

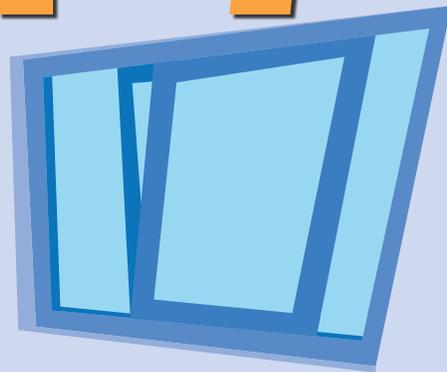
DUNK & ASSOCIATES / SYSTEMS 24-7

NEWS 24-7



Feature Article:
Work-Sharing Program –
Special Measures in
Response to Tariffs

Technology Updates:
Detail Training Report, Library
Searches, New Email Template:
Outstanding Library Sign-Offs



Important Dates:
Victoria Day
Closure,
Safety Week

Spotty! It's finally
 safety week!



Yay! That's my
 favourite time of
 year!



Fire Extinguisher Safety:
Fire Safety: A Crucial
Investment



HSEp Feature Article:
The Importance of Timelines

25th Anniversary Contest

Supervisor Skills: Diversity Equity and Inclusion Poster

Click icons to jump ahead to sections



TECHNOLOGY
UPDATES



SAFETY
UPDATES



HR
UPDATES



FIRE
EXTINGUISHER
SAFETY



LEGISLATION
UPDATES

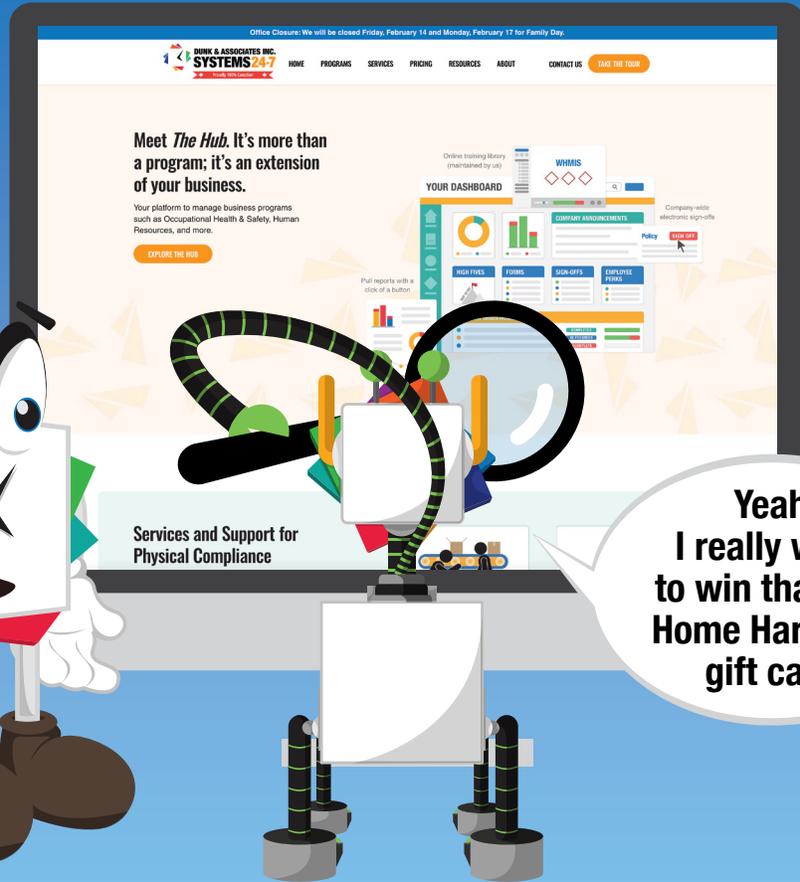


EXCELLENCE
UPDATES



WELLNESS
UPDATES

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



Are you looking for the 25th anniversary logo?

Yeah! I really want to win that \$25 Home Hardware gift card!

CONTEST ALERT!

Looking for a way to incentivize employees to complete their training?

Don't forget to communicate our 25th anniversary logo contest! Each week, we post our anniversary logo somewhere within Systems 24-7. The first user to screenshot it and email it to us wins a \$25 Home Hardware gift card! The only rule....they must have 100% of their training completed! Only one gift card is available each week to claim!

Print this poster and share it within your workplace! Let the hunt begin!





SUPERVISOR SKILLS

Diversity, Equity, and Inclusion

An organization is only as good as its culture and building that culture is everyone's responsibility. Diversity, Equity, and Inclusion goes beyond just accepting or acknowledging our differences. It involves taking a critical look at our workplace policies, procedures, and practices to ensure that there are equal opportunities for all employees and there is both active involvement and intentional efforts to create a workplace where everyone feels welcome, respected, supported, and encouraged to fully participate.

Join us as we discuss how to make your workplace inclusive by using inclusive and respectful communication, removing barriers, gaining perspective, and actioning feedback.

Join us for our next Supervisor Skills Webinar: Diversity, Equity and Inclusion

MAY 13th, 2025

1:00 pm – 3:00 pm EDT

90-minute webinar + 30-minute Q&A



Ticket Price

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

Applicable taxes will apply



Who should attend?

- Employers
- Managers and Supervisors
- HR or Safety Representatives
- Any employees who wish to further understand diversity, equity and inclusion



Attendee's Takeaways:

- Understanding the barriers and attitudes around diversity, equity and inclusion (DEI)
- Considerations for how the workplace may impact and embrace DEI
- The inclusive approach to communication
- Dealing with conflict appropriately
- Participation certificate
- Access to the webinar recording

[Download Registration Form Here](#)

FIRE EXTINGUISHER SAFETY

DID YOU KNOW?

Fire Safety: A Crucial Investment

Fire safety is an essential component of maintaining a secure and efficient workplace and protecting your home. The National Fire Protection Association (NFPA) provides valuable statistics that highlight the importance of regular fire safety plan updates and fire extinguisher maintenance.



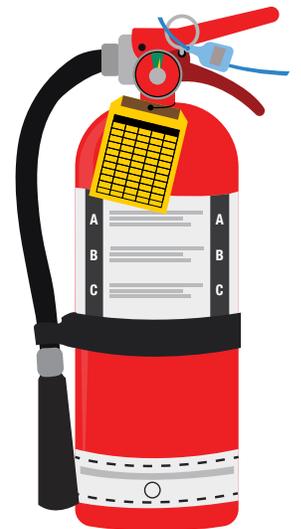
Between 2019 and 2023, an estimated annual average of 15,209 reported home structure fires were started by smoking materials, leading to \$674 million in direct property damage and over 1,500 injuries or deaths. Of these fires, 27% originated from either a balcony, porch, or exterior wall surface, while another 1 in 5 fires started within bedrooms or living rooms.



1 in 5 fires started within bedrooms or living rooms

Don't become part of these statistics! Ensure you have properly maintained fire extinguishers at home. Keeping fire extinguishers in key areas like the kitchen and garage can help you quickly respond to fires and prevent them from spreading. Regularly check your fire extinguishers to ensure they are in good working condition and easily accessible.

Investing in fire safety measures is not just a regulatory requirement but a vital step in protecting your loved ones and property. Stay proactive and make fire safety a priority in your home and workplace.



TECHNOLOGY UPDATES

UPDATE

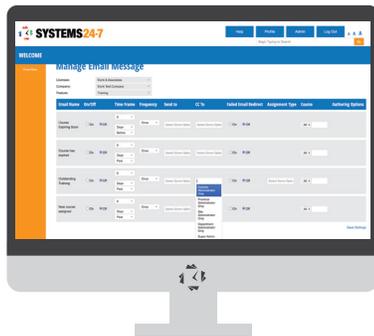
Detail Training Report

For those using Systems 24-7 to host their SCORM-based training, the detail training report now displays the length of time spent in training. As a reminder, Systems 24-7 can host SCORM-based training! To do this, export your training into a SCORM 1.2 file. It must be a zipped package to upload into Systems 24-7. For more information, refer to your course administration user guide or email support@systems24-7.com.



Library Searches

Library search features have been improved to automatically filter related results! As you search within a specific library service (for example Policies - Health and Safety), see the results automatically filter as you type. This makes it easier for employees to find the information they are looking for.



New Email Template: Outstanding Library Sign-Offs

Now, based on a frequency you determine, email reminder can be sent to employees to complete their outstanding sign-offs on Systems 24-7! Keep managers in the loop by adding them as a CC to the email. It's never been so easy to remind employees to complete their online sign-offs.

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

FEATURED ARTICLE

Work-Sharing Program – Special Measures in Response to Tariffs

What is the Work-Sharing Program?

The Work-Sharing Program is an agreement between employers, employees, and the Government of Canada (Service Canada). This program is designed to help businesses prevent layoffs during temporary downturns in business activity outside the employer’s control. Under a Work-Sharing agreement, employees agree to temporarily work a reduced work week (for example, 4-day work week instead of 5) and collect partial Employment Insurance (EI) benefits to make up for the hours they no longer work. When business activities improve, employers return employees to their regular work arrangements.

Response to U.S. Tariffs

Temporary special measures have been introduced in response to the threat or potential impact of tariffs, which will be in effect from March 7, 2025 – March 6, 2026. These special measures aim to support businesses facing reduced activity specifically linked to the implementation of U.S. tariffs, with the goal of avoiding layoffs.

Work-Sharing Program Special Measures

	Standard Work-Sharing Program	Tariff Special Measures
Length of Agreement	<ul style="list-style-type: none">• 6-26 weeks, with possible extension of up to 12 weeks• Mandatory cooling-off period between Agreements, equal to length of previous agreement	<ul style="list-style-type: none">• Maximum duration of 76 weeks• Cooling-off period is waived
Reduction of Business Activity	<ul style="list-style-type: none">• Average reduction of 10-60% over the course of the program	<ul style="list-style-type: none">• May exceed 60% reduction over the course of the program
Employer/Employee Program Eligibility	<ul style="list-style-type: none">• Business operated in Canada for 2+ years• Must be a year-round employer• Many non-profit/charitable organizations excluded• Must experience 10% decrease in past 6 months	<ul style="list-style-type: none">• Business operated in Canada for 1+ years• Can include seasonal/cyclical employer• Expanded eligibility for non-profit/charitable organizations• Need not experience 10% decrease in past 6 months

How to Apply

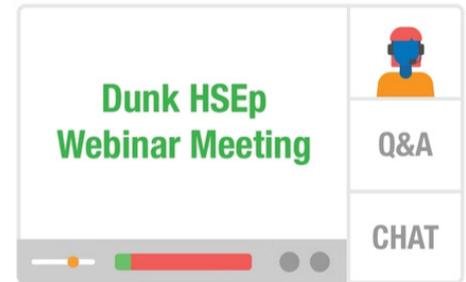
To apply for the Work-Sharing Program, or for more information on these temporary special measures, visit the Government of Canada Work-Sharing Program [site](#). If you have any questions regarding the Work-Sharing tariffs special measures, you can contact the Work-Sharing Employer Inquiry Unit at edsc.dgop.tp.rep-res.ws.pob.esdc@servicecanada.gc.ca.

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

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: April 15, 2025

Health and Safety
Excellence program
Approved provider



2025

EXCELLENCE UPDATES

Health and Safety
Excellence program
Approved provider



2025

FEATURED ARTICLE

The Importance of Timelines

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



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! Creating realistic, achievable timelines to measure your progress is essential to your success in HSEp.

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 implement your topics and prepare your submissions. WSIB sends email reminders both 60 and 30 days before the Action Plan expiry date and Dunk follows up with you around 30 days depending on the program you are enrolled in. However, this may be too late.

As per the terms and conditions of joining HSEp with Dunk, you must have all of your topic evidence submissions (steps 1 – 4) to us by the 10 month mark in order to allow enough time to finalize your submissions, get them to WSIB for validation, and support you if any AERs or onsite validations have been assigned. 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:**

- Complete the topic Evidence Submission Templates in order and as quickly as possible. We provide you with all the resources you need, you just need to customize them to your workplace. This will give you some wiggle room if something unexpected comes up.
- 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 seeing how your topic implementation worked before evaluating it.

- Generally speaking, Step 3: Check 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 4: Act can be done immediately after Step 3 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.

When compiling your evidence submission templates for each step, 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

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



Seasonal Hazards/Natural Disasters

May 14, 2025 | 1:00 - 2:00 pm EDT

As the world's climate changes, so do natural disasters and seasonal hazards. We saw some of the largest and strongest storms in 2024, and we can only assume this trend will continue. From wildfires to hurricanes, tornados to hail storms, we all face seasonal hazards and natural disasters. We'll share lessons from those affected and learn how to best control and mitigate the constantly changing risk.

REGISTER

Emergency Ready: Essential Equipment and Inclusive Safety Plans

June 18, 2025 | 1:00 - 2:00 pm EDT

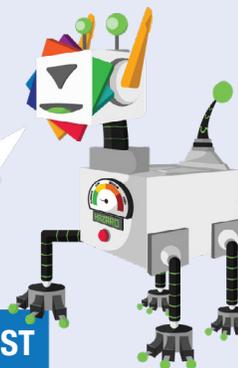
Join us for a focused webinar on emergency equipment and accommodation planning. In this session, we'll cover the essential tools and protocols that help protect employees in emergency situations, including eye wash stations, communication equipment, and accommodation plans for employees with disabilities. Equip yourself with the knowledge to ensure you can safely navigate emergency situations.



REGISTER

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

2025 WEBINAR LIST



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?
ALBERTA	
<p>Temporary Regulation for Reservist Leave</p> <p>To support the operations and activities related to the June 2025 G7 Leaders' Summit in Kananaskis, the Alberta government has approved a temporary ministerial regulation enabling Alberta-based Canadian Armed Forces reserves to take reservist leave to support the summit's security and ensure its success.</p>	<p>Temporary Regulation for Reservist Leave</p> <p>For many reservists this may be a once-in-a-lifetime opportunity. Employers should accommodate reservists and support their requests for this special leave. The regulation takes effect March 31 and expires on August 31, 2025.</p>

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
BRITISH COLUMBIA	
<p>Minimum Wage to Increase June 1, 2025</p> <p>The general minimum wage increases from \$17.40 to \$17.85 per hour. This follows the changes made in spring 2024 to the Employment Standards Act, which mandated annual wage increases.</p>	<p>Minimum Wage Increase</p> <p>Review your payroll and make any necessary adjustments effective as of June 1, 2025.</p>

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
NEW BRUNSWICK	
<p>Minimum Wage to Increase April 1, 2025</p> <p>The general minimum wage increases from \$15.30 to \$15.65 per hour.</p>	<p>Minimum Wage Increase</p> <p>Review your payroll and make any necessary adjustments effective as of April 1, 2025.</p>
<p>PPE Head Protection</p> <p>WorkSafeNB issued new guidance clarifying the conditions that require a retention system (chinstrap) for hard hats. Under CSA Z94.1-15, protective headwear must remain in place when a force of 12N is applied upward. If conditions exist that may cause forces greater than what the suspension system is designed for, a chinstrap is required.</p>	<p>PPE Head Protection</p> <p>To determine if a chinstrap is necessary, the employer must conduct a hazard assessment of the activities conducted by their employees.</p> <p>Conditions that must be considered include, but are not limited to:</p> <ul style="list-style-type: none"> • Wind • Potential impact when working around machinery • Potential to lose footing – working from platform or ladder • Confined space entry/rescue – when entry and exit is restricted • High risk activities – rope access work <p>Click here for full information from WorkSafeNB.</p>

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
NEWFOUNDLAND	
<p>Minimum Wage to Increase April 1, 2025</p> <p>The general minimum wage increases from \$15.60 to \$16.00 per hour.</p>	<p>Minimum Wage Increase</p> <p>Review your payroll and make any necessary adjustments effective as of April 1, 2025.</p>

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
NOVA SCOTIA	
<p>Minimum Wage to Increase April 1, 2025</p> <p>Nova Scotia implemented the first stage of what will be the largest minimum wage increase in its history, \$1.30 per hour, by boosting the general minimum wage 50 cents to \$15.70 per hour. Stage 2 will take place on October 1 when the minimum wage increases another 80 cents to \$16.50 per hour.</p>	<p>Minimum Wage Increase</p> <p>Review your payroll and make any necessary adjustments effective as of April 1, 2025.</p> <p>Be ready to make necessary updates for Stage 2 by October 1, 2025.</p>
<p>Amendment to Paid Domestic Violence Leave Entitlement</p> <p>Nova Scotia has increased paid domestic violence leave entitlement from three days to five days, effective April 1, 2025.</p>	<p>Amendment to Paid Domestic Violence Leave Entitlement</p> <p>Employees with at least three months of service are entitled to up to 16 consecutive weeks of domestic violence leave, plus 10 additional days that can be taken either consecutively or intermittently. Five days are paid and may be used during either the 16-week leave or the 10-day leave.</p> <p>Make sure you are updating your company's policies on protected leaves of absence to reflect the amended paid leave entitlement under this leave from 3 days to 5 days.</p> <p>Additionally, ensure employees are aware of their new entitlements.</p> <p><i>If you are a Full-Service Human Resources client with Dunk & Associates, your HR program has been updated to reflect this amendment.</i></p>

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
ONTARIO	
Long-Term Illness Leave of Absence On December 19, 2024, Ontario's Working for Workers Six Act, 2024 (Act) received Royal Assent. This Act introduced a new unpaid "long-term illness leave" into the ESA, which will come into force on June 19, 2025.	Long-Term Illness Leave As of 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. Make sure you are updating your company's policies on protected leaves of absence to reflect this new leave. Additionally, ensure employees are aware of their new entitlements. <i>If you are a Full-Service Human Resources client with Dunk & Associates, your HR program will be updated to reflect these amendments.</i>

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
QUEBEC	
Minimum Wage As of May 1, 2025, the minimum wage in Quebec will be \$16.10 per hour. This is a 35-cent increase from the previous minimum wage of \$15.75 per hour.	Minimum Wage Increase Review your payroll and make any necessary adjustments effective as of May 1, 2025.

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
YUKON	
<p>Minimum Wage to Increase April 1, 2025</p> <p>The general minimum wage increases from \$17.59 to \$17.94 per hour.</p>	<p>Minimum Wage Increase</p> <p>Review your payroll and make any necessary adjustments effective as of April 1, 2025.</p>
<p>Government of Yukon seeks public input on improvements to the Human Rights Act</p> <p>The Government of Yukon received a request from the Yukon Human Rights Commission to make certain changes to the Act and there are several other changes also being considered, including:</p> <ul style="list-style-type: none"> • clarifying the meaning of “systemic discrimination”; • clarifying when the duty to accommodate applies; • allowing complaints of retaliation to be investigated by the commission and punishable through damages; and • clarifying when discrimination in favour of family members is allowed. 	<p>Government of Yukon seeks public input on improvements to the Human Rights Act</p> <p>Public feedback will help the Government of Yukon to understand how Yukoners may be affected by these proposed changes and decide whether to pursue the recommended changes or pursue other amendments.</p> <p>Yukoners have until May 10, 2025, to complete the survey online.</p>



LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<p data-bbox="126 331 214 363">YUKON</p> <p data-bbox="126 401 623 432">Paid Sick Leave Rebate Program</p> <p data-bbox="126 457 716 604">The Paid Sick Leave Rebate provides workers and self-employed Yukoners with up to 40 hours of paid sick leave per program year.</p> <p data-bbox="126 646 500 678">How the program works:</p> <ol data-bbox="126 684 716 1251" style="list-style-type: none">1. The employee informs their employer that they need to take sick leave.2. The employee uses all the paid sick leave available through their employer.3. If the employee needs more paid sick leave than their employer provides, the employer approves and pays the employee for that additional sick leave.4. The employer applies for the Paid Sick Leave Rebate and submits all supporting documents within 30 days of the claimed sick leave period.5. The Paid Sick Leave Rebate program reimburses the employer for the additional sick leave amount they paid.	<p data-bbox="760 401 1256 432">Paid Sick Leave Rebate Program</p> <p data-bbox="760 453 1479 527">You may be eligible to receive up to 40 hours of wages per employee for each program year:</p> <ul data-bbox="760 531 1240 604" style="list-style-type: none">• April 1, 2024, to March 31, 2025• April 1, 2025, to March 31, 2026 <p data-bbox="760 621 1442 695">Yukon-based employers can apply for paid sick leave for their Yukon employees.</p> <p data-bbox="760 709 1065 741">The employee must:</p> <ul data-bbox="760 745 1503 1199" style="list-style-type: none">• Have a regular hourly wage that is less than or equal to the average Yukon private sector wage of \$33.94 per hour;• Be a Yukon resident;• Have a valid Yukon health care card; and• Have worked for the employer for at least 90 consecutive days in the year leading up to the first day of leave. Returning seasonal workers who are Yukon residents (such as university students coming back for summer employment) may count days worked in the previous season towards this total. <p data-bbox="760 1213 1016 1245">Employers must:</p> <ul data-bbox="760 1249 1484 1787" style="list-style-type: none">• Operate a Yukon-based business that meets at least 3 of the following criteria:<ul data-bbox="786 1329 1484 1787" style="list-style-type: none">• Has an office with a physical address in the Yukon;• Is subject to the Yukon Income Tax Act;• Is registered as per the Business Corporations Act or the Partnership and Business Name Act, where applicable; and• Has a valid municipal business licence where applicable;• Have their business name registered and in compliance with Government of Yukon’s Corporate Affairs; and• Comply with the Employment Standards Act. <p data-bbox="760 1801 1463 1875">Click here for full information on the program, and how to apply.</p> <p data-bbox="760 1896 1446 2007">For more information, email ecdev@yukon.ca, or phone 867-456-3803; phone toll free in Yukon 1-800-661-0408, extension 3803.</p>

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



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

