

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

Technology Updates: Report It!

GROCERY



Good call Spotty, we better try to prevent slips, trips, and falls before they start.

Introducing our
NEW HSEp programs

Feature Article:
Preventing Winter Slips,
Trips, and Falls

New Courses Now Available!

Click icons to jump ahead to sections



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UPDATES



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TECHNOLOGY UPDATES

ANNOUNCEMENT

Report It!

As year-end approaches, it's the perfect time to tackle the overflowing files and paperwork accumulated over the year. Transitioning to digital storage can streamline your organization, save on storage costs, and free up physical space. Imagine all the paper-heavy processes in files bulking up that take up time and resources: Circle checks, monthly inspections, Form 7s, and other essential documents. By digitizing these records, you reduce the hassle of maintaining physical files and gain the convenience of quick, secure access to information whenever you need it.



Let us take the worry out of document storage by helping you go digital through Report It for 2025! This shift not only slashes paper and filing expenses but also saves valuable time searching for specific records. Instead of sifting through countless files, you'll have instant access to organized, searchable records that simplify audits and inspections. Start your digital clean-up today and set your organization up for a more efficient, cost-effective year ahead.

If you would like to purchase Report It or to learn more? Contact us today!
support@systems24-7.com
or call 1-866-754-8839



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Say goodbye to paper forms, outdated versions, and tracking members of your organization down for help.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.

SAFETY UPDATES

IMPORTANT DATE

Fall Prevention Month

The month of November

Fall Prevention Month encourages organizations to coordinate their efforts for a larger impact. Together we can raise awareness of fall prevention and encourage everyone to see their role in preventing falls and fall-related injuries across the lifespan.

For more information visit: www.fallpreventionmonth.ca



Click on images to open complimentary resources



Click image to enlarge

Remembrance Day

November 11th, 2024

Lest we forget. Take a moment of silence at 11:00 am to support and remember our troops.

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](#).

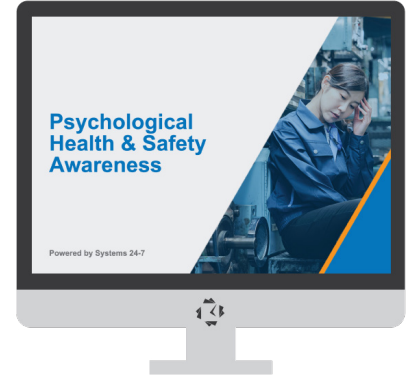


SAFETY UPDATES

NEW COURSES

Psychological Health & Safety Awareness

Mental health claims comprise a third of all Canadian claims. Recognizing and assessing the contribution of the workplace to a worker's mental health is crucial in curbing these statistics. This course will examine the factors that affect psychological health and safety, signs and symptoms to consider, and tips on supporting employees' mental health.



Vertical Mast Lifts

Vertical mast lifts are a type of Mobile Elevating Work Platform (Group A). This training module provides an overview of Vertical Mast lift safety. At the end of this training and after both the written and practical exams, you should be ready to operate a vertical mast lift. You will be familiar with the equipment used by your company, have an increased knowledge of how to setup and safely operate it, and be able to recognize and control the most common hazards associated with its use.



Workplace Conflict Resolution - For Workers

Conflict in the workplace is inevitable. What matters most is how those conflicts are resolved. When conflict is left unresolved, the results can have a negative impact beyond the parties involved. In this course, workers will learn how to respond to conflict and actively participate in the resolution of workplace conflicts.



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

Preventing Winter Slips, Trips, and Falls

The winter is creeping closer and closer and we need to be prepared for the changes the winter brings. Colder temperatures and inclement weather wreak havoc on our walkways and roadways. This leads to increases in slip, trip, and fall incidents resulting in bruises, broken bones, and back injuries. Significant falls can also cause serious head injuries or even lead to fatalities.

According to Stats Canada, over 42000 workers are injured annually from slips, trips, and falls. We are all at risk of a slip, trip, or fall. The winter climate exacerbates the risk, with ice, snow, and flash freezes.



Follow these tips to stay safe this winter:

- Walk slowly and purposefully, focusing on the path you are walking. Take small steps and remain focused.
- Avoid slippery surfaces like wet leaves, ice patches, and snow banks. Avoid untreated paths and shortcuts as these areas will be extra slippery.
- Wear footwear appropriate for the job and the weather. Bring an extra pair of shoes to wear indoors, and if the weather will be wet, consider bringing a pair of backup footwear if you will be exposed to cold, wet weather for an extended period of time.
- Use handrails, when available. This extra level of stability may prevent an injury from occurring, or reduce the severity if a slip, trip, or fall were to occur.
- Be aware of the weather forecast and dress accordingly. Dress in layers and be prepared for changing weather conditions, like rain, sleet, and snow.
- Approach entrances with caution. Snow and ice can be tracked into the workplace on footwear, which melts, causing water to pool and mats to become slip-n-slides.
- Report any and all slip, trip, and fall hazards. Don't assume that others will clear the snow, or treat ice with salt, take initiative and report these hazards to prevent others from falling.
- Ensure you have proper maintenance and inspections of your eaves troughs and downspouts. Keep an eye on areas that are prone to icicles and have a plan to address them.



Click image to enlarge

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

All webinars for 2024 have been completed.
Stay tuned for the 2025 schedule.

RECORDED WEBINARS

HSEp GUIDANCE AND INSTRUCTION WEBINAR

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

Health and Safety
Excellence program
Approved provider
wsib 2024

EXCELLENCE UPDATES

FEATURED ARTICLE

Do you find it hard to complete your HSEp programs?

One of the things Dunk has observed over the last few years is some members struggle more than others and require more support with HSEp.

We are making some major changes to our program delivery as mentioned in our October 15th webinar:

- Step by step submissions instead of one large submission at the end
- Switch to the Plan, Do, Check, Act method from the WSIB 5 Steps method
- Created a new Dunk HSEp Portal with more resources including training for most topics

Dunk has developed a win win solution so not everyone has to pay for this service if they are able to complete the HSEp easily. We have created 2 new programs for members to select from their HSEp journey once their current run expires. Until then, it's business as usual.

The first program is the Self-Directed HSEp. Although the cost has increased by \$50 to \$550 a topic. This program is based off a self-directed model where members follow topic instructions and attend our webinars to get updates and guidance on changes and the existing program.

The Self-Directed HSEp includes:

- One administration access to the Dunk HSEp Portal
- Access to newsletters, topic resources, templates, and instructions for your selected topics. All you have to do is customize them to your workplaces.
- Ability to take topic training on the Dunk HSEp Portal if your business has under 50 employees. There is training exports available for those who have over 50 employees for most of our topics. Some topic training would be based off your newly created program which is why training is not available for all of them.
- Up to 3 submission reviews per topic step. After 3 reviews you will need to upgrade to the plus program to continue in the program, at additional cost.
- One review of any required AER's as identified by WSIB
- Unlimited inbound phone or email supports related to your topics to assist you in your HSEp journey. There will be no process related supports as this program is self-directed. Quick verification questions will be allowed.

As webinar attendance is mandatory for all members, if you cannot attend live, you must watch the recording within 2 weeks and send an email to excellence@systems24-7.com to let us know you watched it. Failure to attend or watch the webinar will result in the HSEp Self-Directed members having to move to the HSEp Plus program.



Our Second Program is the HSEp Plus. The cost for this program is \$1000 per topic. HSEp Plus provides more support and follow up to help you easily move through the program. After an analysis of data in the last 4 years, members who do not attend webinars or follow instructions require more support to get through the program, which is an additional expense to Dunk. Under the HSEp Plus program there are more touchpoints and services available.

In addition to the Self-Directed program, the HSEp Plus program includes:

- Up to three administration accesses to the Dunk HSEp Portal
- Ability to take topic training on the Dunk HSEp Portal up to a maximum of 1000 employees
- Unlimited step submission reviews to finalize your topic submissions
- Assisting the member in creating step deadlines with a follow-up 1 week before the date
- 1 written standard (policy/SOP) review per topic
- Unlimited inbound phone or email support related to your topics or processes to assist you in your HSEp journey
- 1 Topic selection assistance meeting prior to topic selection on the WSIB Digital Portal

In order to assist with some of the costs, effective January 1st, the WSIB will be providing a \$1000 registration credit to all members for new action plans created after that date.

If you are in a current HSEp cycle, you will remain under the old program but will have to decide which program you would like to enroll in for the next cycle. Keep in mind if you select the Self-Directed program and do not meet the terms and conditions for the program, you will have to move to the HSEp Plus program at additional cost to continue on.

If anyone has any additional questions on these new programs which will **officially launch November 1st**, please feel free to reach out to us by phone 1-866-754-8839 or by email excellence@systems24-7.com.

THE LAST TWO WEBINARS OF 2024

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

Employee Recognition

November 20, 2024 | 1:00 - 2:00 pm EST

Struggling to keep employees engaged, or just want to celebrate the great work your employees are already doing for you every day? Join us as we explore different ideas for employee recognition programs. Have a successful employee recognition program already in your workplace that you want to share? You can share your ideas during the webinar or even reach out to us in advance if you want to speak about what works for you!



REGISTER



Dunk Discussions: In the Know!

December 18, 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

Stay tuned for the 2025 webinar schedule.

RECORDED WEBINARS

[Return to Work and Accommodations](#) | Recorded: September 18, 2024

WELLNESS UPDATES

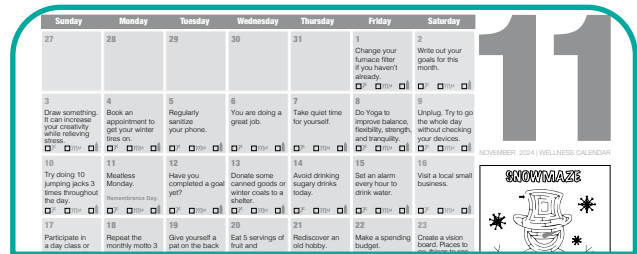
2024 WELLNESS CALENDAR

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



Wash Your Hands



Winter Car Survival Kit



Winter Preparedness Kit

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

