

DUNK & ASSOCIATES / SYSTEMS 24-7

NEWS 24-7

Feature Article: Review your Emergency Response Plan

Yikes!
It's that time of year again. Tick season is back!

HSEp Feature Article:
Topic Training Retention

Technology Updates:
Randomize Test Questions,
Digital Boards

In Loving Memory

OH NO!
NOT TICK
SEASON!!!!!!

Fire Extinguisher
Safety: Myths
Debunked

Important Dates: Men's Mental Health Month, Canada Day Office Closure

25th Anniversary Contest

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UPDATES



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WELLNESS
UPDATES



In Loving Memory of Margaret “Jeanne” Vanderburgh

It is with deep sadness that we share the passing of our colleague and friend, Margaret “Jeanne” Vanderburgh, who left us on February 25th. Jeanne was more than just a valued member of our team — she was a warm, compassionate presence who touched the lives of so many clients and coworkers alike.

For those who had the pleasure of working with Jeanne, you’ll remember her for her kindness, her dedication, and the genuine care she brought to every interaction. Even while on medical leave, many of you continued to ask about her, a testament to the lasting impression she made. Jeanne had a way of making people feel heard, supported, and appreciated — qualities that made her truly special.

Our thoughts and prayers are with Jeanne’s family, friends, and all who knew and loved her. May her memory be a blessing, and may we continue to honor her legacy through the kindness and care she so effortlessly shared with others.

*In Loving
Memory*



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



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!



IMPORTANT DATES

Men's Mental Health Month

All of June

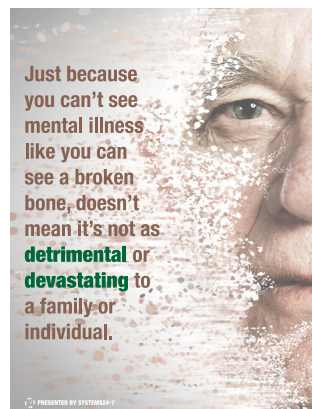
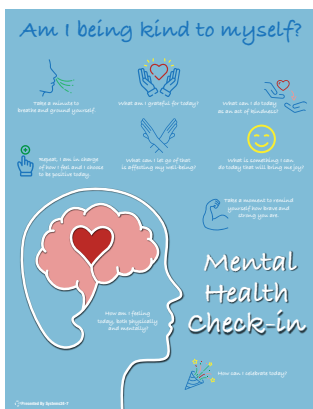
Did you know that in Canada, men account for 3 out of every 4 suicides?

It's time to break the stigma surrounding men's mental health. Let's support the men in our lives by encouraging open conversations and reminding them that it's okay to seek help.

June is Men's Mental Health Month—a time to raise awareness, promote support, and ensure that no one struggles alone. While this month shines a spotlight on men's mental health, resources are available for anyone in need.

Find support, information, and tools to help at menshealthfoundation.ca.

Complete the Men's Health Check to see if you are at risk [here](#).



Click on images to open complimentary resources

Canada Day - Office Closure

July 1st

As a reminder Dunk & Associates/Systems 24-7 will be closed for Canada Day on Tuesday, July 1st and will return to regular business hours on Wednesday, July 2nd.

We wish everyone a safe and happy Canada Day with your friends and family!



FIRE EXTINGUISHER SAFETY

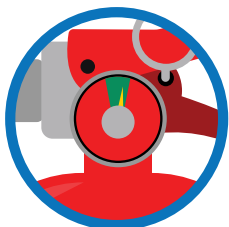
DID YOU KNOW?

Myths Debunked

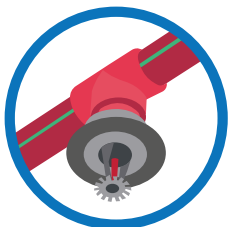
Fire extinguishers are a vital part of any fire safety plan, but misconceptions about their use and upkeep can lead to serious safety risks. In this month's spotlight, we're clearing up three of the most common myths to help ensure your workplace or home is properly protected.



Myth #1: Fire extinguishers don't need maintenance unless they've been used. This is a dangerous misconception. Even unused extinguishers can lose pressure, corrode, or develop blockages over time. Extinguishers should be visually inspected monthly and professionally serviced annually. Internal and hydrostatic testing is also required every 5, 6, or 12 years depending on the type. Skipping maintenance could mean your extinguisher fails when you need it most.



Myth #2: If the pressure gauge is in the green, the extinguisher is good to go. While a green gauge is a good sign, it doesn't guarantee the extinguisher is fully functional. Internal components can still degrade, and the nozzle or hose may be blocked. Always complete your maintenance and monthly inspections to ensure that you don't fall to this myth.



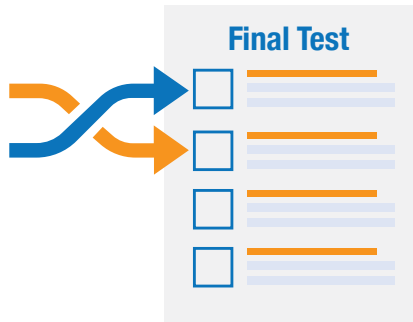
Myth #3: If you have a sprinkler system, you don't need fire extinguishers. While sprinklers are excellent for widespread fire suppression, they don't always activate for small or localized fires. A fire extinguisher allows for immediate, targeted response — often stopping a fire before it spreads. Having both systems in place provides layered protection.

By understanding and debunking these myths, you're taking a proactive step toward better fire safety. For more tips or to schedule a fire extinguisher inspection, contact us today!

TECHNOLOGY UPDATES

COMING SOON

Randomize Test Questions



An update has been made to Systems 24-7 to randomize all questions in the test. This will ensure that learners always receive different variations of the test questions each time they take a test. As a reminder, there are many customization options on Systems 24-7 quizzes. Administrators can override passing score requirements, decide if learners need to only re-do the failed questions, or if they need to restart a course from the beginning if learners fail a test. For more information, refer to your course administration user guide or email support@systems24-7.com.

UPDATE

Digital Boards

We've now successfully launched many workplace digital health and safety boards! Have you made the change?

Revitalize your workplace's health and safety practices by seamlessly transitioning to the cutting-edge digital boards! Integrated directly into the Systems 24-7 program, these digital boards ensure that all mandatory postings, including policies, inspections, required posters, assessments/surveys, committee minutes, and more, are readily available in your workplace.

Display your location-based health and safety board on any device, offering employees 24/7 access through their own Systems 24-7 accounts. The convenience extends further as separate digital boards can be configured for various programs such as HR news and updates, organizational events, and more.

Explore the versatility of the digital board feature and unlock its potential for your unique needs. Curious about innovative ways to leverage this feature? Reach out to us at support@systems24-7.com to schedule a demo!



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.

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

SAFETY UPDATES

FEATURED ARTICLE

Review your Emergency Response Plan

It can be hard to know when an emergency will happen. Emotions and stress levels are heightened, impacting our reasoning abilities. How do we stay safe and know what to do in emergency situations? The answer is simple: practice. Just like any skill or ability, practice is key. The more we practice evacuations, the better prepared our workplaces will be in an actual emergency.

By holding evacuation drills, we can identify gaps in our current emergency response plans. If chaos ensues during your practice evacuation, learn from what went wrong. If emergency instructions were muddled and unclear, clarify them. If previous evacuation routes are not accessible due to renovations or changes in the workplace, ensure new or temporary routes are identified and communicate these changes with your staff. Since we can't reasonably predict when an emergency will happen, ensure updates and communication take place right away after your practice drill.

By practicing emergency drills, you also find out if your training and communication have been effective. This is a form of evaluation, the fourth step in the R.A.C.E. process (R.A.C.E. stand for recognize, assess, control, and evaluate hazard controls). If staff are wandering around aimlessly during a drill, this is a sign you need to revisit your training and practice more evacuation drills.

Additionally, if you have appointed floor or department wardens who assist in the evacuation process, ensure they are equipped with the knowledge and tools (if applicable) to do their jobs. For example, if your policy states that wardens are to wear high-visibility gear and have an attendance checklist for employees, contractors, and visitors, ensure these are provided and available. Remember to keep them current. We know our workplaces change all the time, so ensure you update your checklists for emergencies. Don't forget to account for vacations, sick leaves, and alternating shifts, again if applicable. Who will cover these roles if the appointed person is away? How will they know to take over?

Remember that evacuation drills aren't just for fire drills. Review your Emergency Response policy and your hazard assessment to be prepared for the possible evacuation types you may experience in your workplace. For example, you may have an active attacker drill, a medical emergency drill, a shelter in place drill, etc. Consider scheduling each type of drill you may have in your workplace when you set up your program for the year. This is also a great chance to see how your evacuation may be affected by seasonal hazards such as temperature extremes, bugs, wildlife, and weather.

Be prepared for an emergency tomorrow by practicing today.

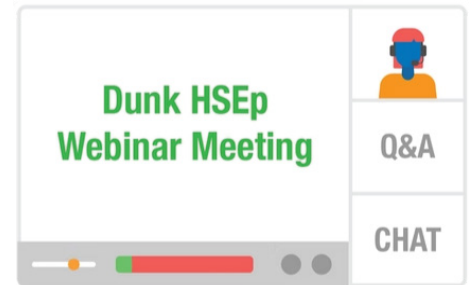


EXCELLENCE UPDATES

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

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



FEATURED ARTICLE

Topic Training Retention

To retain or not to retain?

Congratulations! You have completed your training and have waited out the 60-day full implementation period. What's next? It's time to evaluate. Our evidence submission templates will guide you through this process and we will focus on the Training Retention portion of the evaluation. This is found within the "What did you learn?" section.

We've learned from previous submissions that the validators focus heavily on retention. Retention has been identified as a key indicator of success in HSEp. Employee retention is measured during the evaluation stage. This shows the validator that what employees have learned has been retained, ensuring they are competent in their roles and responsibilities for this topic.



To successfully measure retention within your workplace, you are required to conduct interviews/surveys with a sample of randomly selected employees from different impacted departments. Impacted means those parties who received the majority of the training and the main individuals responsible for enforcing your topic/program. As you must provide proof that training has been retained, these interviews/surveys must be documented with the exact date, the full name, and position of the employee. These interviews/surveys will act as the proof for this piece of the evidence submission.

You may be wondering, how many employees must be interviewed? This number is dependant on the number of employees in your business. The WSIB typically wants 20% of the employees to be interviewed/surveyed, however for your submission only 3 to 5 examples are required due to sizing limitations of your submission.

Some tips to help with training retention evidence:

- Your interview/survey must be related to the topic. Questions must be based on initial training. This helps to determine if training is being retained as you are using the actual questions from training. Only use 2-3 questions from the specific topic training.
- As you interview staff, it is also important that you interview/survey different employees for each topic(s). This is to show the validators at WSIB that you are ensuring a good sample is being taken of your staff's knowledge and provide a broader picture of your overall workforce.
- After the interviews/surveys are completed, you need to answer the questions at hand:
 - Was training retained?
 - How do you know this?
 - Do employees understand and follow the procedure?
- As the goal of this section is to successfully state that training has been retained, those involved in your interviews/surveys must get their questions right. If staff are not getting the questions correct that is ok, but you must have an action plan to address how you will ensure training is retained.

As with all attachments for your evidence board, your file must be PDF or Word Doc. as these are the only acceptable formats the WSIB will accept. **Please be advised that Google docs are not acceptable.**

As always, we are here to support you through your journey in the HSEp. Feel free to reach out to us with your questions by phone (1-866-754-8839) or by email (excellence@systems24-7.com)

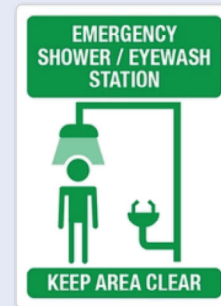
UPCOMING WEBINARS

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

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



Ignite Safety, Prevent Fires: Workplace Fire Prevention

September 17, 2025 | 1:00 - 2:00 pm EDT

Protect your workplace with proactive fire safety strategies. Learn how to identify and mitigate fire risks, properly use fire extinguishers, and develop a robust emergency response plan. Join us and make fire prevention a fundamental part of your workplace safety culture!

REGISTER

Take Your Kid to Work Day

October 15, 2025 | 1:00 - 2:00 pm EDT

In Canada, Take Your Kid to Work Day (TYKTW) is an annual event in November, where grade 9 students are invited to spend the day at a workplace to learn more about careers and the working world. Employers who choose to participate in TYKTW Day should be aware of a few key considerations to ensure the event is successful, safe, and compliant with regulations. Has your workplace participated in TYKTW or are planning to this November? Share your experiences and bring your questions as we discuss how to make this event safe and valuable for the students and the workplace.



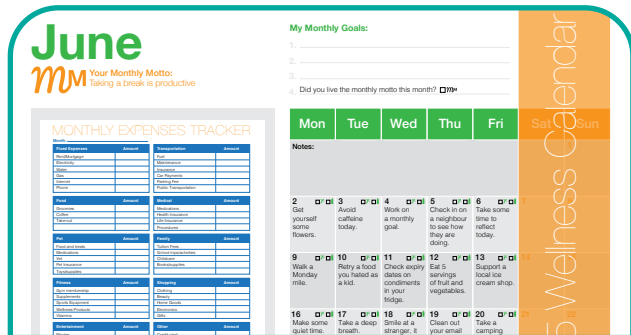
REGISTER

2025 WEBINAR LIST

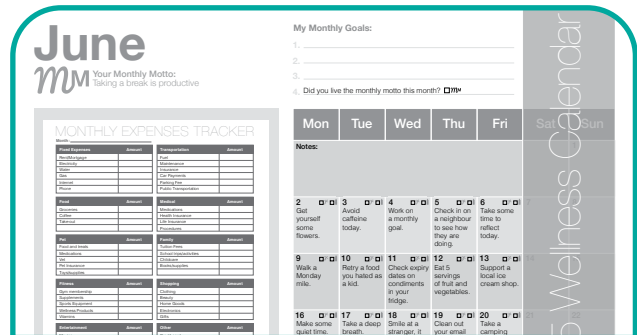
WELLNESS UPDATES

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.



**2025 FULL COLOUR
& INTERACTIVE**
Download

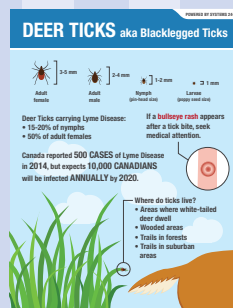


2025 BLACK & WHITE
(Printer friendly)
Download

YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Click on each
image to expand
and download



Deer Ticks



Heat Stress:
The Basics

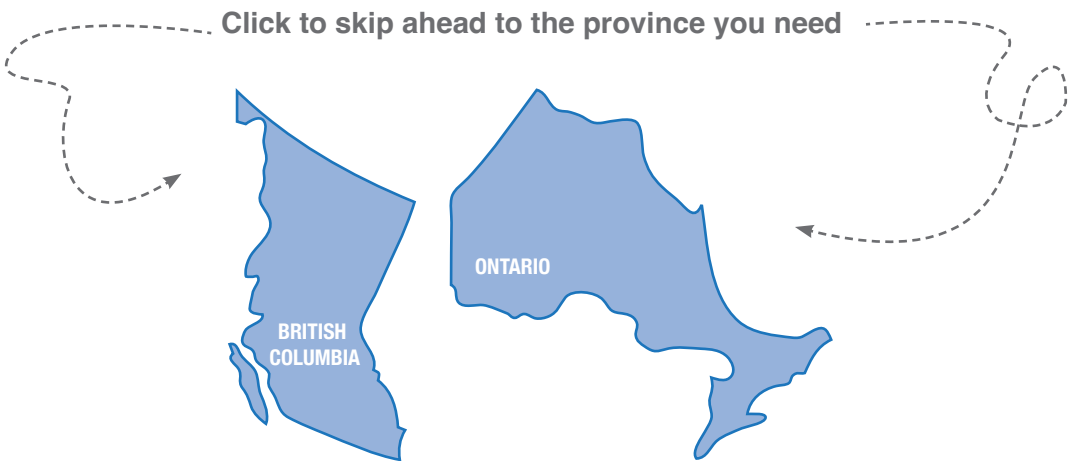


Summer
Safety

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?
FEDERAL	
Canada Occupational Health & Safety Regulations – Amended Terminology The Regulations have been amended by replacing “disease” and “diseases” with “illness” and “illnesses,” respectively. The amendment impacts the definitions of “disabling injury,” “minor injury,” and has changed the term “occupational disease” to “occupational illness” within the regulations.	Canada Occupational Health & Safety Regulations – Amended Terminology Review your Health & Safety policies and update with the amended terminology, where applicable. <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>

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
BRITISH COLUMBIA	
Minimum Wage to Increase June 1, 2025 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.	Minimum Wage Increase Review your payroll and make any necessary adjustments effective as of June 1, 2025.

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
ONTARIO	
<p>Employment Information– Effective July 1, 2025</p> <p>Starting July 1, 2025, amendments to the Employment Standards Act require employers to share key job details with all new or potential hires.</p> <p>This applies to Ontario employers with 25 or more employees on the new employee’s first day.</p> <p>The following information needs to be provided:</p> <ul style="list-style-type: none">• The legal name of the employer, as well as any operating or business name of the employer, if different.• Contact information for the employer, including address, telephone number, and one or more contact names.• A general description of where it is anticipated the employee will initially perform work.• The employee’s starting hourly wage or other wage rate or commission, as applicable.• The applicable pay period and pay day established by the employer.• A general description of the employee’s initial anticipated hours of work.	<p>Employment Information</p> <p>If you are an employer with 25 or more employees, be sure to review and update your onboarding process and job offer documents to ensure the required information is included and delivered on time to all new hires starting July 1, 2025.</p> <p>This information must be provided in writing before the employee’s first day of work. If that’s not feasible, it must be given as soon as reasonably possible afterward.</p> <p>Be sure to keep a record to verify this information was provided (for example, by including it on an onboarding checklist).</p> <p><i>If you are a Full-Service Human Resources client with Dunk & Associates, your HR program will be updated to reflect these requirements. You will need to ensure the information specific to your location is provided to all new hires.</i></p>



Ontario continued on the next page.

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES		WHAT DOES THIS MEAN FOR EMPLOYERS?	
ONTARIO			
Washroom Facilities – Effective July 1, 2025		Washroom Facilities	
<p>Starting July 1, 2025, under recent amendments to the Occupational Health and Safety Act, employers are now required to keep workplace washrooms clean and sanitary, and keep records of when and how they’re cleaned.</p>		<p>If your location has washrooms available for workers, the washrooms need to be kept clean and sanitary at all times. Make sure they’re also well stocked with essentials like soap and toilet paper.</p> <p>Employers are responsible for keeping track of cleaning activities — things like the date, time, and who did the cleaning. These records should be kept on hand and made available if requested by an MLITSD inspector or a health and safety representative.</p> <p><i>If you are a Full-Service Health & Safety client with Dunk & Associates, your H&S program will be updated with a cleaning checklist in “Forms.”</i></p>	
WSIB “In Case of Injury” Poster (Form 82)		WSIB “In Case of Injury” Poster (Form 82)	
<p>WSIB has updated the “In Case of Injury” Poster (Form 82).</p>		<p>By law, the WSIB’s “In Case of Injury” poster (Form 82) must be prominently displayed in every workplace covered by the WSIB. Ensure you have the most up-to-date version of the poster on your Health & Safety Board.</p> <p><i>If you have a digital Health & Safety Board with Dunk & Associates, this update has automatically been applied.</i></p>	

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

