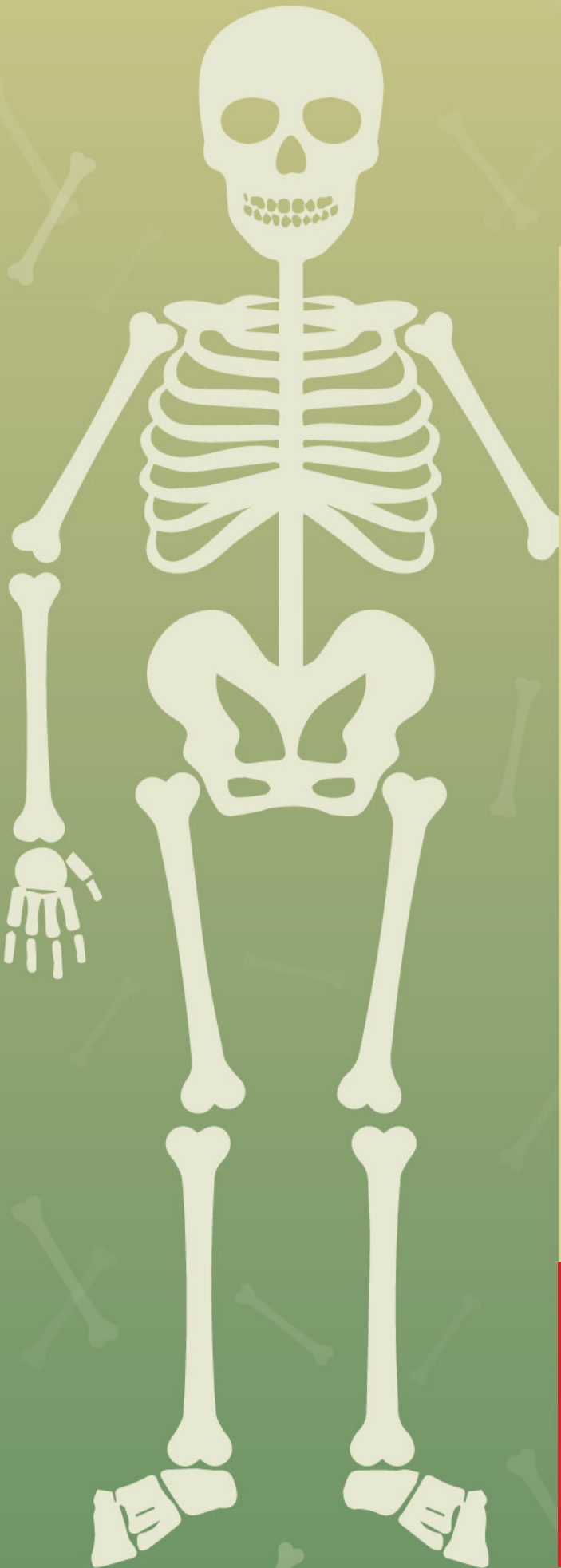
Customize your Training Notifications

A multi-select dropdown has been added onto additional email notification templates, including the following to allow you to further customize what types of courses the email should apply to – mandatory, optional, etc.

1. Course Expiring Soon
2. Course has expired
3. Outstanding Training



To apply this setting to your email template, go to Admin -> Notification Centre -> Manage Email Message -> Training



SAFETY / HR UPDATES

NEW COURSE

Workplace Conflict Resolution - For Managers

Conflict in the workplace is inevitable. What matters most is how those conflicts are resolved. Effective conflict resolution can help build confidence in employees and support innovation throughout the workplace. When conflict is left unresolved, the results can have a negative impact beyond the parties involved. In this course, managers will learn how to identify conflict and facilitate the resolution of conflict in the workplace.



Coming Soon! Workplace Conflict Resolution - For Workers

Compliance Packages Posted

For those clients using our Safety/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/HR Updates

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](#).





FEATURED ARTICLE

Dressing for Safety as the Seasons Change

In Canada, we are fortunate to experience such a range in weather, especially as the seasons change. Increased precipitation, shorter days, and fluctuating temperatures are the norm this time of year. It can be a challenge knowing what to wear and when. **Consider these safety tips as you get dressed for the day:**

1. Dress in layers

Drastic changes in temperatures tend to happen this time of year. Plan for a base, middle, and outer layer of clothing. Your base layer should be made of a moisture-wicking material, such as polyester, nylon, or silk. The middle layer acts as insulation and retains your body heat. Consider fleecy or puffy and warm materials for this layer. The outer layer of clothing protects you from the wind and rain. Consider waterproof and breathable fabrics. Be prepared to remove or add layers as the temperature swings.

2. Increase your visibility

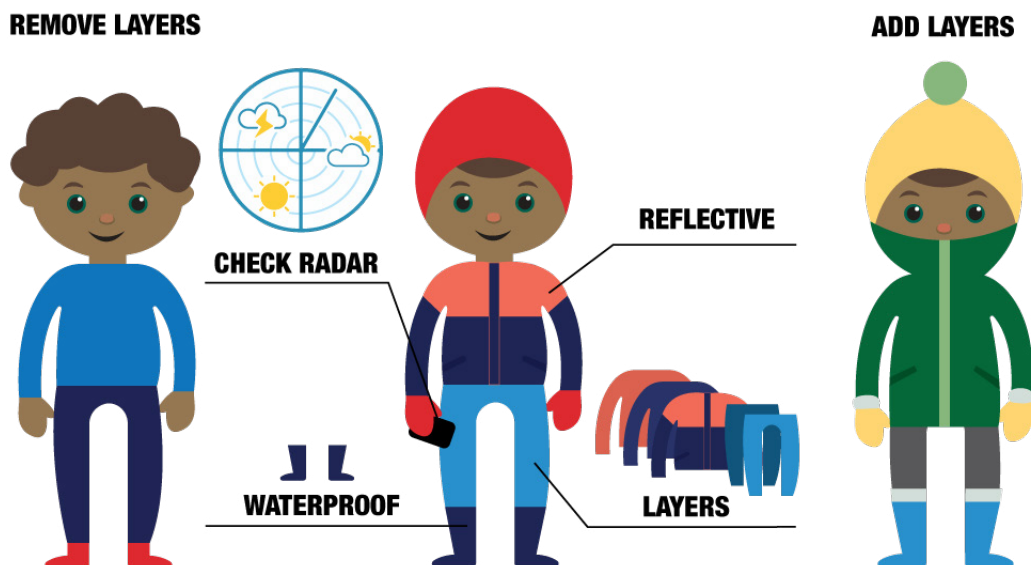
With shorter days comes darker mornings and evenings. To protect yourself, add visibility to your wardrobe. Consider purchasing clothing with reflective elements, like coats and shoes. If high-visibility gear is required at your workplace, ensure you are wearing your PPE at all times.

3. Wear appropriate footwear

Fall is a great time to get outdoors, enjoy the cooler weather, and look at the leaves. But with rain and wind come additional slip, trip, and fall hazards. Wear footwear appropriate for the task. If you are hiking or working outdoors, wear properly fitting footwear with non-slip treads. You may also want to consider waterproof or water-resistant footwear to keep your feet dry from the rain.

4. Keep an eye on the forecast

Although the weather forecast may not always be dependable, look at the weather forecast for the day before getting dressed. Know what to expect and bring any additional layers or accessories (think hats, gloves, umbrellas)



EXCELLENCE UPDATES

Health and Safety
Excellence program
Approved provider
wsib 2024



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 I](#) Recorded on: July 16th



FEATURED ARTICLE

Writing Effective Workplans

October is here and we hope all of you have been keeping safe and well. We can't believe how fast time is flying by! Before we know it, we will be putting on our winter boots and coats.

As the HSEp is a rolling program and everyone is beginning their journeys at different times, we wanted to share some updates on completing your workplan and take some time to provide tips and tricks to writing effective Workplans.

Just like health and safety, the Health and Safety Excellence program changes too. The WSIB has alluded to changes coming to topic selection in 2025. Although nothing has been shared yet with providers, Dunk has made some changes to the process in the interim until the WSIB communicates these suggested changes to us. At that time, Dunk will communicate what the changes are and how we have adjusted to them.



For now, you can find the updated Dunk Workplan template in the “Program Resources” section of the Dunk Excellence Portal. This Workplan template is designed to share your business description with the WSIB Validation Team so they have a better understanding of your business and rationale for selecting your topics. The Workplan additionally sets out your implementation steps and timeline to keep you on track, including time for us to review and finalize your submissions before topic expiry. Firms who have detailed and well thought out implementation plans experience much higher rates of success with implementation than those who do not. The more time and effort you spend developing your Workplan, the easier it will be to implement your topics and prepare your submissions for validation.

Within each topic sheet, the first question we ask is if the topic is new to your organization. Remember, a topic will be considered new if no written policy/procedure/standard for it exists and it has never been implemented in your workplace before. If the topic is not new to your workplace, we ask that you complete a Topic Approval Form. This form requires you to identify a significant gap in the effectiveness of the topic, or outline a significant change in your workplace, leaving the topic's current efforts ineffective. When answering these questions, provide as much detail as possible to demonstrate the significant gap or change in the workplace. As a reminder, the threshold for a “significant gap” and “significant change” is fairly high. As a result, we ask that you explain why the program has failed, is not being executed, or is broken. We will be looking for this type of language when approving your topics. Furthermore, we will be looking for qualitative or quantitative evidence that proves how the program has failed or isn't working. Simply identifying weaknesses or missing components in your initiatives would be considered “continuous improvement” and cannot be approved.

When developing your implementation plan, we ask that you take your time and develop a well thought out plan that addresses all the topic's requirements found in the WSIB's HSEP - Health and Safety Topics Guide (available in the Program Resources tab of the Dunk Excellence Portal). We recommend that you get specific when filling out this section. For example, which specific methods of communication will your organization use, and which workplace parties will receive training on what aspects of the topic? What specific pieces of evidence will be produced by these actions? Who will be assigned to complete each step and what is your timeline for completion? The more work that is put into your Workplan now translates to less work during implementation and preparing your submission for validation.

As always, you have a dedicated support team who is available at excellence@systems24-7.com or 1-866-754-8839 who would be happy to work with you in the development of your workplan. Stay tuned via our newsletter and Dunk Excellence Portal for more information on the tools, webinars, and resources we have available to make the implementation of your topics as smooth as possible.

October Webinar

Register now for our next upcoming monthly webinar.

Dunk Discussions: In the Know!

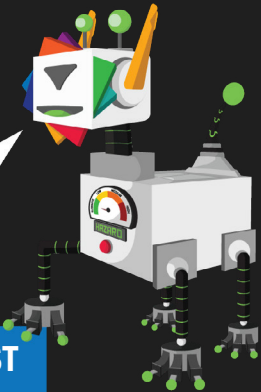
October 16, 2024 | 1:00 - 2:00 pm EDT

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** for all our monthly webinars. Seats are limited, register today!



2024 WEBINAR LIST

RECORDED WEBINARS

Return to Work and Accommodations | Recorded: September 18, 2024

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.

Wellness Updates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 Write your monthly goals.	2 No treat today. Find a vegetable dish you love.	3 Instead of three hot meals, eat only two meals throughout the day.	4 Check your work station for proper ergonomics.	5 Do some fall decorating.
6 Start a gratitude journal.	7 Appreciate what we often take for granted.	8 Drink water when you get up to help activate your internal organs.	9 Reach out to others.	10 Practice gratitude.	11 Give yourself a break today. Mentally, socially, physically.	12 Find a new thing to do. Weather permitting.
13 Treat yourself to your favorite restaurant.	14 Eat a healthy breakfast.	15 Take some time to reflect today.	16 Have you finished a goal yet?	17 Don't make changes before a storm. Play it safe. Stay in what you know is safe.	18 Get some fresh air and take a walk outside.	19 Lend a hand or call to check in with friends and family.
20	21	22	23	24	25	26

2024 FULL COLOUR & INTERACTIVE

Download

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 Write your monthly goals.	2 No treat today. Find a vegetable dish you love.	3 Instead of three hot meals, eat only two meals throughout the day.	4 Check your work station for proper ergonomics.	5 Do some fall decorating.
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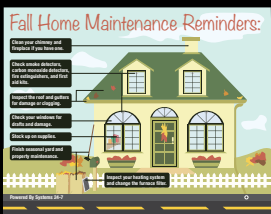
2023 BLACK & WHITE
(Printer friendly)

Download

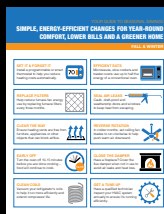
YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Click on each image to expand and download



Fall Home Maintenance Reminders



Guide to Seasonal Savings



Halloween Safety



Thanks for reading our Spooktober issue.

See you next month!



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

