

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

25th Anniversary CONTEST

Technology Updates: Digital Health & Safety Boards, Ability to Further Customize Course/Module Expiry Dates



Do you need Valentine's Day cards? We got you!
Check out our Wellness Calendar on page 17 for a Valentine print out.

Canada Post and Paperless Updates

Supervisor Skills Webinar: Conflict Management

2025 JHSC Certification Refresher Training Now Available!

Feature Article: How much water should we be drinking?

Technology Updates: New Feature

Fire Extinguisher Safety: Using the right extinguisher for the job

Important Dates: Family Day Closure

HSEp Feature Article: Is HSEp Right For Our Business?

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SAFETY UPDATES



HR UPDATES



FIRE EXTINGUISHER SAFETY



CERTIFICATION UPDATES



LEGISLATION UPDATES



EXCELLENCE UPDATES



WELLNESS UPDATES

Celebrate 25 Years of Systems 24-7 with Us! Find the Hidden Anniversary Logo and WIN!



To kick off our 25th anniversary, we're hiding a special anniversary logo somewhere in Systems 24-7, and **YOU** could win a **\$25 Home Hardware gift card!** Here's how it works:

1 Find the Anniversary Logo:

Our 25th-anniversary logo will be hidden somewhere in Systems 24-7 starting January 1, 2025. Be the first to spot it!



2 Claim Your Prize:

Send an email to anniversary@systems24-7.com to let us know you've found it with a screenshot of where it was located. The first person to find it wins! However, you must have **100% of your mandatory training completed** to claim the \$25 Home Hardware Gift Certificate. Make sure you get your training done!



3 Keep Looking:

Once the logo is found, we'll move it to a new spot every week. The contest continues all year long, so keep checking and stay sharp!



*Start hunting for the logo on January 1, 2025, and you might just be our next winner!
Ready to celebrate 25 years of Systems 24-7 with us? Let the adventure begin!*



SUPERVISOR SKILLS

Conflict Management

Dealing with conflict between employees in the workplace can be challenging, but conflict in the workplace is inevitable. What matters most is how those conflicts are resolved. Unresolved conflict can be detrimental to the workplace, with impact going beyond the parties directly involved.

Join us as we discuss how to identify conflict in the workplace, and learn strategies of how to effectively manage conflict resolution.

Join us for our next Supervisor Skills Webinar: Conflict Management

FEBRUARY 20th, 2025

1:00 pm – 3:00 pm EST

90-minute webinar + 30-minute Q&A



Ticket Price

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

Applicable taxes will apply



Who should attend?

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



Attendee's Takeaways:

- Understand common causes of workplace conflict.
- Effectively identify, manage, and resolve conflict among employees.
- Learn strategies to prevent conflict in the workplace.
- Participation certificate
- Access to the webinar recording

[Download Registration Form Here](#)

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

IMPORTANT DATES

Groundhog Day

February 2nd

Groundhog Day, celebrated each year on February 2nd, is a quirky North American tradition centered around a weather-predicting groundhog. If the groundhog emerges from its burrow and sees its shadow, there will be six more weeks of winter; if it doesn't, an early spring is on the way. But this year, we want to hear from you! What are your predictions for how long winter will be?



Valentine's Day

February 14th

Valentine's Day is a time for love and celebration, but it's important to keep safety in mind while enjoying the festivities. Whether you're planning a romantic dinner, a special outing, or simply sending gifts, there are a few key safety tips to remember. If you're driving to a celebration, be cautious on the roads, especially with winter weather conditions, and always have a designated driver if alcohol is involved. When gifting flowers or chocolates, be mindful of allergies. If you are lighting candles, make sure to never leave any burning candles unattended to prevent fires from occurring. Following these tips will create a safe and enjoyable experience for everyone.

Family Day - Office Closure

February 14th - 17th

Dunk & Associates/Systems 24-7 will be closed on both Friday, February 14th and Monday, February 17th for Family Day. To guarantee a safe and enjoyable day for everyone, keep these safety tips in mind:

- Whether you're heading outdoors for winter activities like skating, skiing, or sledding, be sure to dress warmly in layers, wear proper gear, and take precautions to avoid injury.
- For indoor activities, such as cooking together or enjoying crafts, keep sharp objects, hot surfaces, and small items that could pose a choking hazard out of reach of children.
- If you're traveling, make sure your vehicle is winter-ready, with proper tires and an emergency kit on hand.

Above all, prioritize the well-being of everyone in your family, ensuring that activities are fun, safe, and stress-free so that everyone can enjoy quality time together.



Click image to enlarge

IMPORTANT DATES

Pink Shirt Day February 26th

Pink Shirt Day falls on the last Wednesday of February every year; join us on February 26th by wearing pink, in the mission to create a more kind, inclusive world by raising awareness and funds for anti-bullying initiatives.

To learn more, visit: <https://www.pinkshirtday.ca/>



ADVICE FOR YOUTH

WHAT IS BULLYING?
Bullying is a form of mistreatment or abuse. It can be physical, verbal, or social. It often involves a power imbalance between the bully and the victim.

WHAT DOES IT MEAN TO BE BULLIED OR HARASSED?
Bullying is a form of mistreatment or abuse. It can be physical, verbal, or social. It often involves a power imbalance between the bully and the victim.

WHAT CAN PARENTS DO TO HELP?
Parents can help by talking to their children about bullying, setting boundaries, and seeking support if needed.

WHAT TO DO IF YOU OR SOMEONE ELSE IS BEING BULLIED

It's important to seek help if you or someone you know is being bullied. You can talk to a teacher, parent, or counselor.

WHY DO PEOPLE BULLY AND HARASS?
People bully for various reasons, including jealousy, insecurity, or a desire for power.

INDIVIDUALS WHO ARE TARGETED MAY EXPERIENCE:
- Anxiety
- Depression
- Low self-esteem

BULLYING IN THE WORKPLACE

WHAT DOES IT MEAN TO BE BULLIED OR HARASSED?
Workplace bullying involves repeated, harmful behavior that makes it difficult to do your job.

WHAT CAN PARENTS DO TO HELP?
Parents can help by talking to their children about bullying, setting boundaries, and seeking support if needed.

TEACH A CHILD TO STOP:
Teach your child to stand up for themselves and seek help if needed.

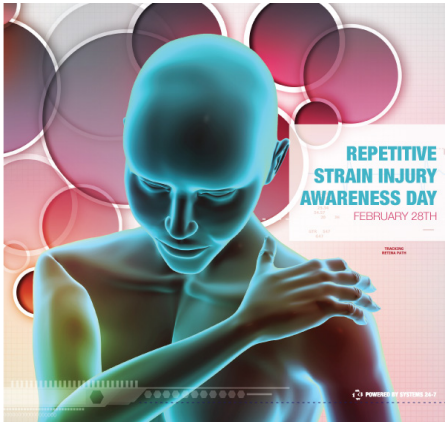
WHAT CAN PARENTS DO TO HELP?

Parents can help by talking to their children about bullying, setting boundaries, and seeking support if needed.

HOW CAN YOU HELP AT HOME?
Help your child by creating a safe space for them to talk about their experiences.

TEACH A CHILD TO STOP:
Teach your child to stand up for themselves and seek help if needed.

Click on images to open complimentary resources



Repetitive Strain Injury (RSI) Day February 28th

RSIs can happen to a variety of workers from all types of industries. Gripping, bending, twisting, typing, lifting, pushing, pulling, and reaching - ordinary movements we naturally make every day are not particularly harmful. What does make them hazardous in work situations though, is the continual repetition of the movements. Other contributing work factors may include awkward postures and excessive force.

Visit <https://www.ccohs.ca/events/rsi> for more information.

Visit page 17 for more complimentary resources

Canada Post and Paperless Updates

We're excited to share some updates as Canada Post resumes operations. In our ongoing efforts to enhance efficiency, sustainability, and convenience for our valued clients, we're making an important change to our payment process.

Going Paperless by 2026

By 2026, we will transition to a paperless payment system and will no longer be accepting mailed cheques. This change aligns with our commitment to environmental responsibility and ensures faster, more secure payment processing for you. In addition, by not receiving cheques, we help reduce our overhead costs, thus helping keep costs down for our clients.



Accepted Payment Formats

To make this transition seamless, we are pleased to offer the following payment options:

E-Transfer: A simple way to send payments directly from your online banking.

Direct Deposit (EFT): Hassle-free, automated payments for recurring transactions.

Credit Card: Convenient and secure for quick transactions. A 3.5% administration fee applies to credit card payments.

Our team is here to support you every step of the way. Should you have questions about the transition or need assistance setting up one of these payment options, please don't hesitate to reach out to us at accounting@systems24-7.com or 1-866-754-8839.

Thank you for your continued trust and partnership as we work together toward a more sustainable future.

FIRE EXTINGUISHER SAFETY

USING THE RIGHT EXTINGUISHER FOR THE JOB

Not all Portable Fire Extinguishers are the same. Depending on the hazard and the size of the hazard your size and type of extinguisher can vary.






How to fight the fire:

- A fire needs 3 elements to burn: heat, oxygen, and fuel
 - Heat sources could be hot surfaces, sparks, sun, friction, or electrical energy
 - Normal air contains 21% oxygen
 - Fuel sources could be solid, liquid, or gas

Removing any 1 of the 3 elements will smother the fire.



Knowing your Hazard

 Class A	<ul style="list-style-type: none"> • Solid fuel, combustible materials. <ul style="list-style-type: none"> • Wood, paper, rubber, plastic, cardboard, fabric. 	<ul style="list-style-type: none"> • Water extinguishers would remove the heat. • Dry chemical would remove the oxygen.
 Class B	<ul style="list-style-type: none"> • Flammable liquids and gasses. <ul style="list-style-type: none"> • Fuels, oils, cleaning liquids, solvents, inks, alcohol, coolants, gasoline, diesel, kerosene, lubrication, oils, grease, tars, lacquer paints. • Can be found in industrial, residential, ships. • Comes with risk of explosion and are relatively trickier to combat. 	<ul style="list-style-type: none"> • Agents: foam powder and CO2, cuts off oxygen and smothers the fire. • Never use water!! It will cause the flaming material to spread. • Fire has the ability to reignite when oxygen is reintroduced before it is fully out.
 Class C	<ul style="list-style-type: none"> • Electrical Fire, any fire involving energized electrical equipment. • Once isolated, Class A or Class B extinguishers can be used. If the fire is not de-energized, it is crucial to not use conductive extinguishers, i.e. no Water. 	<ul style="list-style-type: none"> • CO2 is best, but do not use in tight spaces as it can cause suffocation of the user. • Best course of action: always use a CO2 or Halotron (Clean Agent) on Class C Fires.
 Class D	<ul style="list-style-type: none"> • Combustible metals. • Not common, occur when metals melt at high temperatures. • Class D fires spread quickly due to metal being conductors of heat and electricity. 	<ul style="list-style-type: none"> • Aluminium, calcium, lithium, magnesium, potassium, plutonium, sodium, titanium, uranium, and zirconium. • Power extinguishers are recommended for larger fires.
 Class K	<ul style="list-style-type: none"> • Cooking appliances that involve combustible cooking media such as vegetable/animal oils and fats. • AKA grease fire. 	<ul style="list-style-type: none"> • If possible; place a metal lid over the fire to smother it. • Class K Fire Extinguishers create a foam blanket area that stops possible re-ignition.

Classify your Hazard

Classification of hazards as per NFPA 10

Areas to be covered by a portable extinguisher can be classified as:

- **Light Hazard:** where the quantity and combustibility of Class A combustibles and Class B flammables are low and fires with relatively low rate of heat release are expected.
 - Class A normal expected quantities.
 - Class B, less than 1 gallon or 3.8 litres in any rooms, or area.
 - Offices, Classrooms, meeting rooms etc.
- **Moderate Hazard:** where the quantity of combustibility of Class AB materials are moderate and fires with moderate rates of heat release are expected.
 - Only occasionally contain Class A materials beyond normal anticipated furnishings.
 - Class B, 1-5 gallons or 3.8 to 18.9 litres in any room or area.
 - Offices, malls, light manufacturing, research operations, parking garage, workshops, or maintenance/service areas.
- **High Hazard:** Where the quantity and combustibility of materials are high or high amounts of Class B are present and rapidly developing fires with high rates of heat release are expected.
 - Class A: storage, packaging, handling or manufacturing where a lot is possible to be present.
 - Class B present is more than 5 gallons or 18.9L in any room or area.
 - Car repair, Aircraft/boat servicing, painting, dipping, and coating.
 - Storage areas with tanks, containers.

TECHNOLOGY UPDATES

UPDATES

Digital Health and Safety Boards

Transform the way your workplace handles health and safety with Systems 24-7's game-changing digital boards! These boards are fully integrated into the Systems 24-7 platform, giving you an easy and modern solution to display everything from mandatory postings—like policies, inspections, posters, and committee minutes—to surveys and assessments, all in one place.



Whether it's a tablet, desktop, or smartphone, you can display location-specific health and safety boards on any device, making 24/7 access a breeze for your employees through their own Systems 24-7 accounts. Want to go beyond health and safety? Create separate boards for HR updates, company news, events, and more.

Ready to see how these digital boards can work for your team? Let's chat! We'd love to brainstorm unique ways to make them fit your workplace perfectly. Email us at support@systems24-7.com to book a demo!

Ability to Further Customize Course/Module Expiry Dates

Now on Systems 24-7, administrators have the ability to further customize course/module expiry dates based on your organization levels and entities. For example, if one location needs to have a course expire on a different frequency than another location, our tools can make it happen!

To make this change, go to Admin -> Configuration Settings -> Customize Company Course/Module Expiry Date

For help, please email us at support@systems24-7.com.

Licensee	Dunk & Associates
Company	Dunk Marketing
Setting	<input checked="" type="radio"/> By Course <input type="radio"/> By Module
Country:	Dunk Marketing : Ca...
Province:	Canada : O...
Site:	Ontario : Locati...
Department:	All
Course	AODA Full
Expiry	<input checked="" type="radio"/> On <input type="radio"/> Off
Type of Expiry	Within Time Frame
Time Frame	1 Year
Does this Course follow a Expiry cycle?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Save Apply the setting to all existing scores Back to List	

TECHNOLOGY UPDATES

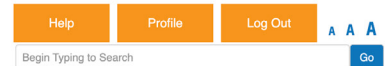
UPDATES

New Feature Alert: Access Webinar Recordings with Ease!

We're making it simpler than ever to access our webinar recordings! You'll now find a **"Webinar Recordings"** option in the left-hand menu of your Systems 24-7 account. This new feature gives you direct access to our growing archive of past webinars, all in one convenient place. Our public webinars will no longer be posted on our personal website (www.systems24-7.com) or YouTube channel for open access.

Can't find a specific recording? No problem—just email us at support@systems24-7.com, and we'll be happy to assist!

Prefer not to have this feature enabled on your site? Let us know, and we can remove it for you.



WELCOME ONTARIO / GRAPHICS AND COMMUNICATIONS

Webinar Recordings

The following webinars have been recorded by Dunk & Associates Inc./Systems 24-7. [Subscribe to our newsletter](#) so you never miss a free webinar session!

- Setting Up Your Program**
Recorded January 15, 2025
January marks the start of another year. It is also the time to set up and plan your year in Safety. From required postings to annual training obligations, learn what you must do, what you should do, and what not to do when running a safety program. Are you over or under-training employees? Is your Health and Safety Board up to date? Come learn what to do, when, and how!
[Watch Playback](#)
- Employee Recognition**
Recorded November 20, 2024
Struggling to keep employees engaged, or do you 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!
[Watch Playback](#)
- Return to Work and Accommodations**
Recorded September 18, 2024
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.
[Watch Playback](#)

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Compliance Packages Posted

For those clients using our Safety and HR Professional Services, your compliance packages are posted. Log on to **Systems 24-7** and select the Compliance Package feature to view your instructions.

All assignments must be completed to keep your program in compliance.

SAFETY & HR UPDATES

NEW COURSES

Automotive Shop Safety

This training module covers essential practices to ensure a safe working environment in automotive shops. It includes guidelines on the proper use of tools and equipment, including welding equipment, grinders, brake lathes, wheel balancing and tire mounting machines, air bags and strut compressors, hazard identification, and personal protective equipment (PPE).



Dump Truck Awareness

This training module is an overview of dump truck safety and is not designed to substitute for operator training in a specific workplace. Only certified operators shall operate a dump truck. This module covers operator responsibilities, dump truck components, hazards, safe practices, inspections, refuelling, parking and shutdown, and maintenance.



SAFETY & HR UPDATES

NEW COURSES

Managing a Multi-generational Workplace

Today's workplace can see up to five generations working side-by-side. It is increasingly important for managers/supervisors to understand both the needs and values that this range of diversity brings to the workplace. This course discusses stereotypes to avoid, the benefits of a multi-generational workforce, building a collaborative team, methods of communication, and knowledge sharing in the workplace between different generations.



Winter Preparedness

Winter tends to be one of the most dreaded seasons, yet every year we seem to be surprised when it arrives. This module explains how workplaces can be affected by winter weather, discusses the various types of winter weather warnings, and identifies common winter hazards and controls to reduce the risk. This module will equip you with essential tips and strategies to keep warm and safe this coming winter season.

SAFETY & HR UPDATES

FEATURED ARTICLE

How much water should we be drinking?

If you're anything like me, you may have grown up occasionally drinking water from the hose, not from a fancy water bottle, and certainly not regularly. I remember drinking juice, pop, and milk, but rarely water on its own. It's wild to think how things have changed!

We know that every cell, tissue, and organ in our bodies requires water to function properly. Our bodies use water to transport nutrients, maintain body temperature, and remove waste. Water is vital for brain function, it lubricates our joints and helps to maintain our digestive system. Hydration plays a key role in our overall health.

So how much water should we be drinking? The recommended daily water intake is related to body size and activity level. The general rule is to drink one ounce of water for every two pounds of body weight. To calculate your required water intake, weigh yourself, then divide your weight in pounds by two. This number will reflect the amount of water required. It is important to note that adults may require more or less water than the calculation suggests, based on your overall health, how much you exercise, and how hot or dry the climate you live in is.

It's great to know how much water you need to drink, but how can you actually consume that much water in a day? **Follow these tips to help increase your water intake levels:**

- Have water regularly available. Keep a water bottle at your desk, in your car, or pack a bottle with you when you walk.
- Try substituting one glass of juice, pop, coffee, or tea for a glass of water.
- If cold water isn't your thing, try room temperature or hot water.
- If the taste isn't for you, try adding in some fruit like lemon or lime, or cucumbers, or even mint.
- Set an alarm or reminder. The reminder will prompt you to consume water.
- Challenge others in your workplace or family. Track consumption and race to a common goal.



CERTIFICATION UPDATES

ANNOUNCEMENT

Plan Ahead: 2025 JHSC Certification Refresher Training Now Available!

The 2025 schedule for JHSC Certification Training (Ontario only) is now live, featuring a variety of Part 1, Part 2, and Refresher sessions to meet your needs!

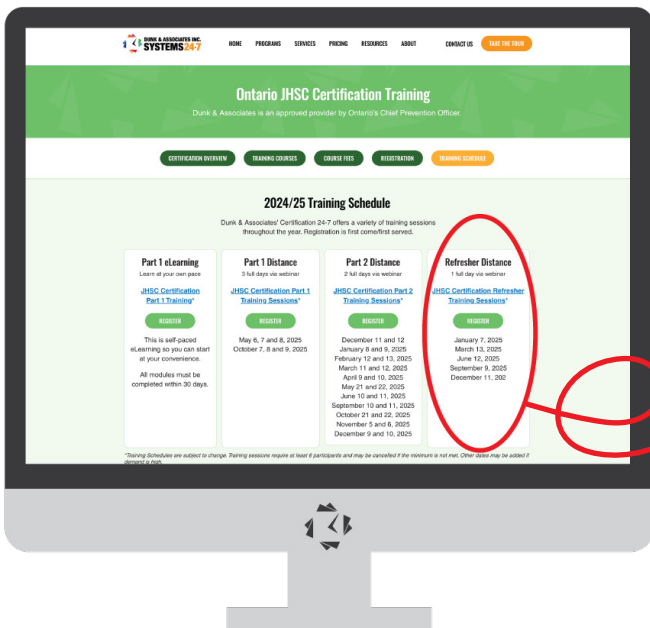
As approved providers of the new JHSC Certification Training for over three years, Dunk & Associates is here to help you stay JHSC certified and compliant. Remember, JHSC certification is only valid for three years, so if your certification expires in 2025, now is the time to plan your refresher.

Why Book Early?

Refresher training must be completed before your certificate expires, and we recommend scheduling your session at least six months in advance. This allows time for unforeseen circumstances and ensures your certification stays up to date.

Important Notes:

- If you were certified prior to the 2016 standard, you can still attend a refresher without impacting your grandfathered status.
- Extensions cannot be granted for expired certifications, so don't delay!



2025 Refresher Training Dates

March 13, 2025
June 12, 2025
September 9, 2025
December 11, 2025

Training Details:

Time:

8:00 AM - 4:00 PM

Cost:

\$150 (Dunk & Associates clients)
\$175 (public)

Location:

Virtual and in-class options available

Did you complete your original JHSC training with a different provider?

No problem! You're welcome to register with us. Simply download and submit the registration form [here](#).

Looking for full JHSC Certification Training (Parts 1 and 2)? We've got you

covered. In addition, for customized in-class sessions or further details, email us at cert@systems24-7.com.

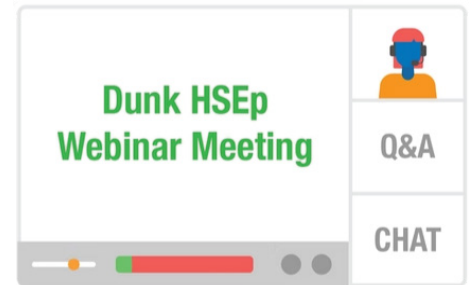
Stay proactive—secure your 2025 training spot today!

EXCELLENCE UPDATES

REMINDER

All Guidance & Instruction Webinars are Mandatory in 2025

Just a friendly reminder that all Guidance & Instruction webinars are mandatory for all of our HSEp Members. Attendance is taken for each webinar, if you're not attending, you can view recordings on the Dashboard of the Dunk Portal. The link to register for this and future webinars is on your portal 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. **ATTENDANCE IS A MUST FOR YOU TO BE SUCCESSFUL IN THIS PROGRAM.**

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.

2025 HSEp WEBINARS

Health and Safety Excellence program Guidance and Instruction

April 15, 2025 | 9:00 am - 12:00 pm EDT

Health and Safety Excellence program Guidance and Instruction

June 17, 2025 | 9:00 am - 12:00 pm EDT

Health and Safety Excellence program Guidance and Instruction

October 14, 2025 | 9:00 am - 12:00 pm EDT

Health and Safety Excellence program Orientation

December 2, 2025 | 9:00 am - 12:00 pm EST

LAST RECORDED WEBINAR

HSEp GUIDANCE AND INSTRUCTION WEBINAR

Recorded on: January 14, 2025

Health and Safety
Excellence program
Approved provider



2025

EXCELLENCE UPDATES

Health and Safety
Excellence program
Approved provider



2025

FEATURED ARTICLE

Is HSEp Right For Our Business?

It's hard to believe that we are now a full month into 2025! With a new year comes the task of reviewing and planning for your 2025 Health and Safety Excellence program. Some of you may be trying to decide what gaps within your program need to be addressed as your business grows. That's where WSIB's Health and Safety Excellence program (HSEp) comes in. Depending on what new topics you need to do with your program, there may be money on the table to address these items. With the current cost of operating a business, why not get paid to improve your Health and Safety program? The HSEp requires time and effort to complete, but if the work has to be done anyway, why not join and receive a rebate?

What is HSEp?

WSIB's HSEp recognizes an Employer's and workplace's efforts in safety and provides a clear road map for Ontario businesses to improve health and safety and achieve recognition to help make your workplace a safer place to work. Members can select anywhere from one to five preselected topics to implement into their workplace and upon successful completion, earn both financial and non-financial rewards, all while creating a safer workplace culture.

What are the financial rewards?

If your topics are successfully validated by the WSIB, you will receive a rebate for your time and efforts in the program. The rebate value is determined by varying factors, but you can expect to receive a minimum rebate of \$2000 per topic, up to a maximum of 200% of your previous years' premiums.

How can Dunk & Associates help?

Dunk & Associates is an approved provider of the HSEp. We have been a provider with the WSIB since 2003 and are now one of the most experienced approved providers in the province. We engage with each business enrolled in the program and meet you where you are on your safety journey. Whether you have one employee or ten thousand, we provide you with the resources to assist you in building your safety program. We pride ourselves in making the HSEp journey a fulfilling experience.

What's Next?

If you're interested in potentially exploring the HSEp with us as your provider, click on the links below to learn more. If you have any additional questions, we are only a phone call 1-866-754-8839 or email excellence@systems24-7.com away.

HSEp Information and Registration form

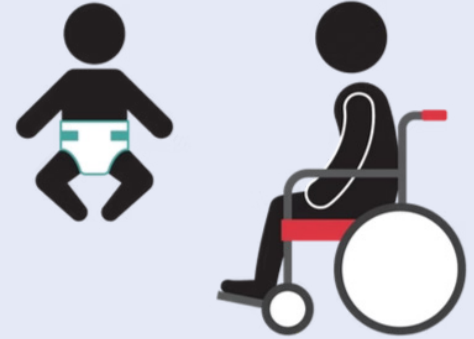
UPCOMING WEBINARS

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

Leaves of Absence

February 19, 2025 | 1:00 - 2:00 pm EST

Employees are allowed to take leaves from work under special circumstances, such as illness, bereavement, parental leave, and many more. Are you aware of the leave entitlements for your employees as well as your legal responsibilities associated with job-protected leaves? In this session, we will discuss types of leave and eligibility, the differences between statutory leaves and other absences (such as personal days not covered by law), job protection responsibilities during a leave, and much more. Come with your questions on managing leaves of absence.



REGISTER



REGISTER

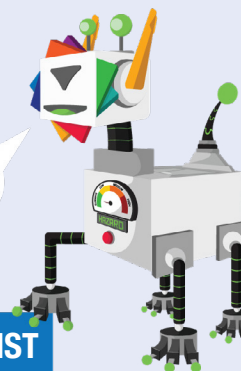
Recruitment and Onboarding

March 19, 2025 | 1:00 - 2:00 pm EDT

Looking to expand your team? Experiencing high turnover rates with new employees? Finding and retaining qualified employees is a challenge for many companies. Recruitment and onboarding are key components to the hiring process, and building blocks to employee retention. The goal of this session is for managers/supervisors and the hiring team to understand effective processes for recruitment, selection, and onboarding. We will also discuss legal requirements and responsibilities with job postings, and the importance of the candidate's experience.

Our 2025 webinar schedule is now available. Register today to save your seat, it's **FREE!**

2025 WEBINAR LIST



WELLNESS UPDATES

2025 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.

February
 MM Your Monthly Motto: Spread some love and positivity
 Did you live the monthly motto this month?

My Monthly Goals:
 1. _____
 2. _____
 3. _____
 Did you live the monthly motto this month?

Mon Tue Wed Thu Fri Sat Sun

Notes:

3 Take a selfie and say one thing you love about it.
 4 Cuddle up with a furry friend.
 5 Take 10 minutes to breathe deeply.
 6 Try foods from different cultures.
 7 Video chat with friends and family.
 8 Try foods from different cultures.
 9 Video chat with friends and family.
 10 Eat a healthy breakfast.
 11 Donate something you've never used.
 12 Work on a monthly goal.
 13 Cancel subscriptions you aren't using anymore.
 14 Valentine's Day
 15 Valentine's Day
 16 Valentine's Day
 17 Valentine's Day
 18 Be thankful for what you have.
 19 Book a dentist appointment.
 20 Make a spending plan.
 21 Fish Friday!

2025 FULL COLOUR & INTERACTIVE
Download

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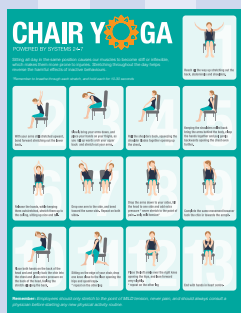
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3 Take a selfie and say one thing you love about it.
 4 Cuddle up with a furry friend.
 5 Take 10 minutes to breathe deeply.
 6 Try foods from different cultures.
 7 Video chat with friends and family.
 8 Try foods from different cultures.
 9 Video chat with friends and family.
 10 Eat a healthy breakfast.
 11 Donate something you've never used.
 12 Work on a monthly goal.
 13 Cancel subscriptions you aren't using anymore.
 14 Valentine's Day
 15 Valentine's Day
 16 Valentine's Day
 17 Valentine's Day
 18 Be thankful for what you have.
 19 Book a dentist appointment.
 20 Make a spending plan.
 21 Fish Friday!

2025 BLACK & WHITE (Printer friendly)
Download

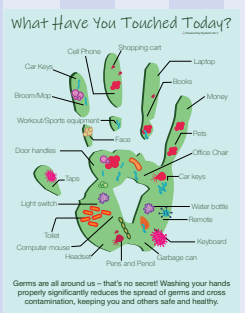
YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Chair Yoga



Standing Full Body Stretches



What Have You Touched Today?

LEGISLATION UPDATES

OVERVIEW OF IMPORTANT UPDATES

Dunk & Associates continues to monitor legislation updates and implement changes to program content and training modules to ensure you are always kept up to date. To see a recap of the recent changes, please [click here](#).



OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<p>BRITISH COLUMBIA</p> <p>Chemical Agents and Biological Agents</p> <p>Effective February 3, 2025, the Occupational Health and Safety Regulation, B.C. Reg. 296/97, Part 5: Chemical Agents and Biological Agents amendments for the following sections: Emergency Planning, Worker Participation, Inventory of hazardous substances, Risk Assessment, Emergency Response Plan, Emergency Procedures, Training and Drills.</p>	<p>Worker Participation</p> <p>Ensure all parts of emergency planning are done in consultation with workers.</p> <p>Inventory of Hazardous Substances</p> <p>Employers must ensure that the written inventory of hazardous substances includes the information needed to adequately assess the risk posed by these substances in the workplace, when these substances are present in sufficient quantities that they may endanger a person in an emergency.</p> <p>Risk Assessment</p> <p>Employers must assess the risk posed by:</p> <ul style="list-style-type: none">• All hazardous substances in the inventory• Hazardous substances that could foreseeably enter the workplace due to an outside emergency• Hazardous substances that could be generated at the workplace (for example, because of an accidental reaction) <p>Emergency Response Plan and Procedures</p> <p>Ensure the inventory, risk assessment, procedures, training, and drills are all components of the emergency plan. Employers must also develop a written plan for responding to emergencies involving hazardous substances.</p> <p><i>If you are a Full-Service client with Dunk & Associates, your H&S program will be updated to reflect these changes. You will still need to ensure you are creating an inventory, risk assessment and emergency response procedures as outlined in your policies.</i></p>

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
ONTARIO	
<p>Working for Workers Six Act – Receives Royal Assent</p> <p><i>Employment Standards Act:</i></p> <p>The following amendment comes into force on June 19, 2025:</p> <ul style="list-style-type: none"> • Long-Term Illness Leave: An employee with at least 13 weeks of service is entitled to an unpaid leave of up to 27 weeks if the employee is unable to perform the duties of their position because of a serious medical condition. <p>The following amendment comes into force on a date to be proclaimed in the future:</p> <ul style="list-style-type: none"> • Placement of a Child Leave: An employee with at least 13 weeks of service is entitled to an unpaid leave of up to 16 weeks after the placement or arrival of a child into the employee’s custody, care and control through adoption or surrogacy. <p><i>Occupational Health and Safety Act:</i></p> <p>The following amendments are now in force:</p> <ul style="list-style-type: none"> • A minimum fine of \$500,000 will be imposed on any corporation found guilty of a second or subsequent offence under the OHS Act that results in the death or serious injury of one or more workers in a two-year period. • An employer is required to ensure that any personal protective clothing and equipment is a proper fit and appropriate in the circumstances; the government also has the authority to impose additional regulatory requirements related to the assessment of personal protective clothing and equipment. 	<p>Long-Term Illness Leave</p> <p>After June 19, 2025, eligible employees will be entitled to take long-term unpaid leave due to serious illness for up to 27 weeks in a 52-week period.</p> <p><i>If you are a Full-Service Human Resources client with Dunk & Associates, your HR program will be updated to reflect these amendments.</i></p> <p>Personal Protective Equipment</p> <p>Employers must ensure that any PPE that is provided, worn, or used is a proper fit and appropriate in the circumstances.</p> <p><i>If you are a Full-Service Health & Safety client with Dunk & Associates, your H&S program will be updated to reflect these amendments.</i></p>
<p>WSIB Form 7</p> <p>WSIB has updated the Employer’s report of injury/disease (Form 7).</p>	<p>When reporting a claim to WSIB, ensure you use the most up-to-date version of the Employer’s report of injury/disease Form 7 (0007A).</p> <p><i>If you are a Full-Service Health & Safety client with Dunk & Associates, this form has been updated on your health & safety site under Section 12.</i></p>

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
QUEBEC	
<p>Medical Certificates: Employer Restrictions Starting January 2025</p> <p>As of January 1, 2025, the implementation of the Act aimed primarily at reducing the administrative burden of physicians will limit employers' requests for medical certificates from employees.</p> <p>Thus, the Act Respecting Labour Standard will no longer allow employers to require a document confirming the reasons for an absence, including a medical certificate for the first 3 period of absence not exceeding three consecutive days taken over a 12-month period.</p> <p>Additionally, no employer may require a medical certificate if an employee is absent to provide care to a child, a relative or a person for whom the employee acts as a caregiver.</p>	<p>Employers are not permitted to ask for a medical note excusing the employee from work in situations where the employee is absent for 3 days or less, up to 3 times throughout the year.</p> <p>Employers are also not permitted to ask for a medical note from an employee to justify them taking their 10 days per year to fulfil obligations relating to the care, health or education of the employee's child or the child of the employee's spouse, or because of the state of health of a relative or a person for whom the employee acts as a caregiver. If it is warranted, by the duration of the absence for instance, the employer may request that the employee furnish a document attesting to the reasons for the absence, but it cannot be a medical certificate.</p>

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

