

# DUNK & ASSOCIATES / SYSTEMS 24-7

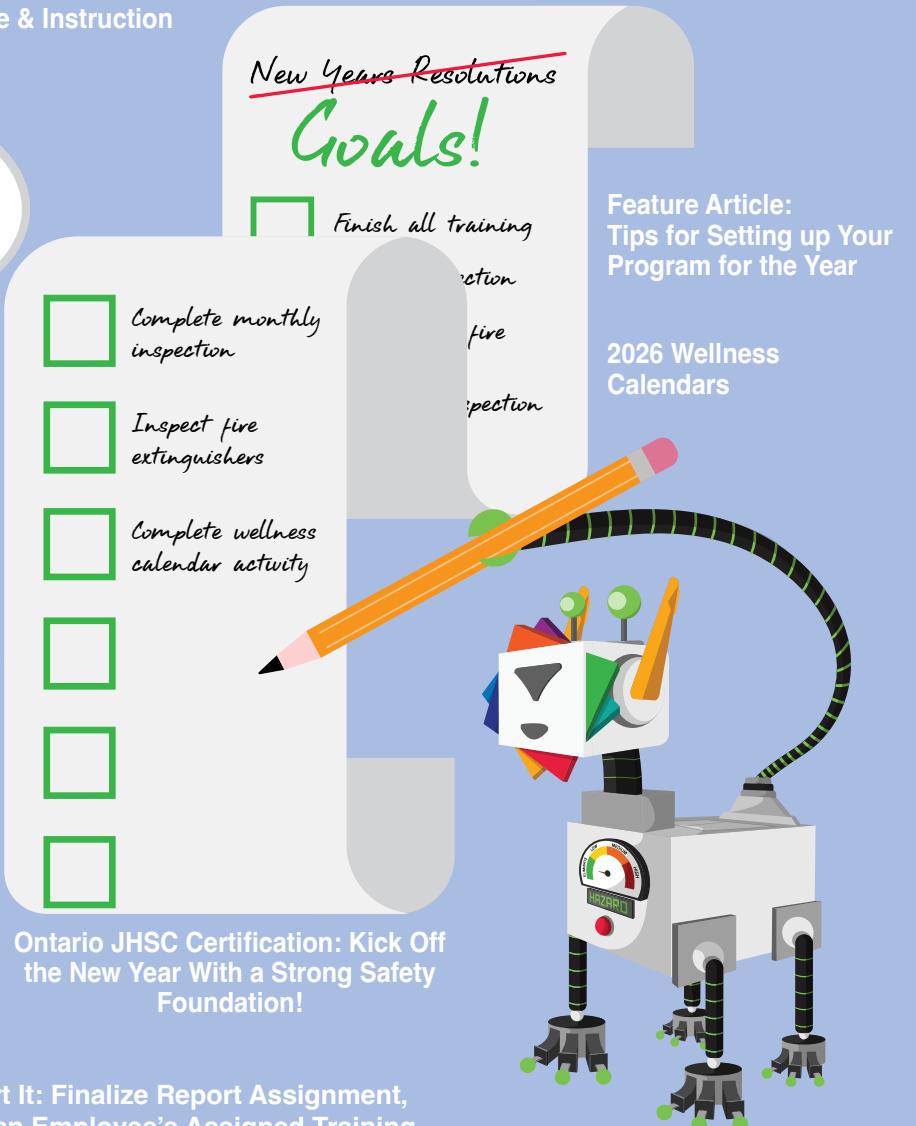
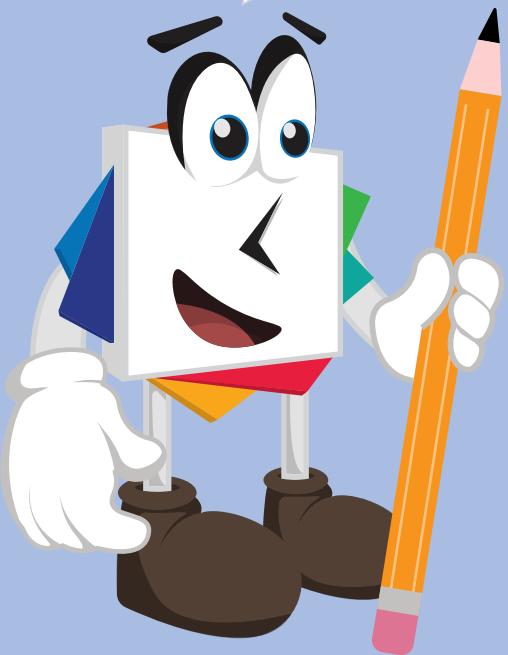
# NEWS24-7

Fire Safety: Make Electrical Cord Safety Your Resolution This Year

CELEBRATING OUR SAFETY CHAMPIONS!

HSEp Feature Article: Why Are The Guidance & Instruction Webinars So Important?

I like that we're doing GOALS this year and not resolutions, and you have a good mix of long and short term goals.



### Technology Updates:

Update to Review SCORM Courses, Report It: Finalize Report Assignment, Simpler Search in Systems 24-7, Viewing an Employee's Assigned Training



CERTIFICATION UPDATES



TECHNOLOGY UPDATES



SAFETY UPDATES



HR UPDATES



FIRE SAFETY



LEGISLATION UPDATES



EXCELLENCE UPDATES



WELLNESS UPDATES

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# CELEBRATING OUR SAFETY CHAMPIONS!

We are excited to announce our Safety Champions, celebrating individuals who truly demonstrate a strong safety mindset and leadership in the workplace.

These champions were nominated by their peers and voted on over the past few weeks, making this recognition especially meaningful. Each winner exemplifies a commitment to health and safety—not just as a requirement, but as a shared responsibility and workplace value.

Thank you for your leadership, commitment, and passion for workplace safety—and thank you to everyone who took the time to nominate and vote. Together, you help make safety a core part of our culture.



## First Place: Ashley – Southbridge Care

Ashley plays a vital role as Student Placement Coordinator and New Staff Educator at Southbridge Care. She ensures new team members are set up for success from day one by providing thorough tours of the home with a strong focus on health and safety compliance.



Ashley also supports staff in getting started on Safety 24/7 and completing their required training. Her hands-on approach helps build confidence, awareness, and a solid foundation of safety knowledge for new team members.

## Second Place: Jessica – Heffner Auto

Jessica consistently goes above and beyond to ensure the workplace is safe, compliant, and supportive. She leads by example, maintaining a spotless safety record, completing all required training ahead of schedule, and making sure her team is always informed and prepared. Jessica ensures every team member not only completes their training but truly understands it. Her proactive approach to identifying hazards, improving safety processes, and guiding staff has created a strong, positive safety culture. She regularly checks work areas, follows up on concerns, and clearly explains why procedures matter, not just that they must be followed. Because of her attention to detail, her workplace has avoided several potential issues early on. Jessica's approachable and supportive nature encourages everyone to speak up. Whether a concern is big or small, she listens immediately and takes action. Her leadership has made safety feel like a shared responsibility rather than a task. Her dedication, consistency, and genuine care for her team's well-being make her truly deserving of this recognition.

## Third Place: Jason – Southbridge Care

As Staff Educator and IPAC Manager, Jason works tirelessly to keep both staff and residents safe. He brings creativity and critical thinking to health and safety, always looking for new and effective ways to improve practices.

Jason's dedication and forward-thinking approach make a meaningful difference every day, reinforcing a culture where safety is continuously improved and thoughtfully applied.

# CERTIFICATION UPDATE\* ONTARIO ONLY

## GET STARTED

### Ontario JHSC Certification: Kick Off the New Year With a Strong Safety Foundation!

January is the perfect time to set your workplace up for success. As you plan out the year—scheduling JHSC meetings, organizing workplace inspections, reviewing your Terms of Reference, and updating policies—don't forget to add JHSC Certification Training to your checklist!

Every Joint Health and Safety Committee in Ontario must have at least two certified members: one representing workers and one representing employers. And if your workplace is too small for a full committee, certification is still essential for your Health and Safety Representative(s).

We're excited to announce a new, cost-effective training bundle to make certification more accessible than ever. You can now register for Part 1 eLearning + Part 2 Distance (Webinar) together for one low price:

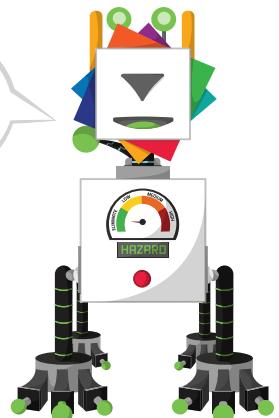
**\$519.99 for Current Member of a Dunk Program\***  
**\$549.99 for General Public**

#### Your bundle includes:

- Part 1 eLearning
- Part 2 live distance training with one of our safety trainers
- A digital Part 1 manual (includes the Act) and a printed Part 2 manual delivered to your workplace. Printed part 1 manuals can be purchase at an additional fee.
- A toolkit packed with resources and templates
- Access to Cert 24-7, featuring bonus materials like safety talks, policy samples, and more!

**Start the year strong—invest in training that protects your people and your business. Let's make 2026 your safest year yet!**

**Don't forget to register with the link below!**



For more information and to register:

<https://www.systems24-7.com/ontario-jhsc-certification/course-fees>

\*Current Member of a Dunk Program is any company that is currently enrolled in a Dunk & Associates program such as Systems 24-7 or our Health and Safety Excellence program (HSEp).

# FIRE SAFETY

## DID YOU KNOW?



### Make Electrical Cord Safety Your Resolution This Year

*Start the year safe! Electrical cord safety might not be on your resolution list, but it's one of the simplest ways to protect your home and loved ones from fire hazards.*

**Did you know? Electrical distribution equipment—including cords and plugs—accounts for about 10% of residential fires in Canada.**

As we step into a new year, many of us set resolutions to improve our health, finances, or lifestyle. But here's one resolution that could save lives and property: electrical cord safety. It might not sound glamorous, but it's a critical step toward preventing fires in your home or workplace.

Electrical cords are everywhere—powering our devices, appliances, and tools. But when they're damaged, misused or left trailing across the floor, they can become a dangerous hazard. For example, a cracked cord or exposed wire can spark a short circuit, overloading outlets or daisy-chaining power bars can cause overheating (leading to ignition), and even running cords under carpets or near heat sources can degrade insulation and create a fire risk. And let's not forget about trip hazards either!

Do you use extension cords? They should never be used as a permanent wiring solution. If you need more outlets, hire a certified electrician instead of relying on risky setups. In the meantime, ensure you are using them safely and carry out frequent inspections.

#### When inspecting:

- Look for fraying, cracks, or loose plugs—especially where the cord meets the plug.
- Look for overloaded circuits. Are you sticking with the “one outlet – one plug” rule?
- Ensure cables and cords are properly managed and kept tidy.
- Ensure that the cord is well-matched to the job: heavy-duty tools require thicker cords, such as 12 AWG.
- Ensure you are using GFCI outlets where necessary (nearby wet or damp conditions).
- If you notice damaged cords – remove them from the workplace and replace them immediately! Only replace with certified cables. Check for certification marks like CSA, cUL, or cETL, which ensure compliance with safety standards.

**Pro Tip:** Make electrical cord inspection easier by adding this as an item to your monthly workplace inspection checklist.

#### What You Can Do This Month

Task	Why It Matters
Inspect all cords/plugs	Ensure cords/plugs are being used safely, helping to eliminate electrical hazards
Replace damaged equipment	Keeps devices compliant and safe
Ensure proper cord usage	Avoid overloads and overheating
Upgrade outlets if needed	Reduces reliance on risky temporary cords

#### Everyday Habits Save Lives

- Unplug devices when not in use.
- Pull the plug—not the cord—when disconnecting.
- Keep appliances like heaters and chargers away from paper, blankets, or soft furniture.
- Always follow manufacturer instructions for chargers and transformers.

*Share these tips with friends and family—because a safer home starts with awareness!*

# TECHNOLOGY UPDATES

## UPDATES

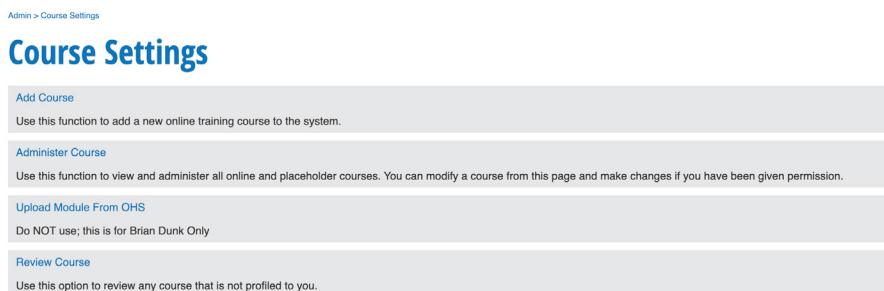
### Update to Review SCORM Courses

We've just rolled out an exciting update to make your course management even easier! Administrators can now quickly preview uploaded SCORM courses directly through the Review Course feature—no assignment needed.

Simply head to **Admin > Course Settings > Review Course** to check out any uploaded SCORM package instantly (as long as you have permission).

This enhancement is designed to save you time, streamline reviews, and keep your training running smoothly!

Have questions? Email us at [support@systems24-7.com](mailto:support@systems24-7.com) or call us at 1-866-754-8839.



The screenshot shows the 'Course Settings' section of the admin interface. At the top, there are four buttons: 'Add Course' (with a description: 'Use this function to add a new online training course to the system.'), 'Administer Course' (with a description: 'Use this function to view and administer all online and placeholder courses. You can modify a course from this page and make changes if you have been given permission.'), 'Upload Module From OHS' (with a description: 'Do NOT use; this is for Brian Dunk Only'), and 'Review Course' (with a description: 'Use this option to review any course that is not profiled to you.'). The 'Review Course' button is highlighted in blue.

### Report It: Finalize Report Assignment

We've added a powerful enhancement to **Report It** to make tracking and reporting even more accurate and flexible! Previously, completed reports could only be tied to either:

- The user who submitted the report, or
- The organizational level they belong to.

With this update, administrators can now tie all completed reports to a specific user, regardless of who submits them.

*Why is this helpful?* Imagine all equipment requests need to be tied to one support manager for easier reporting—now you can ensure every submission is automatically connected with that specific person. This also ensures that email notifications will be received at a specific email address.

#### To enable this feature:

- Edit the report (you may need to unpublish it first).
- Go to Report Settings.
- Choose who a completed report should be saved under—a user, a current user location, or now, a specific designated individual.

Have questions? Email us at [support@systems24-7.com](mailto:support@systems24-7.com) or call us at 1-866-754-8839.

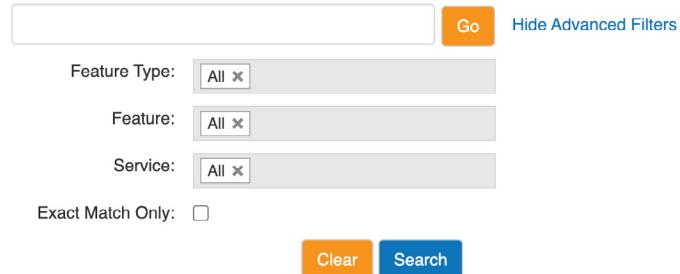
# TECHNOLOGY UPDATES

## UPDATES

### Simpler Search in Systems 24-7

We have made it easier than ever to find exactly what you need! Systems 24-7 has clarified our global search functionality, easily bringing all your resources together in one place. Instead of searching in multiple areas, just use our global search to quickly locate what you're looking for - whether it's a policy, form, procedure, or training course. Individual library searches have now been removed —so everything you need is just one search away!

### Search Results



The interface shows a search bar with a 'Go' button and a 'Hide Advanced Filters' link. Below are three filter sections: 'Feature Type' (set to 'All'), 'Feature' (set to 'All'), and 'Service' (set to 'All'). There is also an 'Exact Match Only' checkbox. At the bottom are 'Clear' and 'Search' buttons.

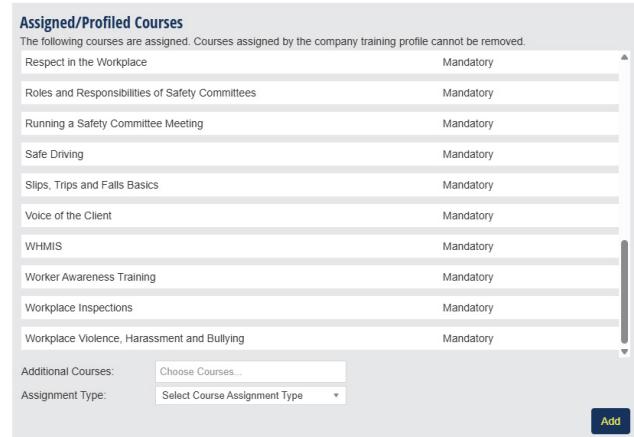
### Viewing an Employee's Assigned Training

A new update will be released in **Systems 24-7** in the evening of January 7th to help administrators more easily view and manage an employee's assigned training. You can now quickly see which courses have already been assigned and add any additional training as needed—all from one convenient location.

#### How to View Assigned Training

When adding or editing an employee:

1. Go to **Admin** (choose **Add New Employee** or **Manage Employee**)
2. Navigate to the second page, **Employee Information**
3. Under **Assignables**, you will now see a clear display of all assigned and profiled training



The screenshot shows a list of assigned and profiled courses. Each course has a title and a 'Mandatory' status indicator. At the bottom, there are fields for 'Additional Courses' (a dropdown menu) and 'Assignment Type' (a dropdown menu). An 'Add' button is located at the bottom right.

Assigned/Profiled Courses	
Respect in the Workplace	Mandatory
Roles and Responsibilities of Safety Committees	Mandatory
Running a Safety Committee Meeting	Mandatory
Safe Driving	Mandatory
Slips, Trips and Falls Basics	Mandatory
Voice of the Client	Mandatory
WHMIS	Mandatory
Worker Awareness Training	Mandatory
Workplace Inspections	Mandatory
Workplace Violence, Harassment and Bullying	Mandatory

Training that has been assigned through your company's training profile cannot be removed. However, administrators can still add or remove additional training items as required. All **User Guides** have been updated to reflect this change.

If you have questions or need assistance, contact us at [support@systems24-7.com](mailto:support@systems24-7.com) or call 1-866-754-8839.

## Compliance Packages Posted

For those clients using our Safety or 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

### Annual Safety Review 2026

This training module is designed to review and refresh employees on health and safety basics. It covers WHMIS - Safety Data Sheets, Workplace Violence and Harassment Hazard Assessment and Investigation basics, requirements for the Health & Safety Board, and factors that affect Psychological Safety. It is important for employees to review Health & Safety Topics on a regular basis to refresh the information and keep up to date with any changes that may occur.



### Hearing Conservation

Noise-induced hearing loss (NIHL) is one of the most common occupational hazards, affecting millions of workers across various industries. Without proper protection and awareness, workers can unknowingly expose themselves to noise levels that are hazardous to their long-term hearing health. This module will guide you through the fundamentals of hearing conservation, including the dangers of excessive noise, how to protect yourself, and the regulatory standards that employers must follow to ensure your hearing is safeguarded. By learning how to prevent noise-related hearing loss, you will be equipped to take proactive steps to preserve your hearing for life.

Did you know  
you can purchase  
individual  
courses?



**VISIT OUR COURSE STORE HERE**

# SAFETY/HR UPDATES

## FEATURED ARTICLE

### Tips for Setting up Your Program for the Year

Have you ever heard “new year, new me?” Many people view a new year as a fresh start – why not take the same approach for your health and safety program? Even if your health and safety program is working well, there is always room for improvement.

Some tasks must be completed annually. Most organizations use January as a starting point to set up and plan the year’s activities. Scheduling monthly workplace inspections, meetings, and updating the Health and Safety Board are all great places to start. This is also a great time to review existing policies, SOPs, and hazard assessments to ensure your documentation and practices align. January is also a great time to revisit your goals, values, and mission. Does your health and safety program support these? Does leadership prioritize health and safety practices, or is the bottom line more important? This is the perfect time of year to reflect on your current practices and adjust as needed.

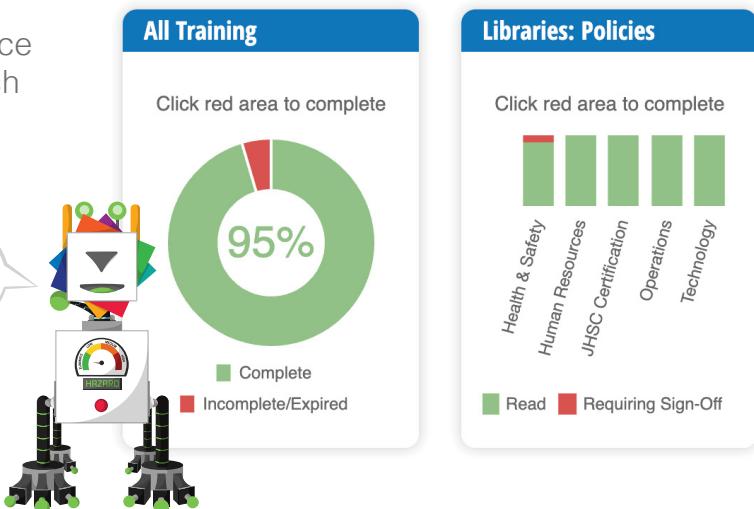
In addition, if January is a slower time for your organization, why not use this time to catch up on any outstanding health and safety training? Whether training is completed on the system or in-house, ensure all training is documented with sign-offs. If you do complete training offline, ensure the course scores are added to Systems 24-7. Not sure how to add them? Check out the User Guides or send an email to support@systems24-7.com.

This is also a good time of year to look at your certifications with expirations. Plan ahead to ensure those certifications don’t lapse, leaving your organization in a pinch. Consider certifications such as First Aid, Forklift Operator, Working at Heights, and provincial safety committee training, like JHSC Certification in Ontario or JOHSC training in BC. Great news – if you don’t have a way to store and review upcoming expiring certifications, Systems 24-7 can help with that too! Simply add the corresponding placeholder (ex. First Aid<sup>^</sup> or JHSC Certification<sup>^</sup>, etc.) on Systems 24-7 to keep track and manage those certifications.

Take this opportunity to plan the year ahead! If you need a little guidance or need assistance getting on track, please don’t hesitate to reach out to us. We are more than happy to help!

Happy New Year!

If your seeing  
red, you know that  
something is  
incomplete

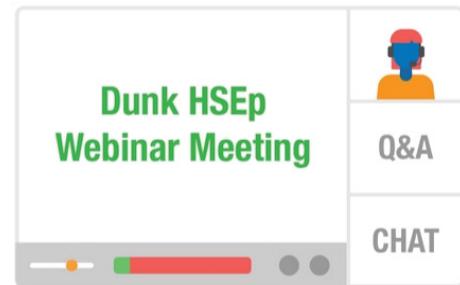


# EXCELLENCE UPDATES

## REMINDER

### All Guidance & Instruction Webinars are Mandatory in 2026

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](mailto:excellence@systems24-7.com) so we can add your attendance to the list.

*Click here to Register*

**2026 HSEp WEBINARS**

Guidance & Instruction  
February 10, 2026 | 2:00 - 3:30 pm EST

Guidance & Instruction  
May 12, 2026 | 2:00 - 3:30 pm EDT

Guidance & Instruction  
September 15, 2026 | 2:00 - 3:30 pm EST

HSEp Program Orientation  
December 15, 2026 | 9:00 am - 12:00 pm EST

**[Click Here for the 2026 HSEp Webinar Schedule](#)**

## LAST RECORDED WEBINAR

### Health and Safety Excellence program Orientation

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

Health and Safety  
Excellence program  
Approved provider



2026

# EXCELLENCE UPDATES

## FEATURED ARTICLE

Health and Safety  
Excellence program  
Approved provider



2026

## Why Are the Guidance & Instruction Webinars So Important?

Wow, where did the year go? We can't believe that 2025 is in the past and now our focus is on 2026. I hope everyone is prepared for winter safety as Jack Frost is definitely nipping at our noses.

After WSIB's recent enhancements to HSEp and Dunk's recreation of the program as a result, we have been asked by our members, "why are all webinars mandatory?"

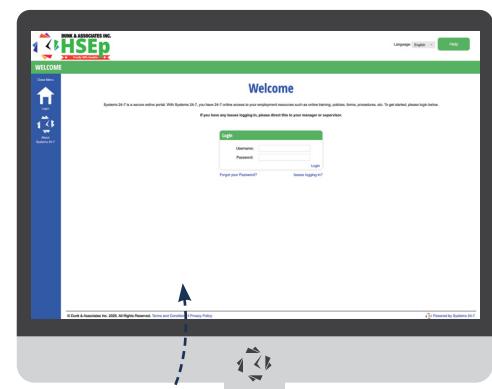
The answer is simple, it is important for our members to stay up to date and current with the program's updates and trends to achieve success in your HSEp journey. As our tenured members can attest to, what the start of your current HSEp cycle looks like and what finish line looks like are sometimes two different programs. Change is a natural part of the business world and the WSIB has made some pretty big enhancements, both from a program and rebate standpoint for 2026. These enhancements will guarantee the longevity of HSEp. We also experience changes in focus from the WSIB Validation Team from time to time as well. Even with these improvements, it is reasonable to anticipate more changes will be coming.

In order to communicate these continual changes, we host quarterly mandatory Guidance and Instruction webinars which provide our members with more in-depth explanations of the changes, how it relates to our members, and the most important: how you can bridge the gap in your current HSEp cycle to be successful and achieve your rebate. These webinars also provide those in attendance with a chance to network with other members and ask clarifying questions, become informed on upcoming legislative changes, and get a high-level overview of the HSEp process to keep them on track. If you cannot attend our webinars, they are recorded and will be posted on our Dunk HSEp Portal within 48 hours of the webinar. If you watch the recording, make sure to send Dunk an email to let us know as we track attendance.

As mentioned, Dunk has launched 2 HSEp programs for members to choose from: Self-Directed HSEp and HSEp Plus. The details of each program are included in our registration brochure. Before the development of these new HSEp programs, we conducted research on the success and required support levels to get through the program. We found that members who did not attend all Guidance and Instruction webinars (or only attended one), had difficulties completing their HSEp cycle and required more time, effort, and support to get them through successfully. In some cases, topics were not salvageable and had to be deferred, resulting in the members not receiving a rebate.

The rationale behind the two programs is that Dunk realized there was a need for more support and follow-up depending on our members' education, experience, and time commitments. Businesses that require this fall into the HSEp Plus program. Businesses that can follow Dunk's detailed topic instructions and keep up to date on the program enhancements through attending all our webinars would fall under the Self-Directed program. You can't be in the Self-Directed program and not attend all our Guidance and Instruction webinars and expect to get through your cycle.

**As always, we are here to discuss the new programs when you're ready to begin your next HSEp cycle. See you at our next Guidance and Instruction webinar on February 10th, where we will be going over the new Dunk HSEp Portal.**



# UPCOMING WEBINARS

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



**REGISTER**

## Strengthening Your Safety Performance

January 21, 2026 | 1:00 - 2:00 pm EST

This webinar will use the Motivation-Ability-Opportunity (MAO) framework to help provide a clear understanding of the factors that affect your organization's ability to successfully implement its health and safety practices. By looking at the MAO, you can assess what areas may be hindering your health and safety efforts. Join us as we discuss how strengthening each of these individual factors can improve your organization's overall safety performance, ultimately cultivating a strong and resilient safety culture.

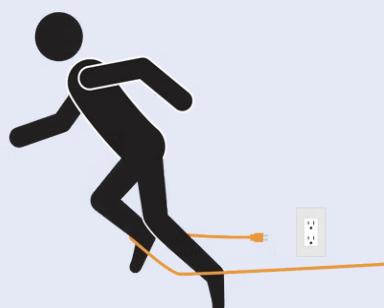
## Workplace Compensation Claims Basics

February 18, 2026 | 1:00 - 2:00 pm EST

Navigating workplace compensation claims doesn't have to be so complicated. Join us as we discuss the fundamentals of handling a workplace injury claim. We'll discuss internal and external reporting requirements, when and how to offer modified work, what to do when recommendations from the treating health professional are unclear or non-existent, and when to get the compensation board or compliance officers involved.



**REGISTER**



**REGISTER**

## Incident Investigations 101

March 18, 2026 | 1:00 - 2:00 pm EDT

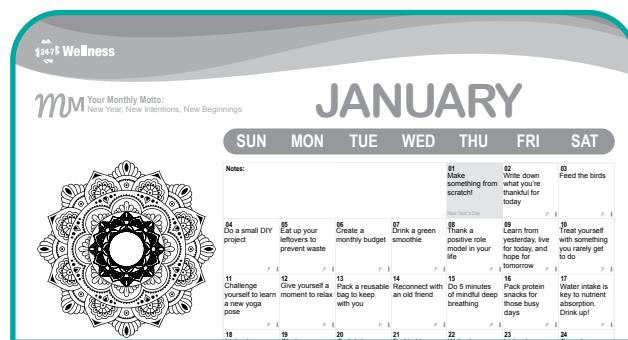
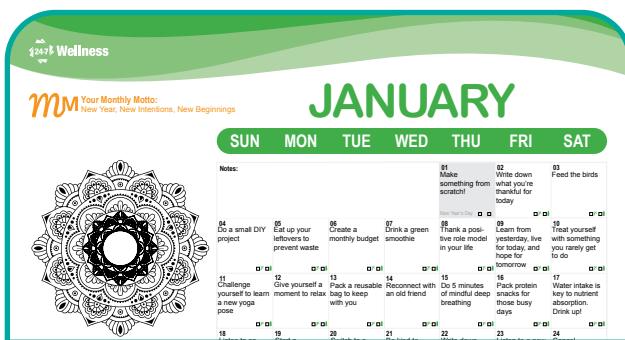
Understanding why incidents happen is critical for preventing them in the future. This is why conducting prompt and thorough investigations is an important step. This webinar will provide clarity on what needs to be investigated, as well as determining the scope and timelines for the investigation. We will review the key steps that all managers/supervisors and safety reps/committees need to know to conduct investigations. Note: the focus of this webinar is on safety incidents, not harassment investigations.

**CLICK HERE FOR THE 2026 WEBINAR SCHEDULE**

# WELLNESS UPDATES

## 2026 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.



## YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



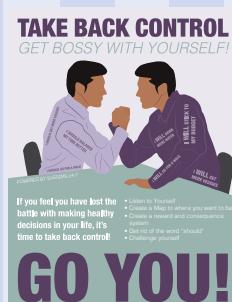
Click on each image to expand and download



### Worker Due Diligence



### Cold Weather Storms



### Take Back Control

# 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



### OVERVIEW OF MAJOR CHANGES

### WHAT DOES THIS MEAN FOR EMPLOYERS?

#### ALL

#### WHMIS Compliance

In 2023, Canada updated its Workplace Hazardous Materials Information System (WHMIS 2015). These revisions were part of Canada's proactive approach to regulatory alignment, now reflected in the latest GHS 7th revised edition. Companies were granted a three-year window until January 4th, 2026, to revise and update their Hazard Communication documentation in compliance with the amended WHMIS Regulations.

Key changes resulting from the amendments include:

- Improved clarity and precision for certain provisions
- New information elements required on safety data sheets
- Adoption of a new physical hazard class (Chemicals Under Pressure)
- Adoption of a new hazard category for non-flammable aerosols and new subcategories for flammable gases

By January 4, 2026, ensure your Health & Safety program meets the new requirements and has been fully implemented:

- Ensure hazardous products used in the workplace are properly labelled and are accompanied by a current SDS.
- Train workers on both generic and workplace-specific WHMIS training.
- Ensure workers can access the SDSs and know how to make workplace labels.
- Develop procedures and training for workers regarding the safe use, storage, handling and disposal of hazardous products, as well as procedures to follow when fugitive emissions are present and what to do in case of an emergency involving hazardous products, such as a spill.
- Ensure appropriate control measures are in place to protect the health and safety of workers.
- Review and update the WHMIS program annually with the Joint Health and Safety Committee or Health and Safety Representative to ensure that it is effective in protecting workers who are exposed to hazardous chemicals.

*If you are a Full-Service Health & Safety client with Dunk & Associates, your H&S program has been updated with these requirements.*

# LEGISLATION UPDATES

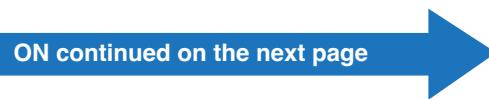
OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<b>BRITISH COLUMBIA</b> <p><b>Bill 11: ESA Amendment – Now in effect</b></p> <p>Bill 11 was passed earlier this year, and is now in effect. This amendment to the ESA restricts when employers can ask for sick notes from employees:</p> <ul style="list-style-type: none"> <li>Employers are prohibited from requesting medical notes for the first 2 absences of 5 days or less in any given calendar year.</li> </ul>	<p>Employers need to make sure they are not asking for doctor's/sick notes from employees who call in sick for the first 2 absences of 5 days or less in each calendar year. Review your policies to make sure they are in compliance with this change and communicate this to your managers/supervisors. Employers are still permitted to ask for doctor's/sick notes for absences beyond these first 2 absences. each calendar year, as well as if the occurrence is more than consecutive 5 days.</p>
<p><b>NEW Leave of Absence: Serious Illness or Injury Leave</b></p> <p>Effective immediately, the new Serious Illness or Injury Leave gives employees entitlement to take up to 27 weeks of unpaid leave within any 52-week period if they can't work due to their own illness or injury.</p> <p>An employee taking this leave must give their employer a medical certificate stating:</p> <ul style="list-style-type: none"> <li>They can't work for medical reasons</li> <li>The date the leave begins</li> <li>The date they expect to return to work</li> </ul> <p>Employees must take this leave in units of full weeks.</p>	<p>Ensure you are updating your company's policies on protected leaves of absence to include this new entitlement.</p> <p>Eligible employees will be entitled to take Serious Illness or Injury unpaid leave for medical reasons, for up to 27 weeks in a 52-week period.</p> <p><i>If you are a Full-Service Human Resources client with Dunk &amp; Associates, your HR program has been updated to reflect these amendments.</i></p>

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<b>NEWFOUNDLAND</b> <p><b>Workplace NL - Employer Invoices are Moving Online</b></p> <p>Effective Monday, December 15, 2025 WorkplaceNL has begun distributing employer invoices online through connect rather than sending them in the mail for connect users.</p> <p>Employers will begin receiving invoices online automatically. This means that Firm Administrators and anyone with access to Monthly Assessment Statements will automatically have access to invoices.</p>	<p>Log into <a href="#">connect</a> to view invoices at any time.</p> <p>You will receive email notifications when new invoices are available on connect.</p> <p>Contact WorkplaceNL with any questions at <a href="mailto:info@workplacenl.ca">info@workplacenl.ca</a> or 1-800-563-9000.</p>

# LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<p><b>NOVA SCOTIA</b></p> <p><b>Bill 144 - Workers' Compensation: Amendments coming into force January 2026</b></p> <p>Some key amendments include:</p> <ul style="list-style-type: none"><li>• Faster injury reporting: Employers must report workplace injuries within 2 days, down from 5 days.</li><li>• Better access to RTW Information: Employers will receive functional ability information to better offer safe modified duties. Only info necessary for safe accommodation will be shared to protect worker privacy.</li><li>• Transportation costs now part of medical aid: This means the cost of ambulance transportation is now part of overall claims costs, not a separate expense for employers.</li><li>• More responsive benefit reviews: Extended earning replacement benefits can now be reviewed with a worker's situation changes, rather than waiting the 3 or 5 year review period.</li><li>• Public reporting of non-compliance: WCB has the option to publish names of employers who receive administrative penalties.</li></ul>	<p>Review your program and ensure that workers are aware of the new reporting timeframe for workplace injuries.</p> <p>Ensure you are submitting claims to WCB within 2 days, and including any transportation associated with the incident as a claim cost.</p> <p>Be sure you are providing timely and accurate information to the best of your knowledge to WCB, through all communications.</p> <p>If you are a full-service Health &amp; Safety client of Dunk &amp; Associates, your program has already been updated to reflect these amendments.</p> <p>We offer complete guidance from the initial reporting stage to a safe and early return to work. Contact Dunk &amp; Associates for assistance with claims submission and management at <a href="mailto:support@systems24-7.com">support@systems24-7.com</a>.</p>

# LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<p><b>ONTARIO</b></p> <p><b>Working for Workers 6: Job Posting Requirements coming into force January 2026</b></p> <p>These provisions will apply only to an employer that employs 25 or more employees on the day the publicly advertised job posting is posted.</p> <p>Job postings must now include:</p> <ul style="list-style-type: none"><li>• Compensation Information: Information about the expected compensation, or range of expected compensation. If a range is posted, it must not exceed more than \$50,000 annually. The requirement to include compensation information will not apply to positions where the expected compensation is more than \$200,000 annually.</li><li>• Experience Requirement: An employer cannot include any requirement related to Canadian-specific experience. The experience must be relevant regardless of which country it was obtained in.</li><li>• Use of AI in Job Selection Process: Employers must disclose the use of AI to screen, assess, or select applicants.</li><li>• Job Availability: A statement on whether the posting is for an existing vacancy.</li><li>• Interview Information: Applicants who have been interviewed must be notified within 45 days of their last interview whether a hiring decision has been made</li><li>• Record-Keeping: Retain copies of every publicly advertised job posting and associated application form for 3 years after the posting is removed and maintain records of the information provided to applicants who have been interviewed.</li></ul>	<p>Ensure your recruitment and hiring practices and program are updated to reflect these amendments. Make sure your publicly advertised job postings include all the required information, and that records are maintained accordingly.</p> <p><i>If you are a full-service HR client of Dunk &amp; Associates, your program will be updated to reflect these amendments.</i></p>
<p><b>Working for Workers 7: Now in Force</b></p> <p>The amendments now in force include:</p> <p><i>Employment Standards Act</i></p> <ul style="list-style-type: none"><li>• Job Seeking Leave: An employer who provides working notice of termination to 50 or more employees (a "mass termination") must provide an employee who receives the notice with three days of unpaid "job seeking leave" during the notice period to engage in activities related to obtaining employment.</li><li>• Extended Temporary Lay-off: A temporary layoff may now extend to 35 weeks or more in a period of 52 consecutive weeks but may not reach 52 or more weeks in any period of 78 consecutive weeks.</li></ul>	<p><b>Job Seeking Leave</b></p> <p>This leave applies in the event of a Mass Termination (50 or more employees). The job seeking leave is only available if the employee is provided with "working notice," not pay in lieu of notice.</p> <p>Employees must advise the employer 3 days in advance (when possible) of taking the leave. Employers may require reasonable evidence that the employee is entitled to the leave (e.g., scheduled interview, training course booking, etc.).</p> <p><b>ON continued on the next page</b> </p>

# LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<p><b>ONTARIO</b></p> <p><b>Working for Workers 7: Now in Force Continued</b></p> <p><i>Occupational Health and Safety Act</i></p> <ul style="list-style-type: none"><li>• Health and Safety Management Systems equivalency: Health and safety management systems accredited by the Chief Prevention Officer must now be treated as equivalents for regulatory purposes. The amendments also grant extensive regulation-making authority to govern this equivalency, including the use and related record-keeping of accredited health and safety management systems on construction projects.</li><li>• Defibrillator on Construction Sites: As of January 1, 2026, an automatic external defibrillator (AED) must be available at a construction project expected to last three months or longer, with 20 or more workers.</li><li>• Administrative penalties: Inspectors are authorized to issue notices of administrative penalty for contraventions of the OHSA, its regulations, or for failure to comply with orders. Intended to promote compliance with OHSA requirements, specific penalty amounts will be determined by regulation.</li></ul> <p><i>Workplace Safety and Insurance Act</i></p> <ul style="list-style-type: none"><li>• False Statements to WSIB: It is now explicitly prohibited for employers to make false or misleading statements to the WSIB in connection with any person's claim for benefits. The Board may impose administrative penalties for such violations, in addition to any penalties imposed by a court.</li><li>• Record Keeping: If an employer does not meet the requirement to keep and maintain accurate records of wages paid, and/or does not produce those records when requested by WSIB, they may be subject to an administrative penalty.</li><li>• Failure to pay premiums: It is an offence for a Schedule 1 employer to fail to comply with the requirement to calculate and pay premiums to the WSIB.</li><li>• Increased penalties: The maximum penalty for persons convicted of two or more counts of the same offence in the same legal proceeding has increased to \$750,000 per conviction.</li></ul>	<p><i>Extended Temporary Lay Offs</i></p> <p>There are specific requirements for using this extension:</p> <ul style="list-style-type: none"><li>• There must be a written agreement between the employer and employee.</li><li>• The agreement must specify the latest recall date and must specify that the employee may not withdraw their agreement to the extended layoff.</li><li>• The employer must apply for an extended temporary layoff and have the application approved by the Director of Employment Standards, before proceeding with the layoff.</li><li>• The employer must keep a copy of the agreement for 3 years after the approval expires.</li></ul> <p>If you are a full-service HR client of Dunk &amp; Associates, your program has been updated to reflect these amendments.</p> <p><i>Defibrillators on site</i></p> <p>To meet the new AED requirement for Construction Projects, Ontario construction employers should take the following steps:</p> <ul style="list-style-type: none"><li>• Review your project timelines: Determine whether your project will extend past the three-month threshold.</li><li>• Install Health Canada-approved AEDs: Purchase a compliant device and any required accessories (e.g., cardiopulmonary resuscitation mask, pairs of disposable medical grade gloves, etc.).</li><li>• Place AEDs in accessible and clearly marked locations: Ensure all workers know where the device is stored.</li><li>• Include AEDs in your health and safety policies: Update written procedures to reflect this new regulation.</li><li>• Offer AED/CPR training: While not legally required, training improves emergency response and reinforces a culture of safety.</li><li>• Document everything: Keep records of your AED purchases, training sessions, and safety updates in case of inspection.</li></ul> <p>If you are a full-service Health &amp; Safety client of Dunk &amp; Associates, let us know if you need assistance with updates to your program.</p>
	<p>ON continued on the next page</p>

# LEGISLATION UPDATES

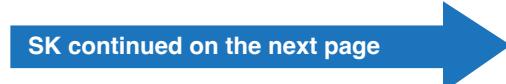
OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<b>ONTARIO</b>	<p><i>False Statements to WSIB</i> Ensure you are providing accurate information to the best of your knowledge to WSIB, through all communications.</p> <p>We offer complete guidance from the initial reporting stage to a safe and early return to work. Contact Dunk &amp; Associates for assistance with claims submission and management at <a href="mailto:support@systems24-7.com">support@systems24-7.com</a>.</p> <p><i>Record Keeping and WSIB Premiums</i> Maintain all records of wages paid and cooperate with WSIB when requested to produce those records.</p> <p>Ensure you stay up to date with your WSIB premium payments. Employers that do not pay premiums when they are due may be subject to an administrative penalty in addition to any existing amounts payable to the WSIB. Courts will also be authorized to order an employer to pay their WSIB premiums.</p>
<p><b>Public Consultation – Noise-Induced Hearing Loss Coverage</b></p> <p>From November 10, 2025, to January 30, 2026, the Workplace Safety and Insurance Board (WSIB) is conducting a public consultation related to occupational noise-induced hearing loss (NIHL). The WSIB invites feedback from businesses, people who are ill or injured, trade and labour organizations, health professionals, and other interested members of the public.</p>	<p>Please see WISB's Consultation Note for the full information and summary of proposed changes.</p> <p>Feedback can be provided by email to <a href="mailto:Consultation_Secretariat@wsib.on.ca">Consultation_Secretariat@wsib.on.ca</a> by January 30, 2026.</p>

# LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES		WHAT DOES THIS MEAN FOR EMPLOYERS?
<b>PEI</b>		
<p><b>WCB Rebate and 2026 Assessment Rates</b></p> <p>WCB of PEI has announced it will distribute \$18 million to eligible registered employers in the coming weeks.</p> <p>The estimated average employer assessment rate for 2026 has been set at \$1.28, which includes a \$0.09 rebate to keep rates affordable for employers. Rates reflect the estimated funds required to provide benefits to injured workers in 2026 and the costs to administer these benefits.</p>	<p>See the full information <a href="#">here</a>.</p>	

OVERVIEW OF MAJOR CHANGES		WHAT DOES THIS MEAN FOR EMPLOYERS?																												
<b>QUEBEC</b>																														
<p><b>Training for Health and Safety Liaison Officers (19 workers and less)</b></p> <p>The mandatory training for the Health and Safety Liaison Officers is now available. CNESST is collaborating with Université TÉLUQ to offer the training.</p> <p>This 2-hour self-paced training is offered online free of charge by the CNESST.</p> <p>During this training, you will cover various topics, such as:</p> <ul style="list-style-type: none"> <li>• the principles of the Act respecting occupational health and safety</li> <li>• the prevention and participation mechanisms in the workplace</li> <li>• the rights and obligations, as well as the roles, of the Health and Safety Liaison Officer</li> <li>• the prevention process</li> </ul>	<p>Once designated, the liaison officer has one year to complete this training and obtain their certificate. They may be absent from work without loss of pay in order to participate.</p> <p>See the <a href="#">Guide</a> for more information, including how to register for the training.</p> <p><b>PREVENTION AND PARTICIPATION MECHANISMS IN THE WORKPLACE</b></p> <table border="1"> <thead> <tr> <th colspan="2">19 EMPLOYEES OR LESS</th> <th colspan="2">20 EMPLOYEES OR MORE</th> </tr> </thead> <tbody> <tr> <td colspan="2"> <p>If the number of employees reaches 20 or more during the year, you must adopt your prevention mechanisms in accordance with the provisions of the Act respecting the prevention of injuries and illnesses in the workplace with 20 employees or more.</p> </td> <td colspan="2"> <p>Employees of establishments with 20 or more employees Employees of establishments with 19 employees or fewer who use the mechanisms of the Act respecting the prevention of injuries and illnesses in the workplace Employees who are members of a prevention council (<a href="#">guide</a>)</p> </td> </tr> <tr> <td>Action Plan</td> <td>Health and Safety Liaison Officer Mandatory Training</td> <td>Prevention Project (PP)</td> <td>Health and Safety Committee Mandatory Training</td> </tr> <tr> <td>Sends to the establishment and a copy to the CNESST, the parties and needs of the workplace.</td> <td>A written document that specifies the time, purpose, nature, or characteristics of the prevention mechanism of the establishment; Designated by the union or by the employer, the prevention provider or the prevention committee.</td> <td>Must be submitted to the Health and Safety Committee at least 21 days during the year.</td> <td>Composed of one or more representatives and members of the establishment, including the Health and Safety Committee members and the liaison officer.</td> </tr> <tr> <td>Must complete the mandatory training.</td> <td>Every 3 years, it must be sent to the CNESST, either to the prevention provider or to the prevention committee, on measures already in place.</td> <td>Every member of the ISC must complete the mandatory training for Health and Safety Committee members.</td> <td>Must complete the mandatory training and take part in the recurring training program.</td> </tr> <tr> <td>Action Plan Context.</td> <td>Functions of the health and safety liaison officer.</td> <td>Prevention Project Context.</td> <td>Functions of the Health and Safety Committee (PDF).</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Functions of the Health and Safety Committee (PDF).</td> </tr> </tbody> </table> <p><b>Click images to enlarge</b></p>		19 EMPLOYEES OR LESS		20 EMPLOYEES OR MORE		<p>If the number of employees reaches 20 or more during the year, you must adopt your prevention mechanisms in accordance with the provisions of the Act respecting the prevention of injuries and illnesses in the workplace with 20 employees or more.</p>		<p>Employees of establishments with 20 or more employees Employees of establishments with 19 employees or fewer who use the mechanisms of the Act respecting the prevention of injuries and illnesses in the workplace Employees who are members of a prevention council (<a href="#">guide</a>)</p>		Action Plan	Health and Safety Liaison Officer Mandatory Training	Prevention Project (PP)	Health and Safety Committee Mandatory Training	Sends to the establishment and a copy to the CNESST, the parties and needs of the workplace.	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# LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<p><b>SASKATCHEWAN</b></p> <p><b>Bill 5 – Employment Act amendments in effect January 2026</b></p> <p>The amendments coming into force include:</p> <ul style="list-style-type: none"><li>• Allowing employers and employees to use a calendar day rather than 24 consecutive hours for the purposes of work schedules and overtime provisions;</li><li>• Prohibiting employers from withholding tips from their employees;</li><li>• Increasing the threshold when employers are required to notify employees, the minister and the union of a group termination from 10 employees to 25 employees;</li><li>• Limiting when employers can request sick notes;</li><li>• Providing the director of employment standards with the authority to order reinstatement and compensation for lost wages in cases of discriminatory action by an employer; and</li><li>• Extending various leave provisions:<ul style="list-style-type: none"><li>• <b>Illness/Injury leave</b> increasing from 12 to 27 weeks in a 52-week period</li><li>• <b>Maternity Leave</b> for employees who experience a pregnancy loss increases from 13 to 20 weeks before the estimated due date</li><li>• <b>Bereavement Leave</b> expanding to include bereavement for pregnancy loss. The leave may now be taken within 6 months after the death of a member of the employee's family or loss of pregnancy, instead of within 1 week of a funeral.</li></ul></li><li>• <b>Interpersonal Violence and Sexual Violence Leave</b> increasing entitlement of up to 16 weeks in a 52-week period in addition to the existing 10-day leave.</li></ul>	<p>Ensure your program is updated to include the amendments under Bill 5, and that the changes are communicated to the workplace, including the increased leave provisions.</p> <p>A copy of the amended legislation will be available at <a href="http://publications.saskatchewan.ca/">publications.saskatchewan.ca/</a>.</p> <p>Employers need to make sure they are not asking for doctor's/sick notes for statutory illness or injury leave unless the employee is absent for more than 5 consecutive working days, or the employee has had non-consecutive absences of 2 or more working days in a 12-month period.</p> <p><i>If you are a full-service HR client of Dunk &amp; Associates, your program has been updated to reflect these amendments.</i></p> <p><b>SK continued on the next page</b> </p>

# LEGISLATION UPDATES

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<p><b>WCB Premium Rates 2026</b></p> <p>The Saskatchewan WCB is cutting average 2026 workers' compensation premiums 6 cents to \$1.22 per \$100 of assessable payroll, among the lowest rates in Canada.</p>	<p>Click <a href="#">here</a> for more information on the premium rates.</p>

# LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<p><b>YUKON</b></p> <p><b>WSCB Assessment Rates 2026</b></p> <p>Assessment rates for 2026 will increase across rate groups with no industry reclassifications.</p> <p>These increases mark a return to the average assessment rate comparable to 2020-2024. WSCB ended above the target funded range in 2024, and continues to prioritize future rate stability while navigating the global economic landscape.</p>	<p>Click <a href="#">here</a> for full information on assessment rates and industry classification.</p>

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

