

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

Fire Safety: Fire Drill

Supervisor Skills: Managing a
Multigenerational Workforce

Feature Article:
Equipment
Inventory

Safety Champion Contest

25th Anniversary Contest

Technology Updates:
A Fresh New Dashboard Experience
is Coming!

I love this time of
year, but how is it
fall already?

Mmm...
pumpkin spice!

HSEp Feature Article:
The VIP Step

Important Dates: First Day of Fall,
Webinars are Back!



TECHNOLOGY
UPDATES



SAFETY
UPDATES



FIRE
SAFETY



LEGISLATION
UPDATES



EXCELLENCE
UPDATES



WELLNESS
UPDATES

Click on icons above to jump ahead to sections

Celebrate 25 Years of Systems 24-7 with Us!

Find the Hidden Anniversary Logo and WIN!



To celebrate 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!*


TRADITIONALISTS

BABY BOOMERS

GENERATION X

MILLENNIALS

GENERATION Z

SUPERVISOR SKILLS

Managing a Multigenerational Workforce

Today's workplaces often see up to 5 different generations of workers, working side-by-side. The goal of this session is to provide strategies for managers and supervisors that respect and leverage the different values, preferences, and work styles of these demographics. Employers need to understand how to navigate this diversity in the workforce to develop a positive, collaborative, and productive work environment.

Join us for our next Supervisor Skills Webinar: Managing a Multigenerational Workforce:

November 13th, 2025

1:00 pm – 3:00 pm EST

90-minute webinar + 30-minute Q&A

Click for Registration Form



Ticket Price

- Regular Price: \$40/person
- Private Professional Service Clients Only: \$35/person

Applicable taxes will apply



Who should attend?

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



Attendee's Takeaways:

- Understanding the values, preferences, and work styles of different generations in the workplace
- Approaches to align diverse generational strengths with shared goals
- The inclusive approach to communication
- Techniques to prevent and resolve generational misunderstandings and/or conflict in the workplace
- Participation certificate
- Access to the webinar recording

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

IMPORTANT DATES

Webinars are back in session!

September 17th

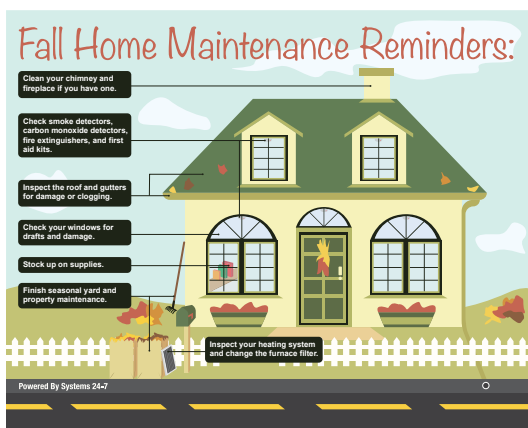
Our summer break is over and we are excited to resume our monthly webinars. Make sure to register to save your spot, they fill up fast because it's FREE!

Click [here](#) to see our upcoming webinar schedule.



Ignite Safety, Prevent Fires: Workplace Fire Prevention

September 17, 2025



Click image to enlarge

First Day of Fall

September 22nd

The first day of fall is here, and with it comes the perfect reminder that it's time for seasonal maintenance before winter sets in. From cleaning out gutters and checking your heating system, to sealing drafts and inspecting your roof, fall maintenance helps prevent costly repairs and keeps your home safe and comfortable during the winter. Don't wait until the first snowfall—take advantage of the mild weather and get a head start on your winter prep.

Don't miss out on
our 25th Anniversary
or Safety Champion
contests!





SAFETY CHAMPION

2025



NOMINEES



DO YOU HAVE A SAFETY CHAMPION IN YOUR WORKPLACE?
Nominate them today for a chance to win 1 of 3 prizes!

[Click here for rules and regulations](#)

FIRE SAFETY

DID YOU KNOW?

Fire Drill



The alarm blared like a war cry. Lights flashed. Feet pounded the floor. In less than a minute, the building was alive with motion—organized chaos, but with purpose. This wasn't a real fire, but it could have been. And that's the point. Fire drills aren't just routine—they're rehearsals for survival. Every second counts, and every person matters. Have you done a fire drill recently in your workplace? Was it done right? Did everyone make it out? Could you beat your time next round?

Fire drills are more than a checkbox on a safety form—they're a lifeline. They teach us how to respond under pressure, how to navigate smoke-filled hallways, and how to make split-second decisions that could mean life or death. They reveal weaknesses in our evacuation plans and help us fix them before it's too late. The importance of these drills cannot be overstated. They save lives. And they must be taken seriously.

Conducting a fire drill starts with planning. Know your exits. Assign roles. Sound the alarm. Time the evacuation. Count heads. Debrief. But don't stop there. Ask the hard questions: Did anyone hesitate? Were exits blocked? Did people know where to go? Your meeting area should be clear, accessible, and known to all. Record how many people were in the building. Did they all survive the drill? If not, why? Every drill is a test—and a lesson.

Improvement is the name of the game. Can your team beat their last evacuation time? Can you simulate more realistic conditions—like blocked exits or "smoke zones" where people must crawl low to avoid imaginary fumes? Can you introduce surprise elements, like a missing key staff member or a jammed door? Fire drills should evolve. They should challenge your team. They should prepare you for the worst, not just the expected.

So next time the alarm sounds, don't roll your eyes. Move. React. Remember. Fire drills are your rehearsal for survival. Make them count. Make them better. And above all—make sure everyone gets out alive.

TECHNOLOGY UPDATES

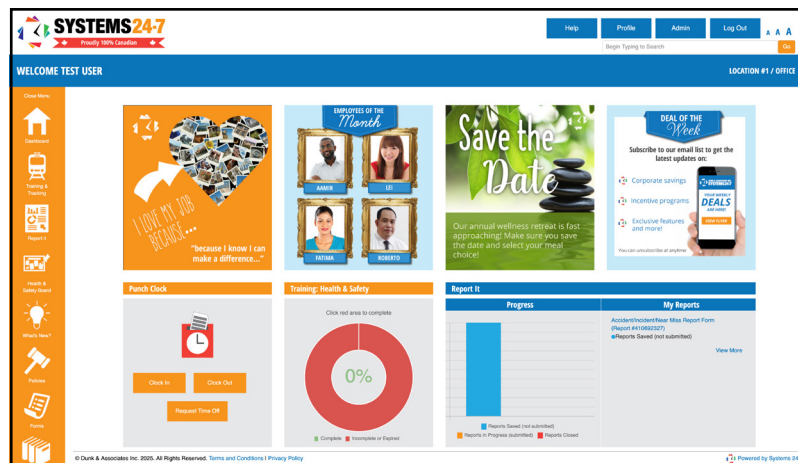
UPDATES

A Fresh New Dashboard Experience is Coming!

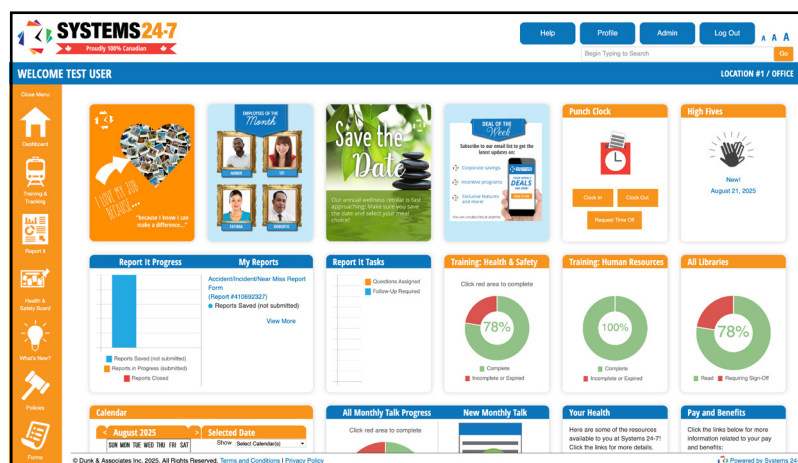
We're excited to announce that Systems 24-7 will be rolling out a **new dashboard design** on the evening of **Wednesday, September 17th**, during our regular update window. This update modernizes the look of Systems 24-7, making it friendlier, cleaner, and more engaging.

Don't forget – the dashboards can be your place to communicate important news across your organization. If you're looking for inspiration on what you can do to elevate your dashboards, reach out to us to brainstorm! Why not share work anniversaries, vacation or holiday reminders, links to important resources, and more.

BEFORE



AFTER



Action required for some clients:

With this update, you may need to adjust or update the graphics on your dashboards to ensure they work within the new theme. If you need help making these updates, our support team is here to assist you. Send an email to support@systems24-7.com or call us toll free at 1-866-754-8839

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.

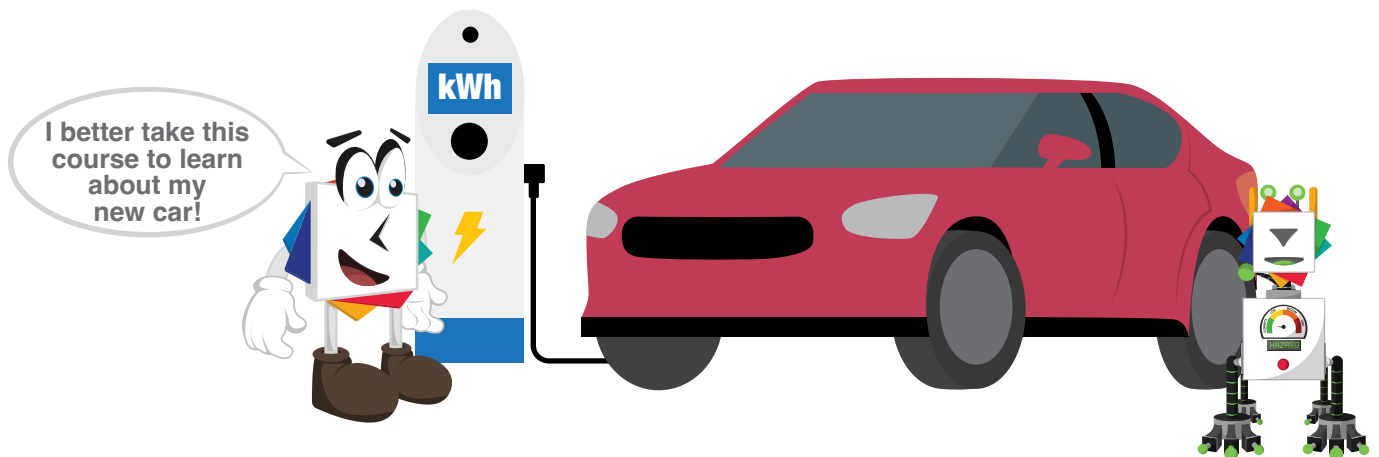
All assignments must be completed to keep your program in compliance.

SAFETY UPDATES

NEW COURSE

Electric Vehicle Battery Safety Training

While some industries, such as battery and vehicle manufacturing, have considerable experience with EV battery safety, this is a new hazard for many industries, including auto parts suppliers, auto dealers, auto repair/body/collision service providers, tow truck operators, and auto recyclers. Therefore, it's important to learn procedures and adhere to health and safety legislation and standards that may not have applied to your work environment before. This training focuses on explaining the components of lithium-ion batteries used in EVs, identifying hazards associated with working on or around EV batteries, and applying safe work practices for battery handling and maintenance.



SAFETY UPDATES

FEATURED ARTICLE

Equipment Inventory

When we think of equipment in the workplace, we may immediately think of heavy machinery or tools, but what about computers, specialized instruments, or dollies? Our organizations rely on this equipment each day, but how do we ensure that this equipment is where it should be and ready to be used?

This is where an equipment inventory comes in handy. An equipment inventory is a thorough list of the tools, equipment, and assets an organization owns and uses. The equipment inventory details the available equipment, including its location, user information, and maintenance records.

By implementing and maintaining an equipment inventory, an organization can improve overall productivity by better maintaining the equipment, and knowing where and who has the tools. In addition to improved productivity, organizations can also use an equipment inventory to demonstrate compliance with health and safety initiatives, like pre-use inspections, lock out tag out, and removing inadequate or ineffective tools from the workplace.

How you develop and maintain your equipment inventory is up to you. There are many different tools and apps at your disposal. Your organization's format for an equipment inventory will depend on your organization and its needs. Some smaller organizations can create and maintain their inventory in a spreadsheet format, like Excel or Google Sheets, while larger, more intricate organizations may use an app, like Axolt or inflow Inventory.

Regardless of the method your organization selects, ensure once an equipment inventory is created that it is maintained. It can be very easy to forget to log the status or use of equipment for a few days, which can result in the equipment being broken or missing. Consider assigning the equipment inventory a specific staff member or group of employees, especially at the onset of the program to ensure it is used and maintained.

If you are a private client of Dunk & Associates, check out the September Compliance Package activities! We have included a template for an Equipment Inventory to help you get started. In addition, we also offer a Preventive Maintenance feature on Systems 24-7 to schedule and track preventative maintenance. If you are not a private client of D&A and you wish to learn more about Compliance Packages, or any of our new features, please email us at support@systems24-7.com or call us toll free at 1-866-754-8839.

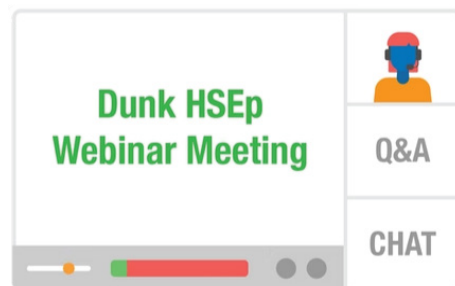


EXCELLENCE UPDATES

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

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: June 17, 2025



FEATURED ARTICLE

The VIP Step: The Very Important Policy Step

Hello everyone, and happy September! This month we wanted to discuss the very first step of implementation – the Policy Step. As the first step of implementation, the WSIB team will be looking to see how your organization developed a written policy (or standard, SOP, etc.) for each of your selected topics.

At minimum, the policy should contain the purpose, key definitions, roles and responsibilities for each workplace party (Employer, Supervisor/Manager, Worker, etc.), training requirements, and the procedure outlining how the program will function in the workplace. A strong policy also answers the “5 W’s and H: who, what, where, when, why, and how.



The WSIB will review each submitted policy to ensure it meets all the topic requirements found in the *HSEP - Health and Safety Topics Guide*. Review and ensure your policy conforms to the topic requirements before you move on to Step 2 “Do”. As a reminder, we have developed sample policies for each topic following the topic requirements. You can find these policy samples within each topic page in the Dunk Excellence Portal. Simply click on the left scroll menu icon for your topic to find these sample policies. They can be located under the header **#1 Plan: Written Standard**.

If you wish to create your own policy, each Step 1 template has a supplemental checklist titled: “Does your policy/procedure address all of the requirements for this topic? Check yes next to the requirement to ensure they are met” section. Use this checklist to ensure your standard includes the requirements for the topic. As Dunk provides you with sample policies/procedures for each topic, we do not review these policies as part of the program. If you choose to create your own policy or use a non-Dunk policy or procedure and want us to review it, additional charges apply.

If the implementation of your topic is dependent on a policy that does not meet the topic requirements, there is a chance the topic will be marked as incomplete by the WSIB or you may select to defer the topic. The WSIB may mark the topic as “Additional Evidence Required” and request the policy be redeveloped. You must then apply the 4 steps of implementation to this new policy. When topics are marked “Additional Evidence Required”, you only have 60 days to resubmit evidence. As we know, there is a minimum of 60 days for topic implementation before we can begin the Check step alone, in addition to all other steps. As a result, this error may force you to defer the topic, or it may be marked as incomplete.

It is important to emphasize that regardless of which topic you select, a written policy (or SWP/standard, etc.) must be developed for your workplace exclusively for each topic. If you select related topics, for example, the three Return-to-Work topics, you may develop one written policy that incorporates all three sets of topic requirements. If you do decide to go this route, you will still need to ensure that the written policy includes all requirements for all selected topics.

As always, if you have any questions or would like to discuss HSEp, send an email to excellence@systems24-7.com or call us at 1-866-754-8839.

UPCOMING WEBINARS

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



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!

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



REGISTER

Knowing What to Do When OHS Shows Up **November 12, 2025 | 1:00 - 2:00 pm EST**

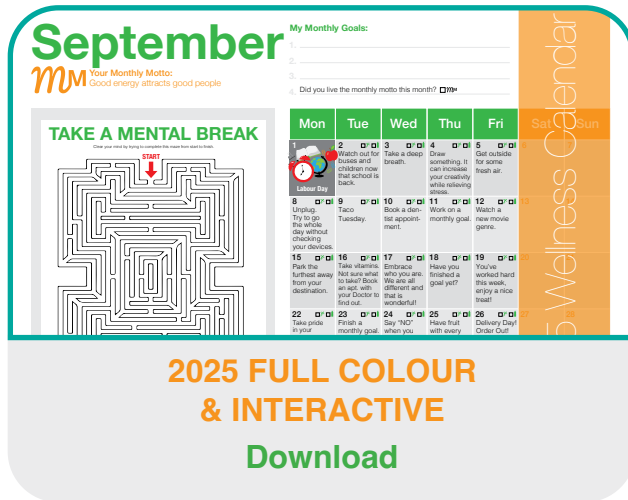
An Inspector knocks on your workplace's door. Are you ready? The first rule is not to panic, but are there other rules? What are the best practices? What information must I provide? When is too much information too much? Join us to learn what to do, how to handle a Ministry inspector, and how to respond to orders. Cut the panic step out and be ready for the Inspector!

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

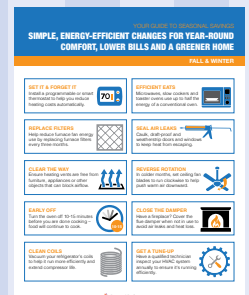
YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Back to School
Safety Tips



Black Bear
Safety Tips



Guide to
Seasonal
Savings

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](#).

Click to skip ahead to the province you need

ABMBNWTNSNUNONPEISK

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
FEDERAL	
Temporary Extension to Employment Insurance Eligibility until October 11, 2025 On March 23, 2025, the federal government introduced new temporary EI measures to support Canadian workers whose jobs are impacted by the current economic uncertainty caused by tariffs. A measure reducing the eligibility requirements to qualify for EI was set to expire on July 12, 2025, which has now been extended to October 11, 2025. This decision continues to reduce the hours required to qualify for regular benefits to no higher than 630 hours and increases the weeks of entitlement by up to four additional weeks (more information can be found below in the second link). Over 290,000 workers are expected to benefit from this extension. https://www.canada.ca/en/employment-social-development/news/2025/07/federal-government-extends-employment-insurance-temporary-measure-to-help-workers-impacted-by-us-tariffs.html https://www.canada.ca/en/services/benefits/ei/temporary-measures-for-major-economic-conditions.html	For more information, please visit: https://www.canada.ca/en/services/benefits/ei/temporary-measures-for-major-economic-conditions.html

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
ALBERTA	
WCB Policy Consultations Open WCB is seeking feedback on the following topics: • Policy 04-10 - Housekeeping and home maintenance assistance • Policy 01-00 - Policy interpretation and application • Policy Project Planning Consultation is open until September 29, 2025.	If you are interested in providing your feedback on these topics please visit: https://www.wcb.ab.ca/about-wcb/policy-and-legislation/whats-new-in-policy.html

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
MANITOBA	
Minimum Wage to Increase October 1, 2025 The general minimum wage increases from \$15.80 to \$16.00 per hour, effective October 1st.	Review your payroll and make any necessary adjustments effective as of October 1, 2025.

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
NORTHWEST TERRITORIES	
Minimum Wage to Increase September 1, 2025 The general minimum wage increases from \$16.70 to \$16.95 per hour, effective September 1st.	Review your payroll and make any necessary adjustments effective as of September 1, 2025.
WSCC Reporting Beginning July 18, 2025, the process for Fatality Reporting will be moving onto WSCC Connect (e-service). First, you will complete the Incident Section, and if you have indicated there was an injury or fatality, the e-Service will advance you to the Injury and Fatality Section to report.	Ensure that in the unfortunate event of a fatality that you are familiar with your reporting requirements. If you are a full-service Health & Safety client of Dunk & Associates, your Reporting policies have been updated.

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
NOVA SCOTIA	
Minimum Wage to Increase October 1, 2025 The general minimum wage increases from \$15.70 to \$16.50 per hour, effective October 1st.	Review your payroll and make any necessary adjustments effective as of October 1, 2025.

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
NUNAVUT	
Minimum Wage to Increase September 1, 2025 The general minimum wage increases from \$19.00 to \$19.75 per hour, effective September 1st.	Review your payroll and make any necessary adjustments effective as of September 1, 2025.
WSCC Reporting Beginning July 18, 2025, the process for Fatality Reporting will be moving onto WSCC Connect (e-service). First, you will complete the Incident Section, and if you have indicated there was an injury or fatality, the e-Service will advance you to the Injury and Fatality Section to report.	Ensure that in the unfortunate event of a fatality that you are familiar with your reporting requirements. If you are a full-service Health & Safety client of Dunk & Associates, your Reporting policies have been updated.

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES		WHAT DOES THIS MEAN FOR EMPLOYERS?	
ONTARIO			
Minimum Wage to Increase October 1, 2025 The general minimum wage increases from \$17.20 to \$17.60 per hour, effective October 1st.		Review your payroll and make any necessary adjustments effective as of October 1, 2025.	
O.Reg 157/25 - Defibrillators on Construction Projects Effective January 1, 2026, O.Reg. 213/91 is amended by adding Section 27.1: Defibrillators. “Where twenty or more workers are regularly employed at a project, the constructor shall ensure that a defibrillator is installed and maintained at the project and that the requirements set out in this section are satisfied.”		For construction employers, if you have projects with 20 or more employees, you will need to ensure that a Defibrillator (AED) is install as per the regulations.	
Digital Platform Worker’s Rights Act This new Act establishes certain rights and protections for digital platform workers who provide ride share, delivery, or courier services for payment through digital platforms. This includes providing Digital Platform Workers information on: • How pay for digital platform work is calculated. • Whether tips or other gratuities are collected by the operator and, if so, when and how they are collected. • The recurring pay period and recurring pay day established by the operator. • Any factors used to determine whether work assignments are offered to workers and a description of how those factors are applied. • Whether the digital platform uses a performance rating system and whether there are consequences based on a worker’s performance rating or a worker’s failure to perform a work assignment and a description of those consequences.		“Digital Platform Work” means, subject to the regulations, the provision of for payment ride share, delivery, courier or other prescribed services by workers who are offered work assignments by an operator through the use of a digital platform. If your company operates Digital Platform Work, then you must ensure you are meeting the requirements of this Act with respect to the Rights of Workers. For the full act, please visit: https://www.ontario.ca/laws/statute/22d07	
Regulation 116/25 – Amending Reg 288/01 under the ESA Ontario is increasing support for workers in response to tariff-related terminations and layoffs by amending a regulation under the ESA to require that employers provide information about applicable provincial employment services to employees who are facing mass layoffs (50 or more employees).		If your business is facing mass layoffs (50 or more employees being laid off in a 4 week period), you need to ensure that employees are provided the following information: • the economic circumstances surrounding the terminations; • any consultations that have been or are proposed to take place with communities in which the terminations will take place or with the affected employees or their agent in connection with the terminations; • any proposed adjustment measures and the number of employees expected to benefit from each; • a statistical profile of the affected employees; and • provincial employment services to employees	

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
PEI	
Fire Safety Act, 1988 Section 64 (Sale of Fireworks) The Fire Safety Act has been updated with regards to fireworks to say that no person shall sell, offer for sale, give, possess or store fireworks, or fire or set off fireworks, except in accordance with this section. A permit is now required for the storage of fireworks; the sale of fireworks to a person; and the holding of a public or private display of fireworks. The Fire Marshal may issue a permit where, in the opinion of the Fire Marshal, the proposed storage, sale, gift, possession or display of fireworks is not likely to endanger public safety. Conditions may apply	If your business stores or sells fireworks, or puts on a fireworks display, you need to ensure you first obtain the appropriate permits from the Fire Marshal and ensure that all requirements of the Fire Safety Act with respect to fireworks is being followed.

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
SASKATCHEWAN	
WCB Policy 17/2025: Medical Appointment Allowance Effective July 1, 2025, the WCB will allow compensation for employees who miss work due to occasional medical appointments resulting from a workplace injury. A medical appointment allowance is only provided for medical appointments approved by the WCB. This allowance will not be granted for appointments that the WCB does not consider necessary. When a worker misses time from work only for an occasional medical appointment and the employer compensates the worker for the missed time, the WCB will reimburse the employer directly, upon request. A medical appointment allowance is payable when the following apply: • A worker is able to return to normal or modified employment duties, • A worker is performing full hours of employment, and • A worker misses time from work solely due to occasional medical appointments to maintain the current level of function.	If you have an employee with a workplace injury, who is back to work full time (either regular duties or modified duties), and the worker has a medical appointment during work time, you can apply for the WCB to reimburse you for the employees missed time. For more information, the full policy can be found at: https://www.wcbsask.com/policy-and-procedure/medical-appointment-allowance-pol-172025
Minimum Wage to Increase October 1, 2025 The general minimum wage increases from \$15.00 to \$15.35 per hour, effective October 1st.	Review your payroll and make any necessary adjustments effective as of October 1, 2025.

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

