

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

Technology Updates:
Systems 24-7 App
Update Now Available!

Building Skills: Everyday Skills for Impactful Work

Fire Safety: Bright
Lights, Safe
Nights: Firework
Safety Tips for May

HSEp Feature Article:
The Importance of
Timelines

Feature Article:
It Was Just a Joke...”
— Why That
Response Misses
the Point

Oh no!
I hope they're okay!
This is why golf
cart safety is so
important!

Good thing we offer
golf cart safety
training! Contact us
today!

Important Dates:
Safety Week,
Victoria Day



TECHNOLOGY
UPDATES



SAFETY
UPDATES



FIRE
SAFETY



LEGISLATION
UPDATES



EXCELLENCE
UPDATES



WELLNESS
UPDATES



Workplaces run best when everyone has the skills to communicate effectively, make sound decisions, and respond constructively to challenges.

Everyday Skills for Impactful Work

Each session features relatable workplace scenarios, interactive discussions, and hands-on activities that encourage skill development and immediate application!



Say It Better: Communication Skills That Prevent Conflict and Build Trust

COMPLETED

Bouncing Back at Work: Adapting When Outcomes Aren't What You Expected

May 13, 2026 | 1:00-3:00pm EST

From Gut Reactions to Smart Decisions: Critical Thinking at Work

Sept 30, 2026 | 1:00-3:00pm EST

Breaking the Cycle: Turn Hindsight into Foresight - You Want to See it Before it Happens

Nov 10, 2026 | 1:00-3:00pm EST

Individual Webinars

- Private Professional Service Clients only: \$50 per person
- Regular Price: \$60 per person

FOR MORE INFORMATION

WWW.SYSTEMS24-7.COM/WEBINARS/SKILLBUILDING

Missed the bundle pricing? You can still purchase the event recording—featuring exclusive one-on-one Q&A sessions with a professional.



Bouncing Back at Work: Adapting When Outcomes Aren't What You Expected

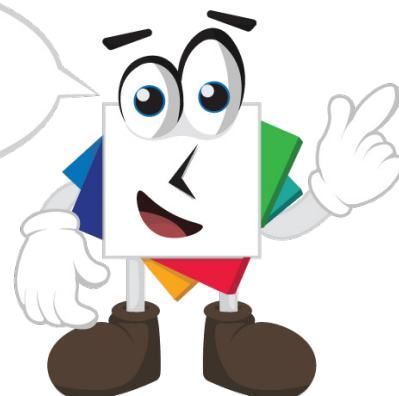
May 13, 2026 | 1:00 pm - 3:00 pm EST

Change and setbacks are inevitable. This session teaches employees how to recover quickly, adapt to shifting priorities, and maintain focus under pressure. Stronger resilience means fewer mistakes, more consistent performance, and a workforce that thrives through uncertainty.

Skills we'll develop: adaptability and resilience

[Download Registration Form Here](#)

Have you registered yet?



For more information visit:

www.systems24-7.com/webinars/skillbuilding

IMPORTANT DATES

Safety Week

May 4th - 9th

Safety Week focuses on the importance of health and safety at home and in the workplace.

This week is an ideal time for employers, employees, and people in the community to learn how to prevent injuries and illnesses.

To learn more visit the CCOHS website here:

<https://www.ccohs.ca/events/safety-and-health-week>

Want some help communicating May Safety Week? Download our sample social media posts! Click on each to download and don't forget to tag us!

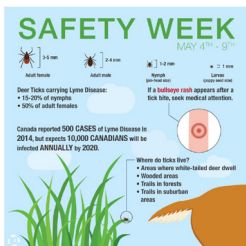
Safety  Health Week

Together
we can create
safe workplaces
and **communities**



MAY
4-9
2026

#SafetyAndHealthWeek



Victoria Day - Office Closure

May 15th - 18th

As a reminder Dunk & Associates/Systems 24-7 will be closed for the Victoria Day weekend from Friday, May 15th to Monday, May 18th and will return to regular business hours on Tuesday, May 19th.

We wish everyone a safe and happy long weekend with your friends and family!

FIRE SAFETY

ARTICLE

Bright Lights, Safe Nights: Firework Safety Tips for May

Fireworks are exciting, but they can also be dangerous if not handled properly. Every year, injuries and fires occur because of improper firework use. This May, let's make sure your celebrations are safe and spectacular.

Firework Safety Kit Essentials
Bucket of water or hose
Fire extinguisher
Heat-resistant gloves
Flashlight for night time setup

Why Firework Safety Matters: fireworks burn at extremely high temperatures and can ignite grass, trees, or even clothing in seconds. In Canada, firework-related fires and injuries spike during holiday weekends — often because of poor handling or lack of preparation.

Best Practices for Firework Safety:

- Follow local laws: check municipal regulations before buying or using fireworks.
- Choose a safe location: use fireworks in a clear, open area away from buildings, trees, and dry grass.
- Keep water nearby: a bucket or hose should be ready in case of sparks or accidents.
- Light one at a time: never cluster fireworks or relight duds.
- Keep spectators back: maintain a safe distance for everyone watching.
- Never hold fireworks in your hand: always place them on a stable surface before lighting.
- Avoid alcohol when lighting fireworks: stay alert and focused.

Tips for Families:

- Supervise children at all times—kids should never handle fireworks.
- Use glow sticks or sparklers for younger participants, and keep sparklers away from faces and clothing.
- Teach kids to stay behind the safety line and never run toward fireworks.

What You Can Do This Month

- Review local firework bylaws.
- Prepare a safety kit (water or fire extinguisher, gloves, flashlight).
- Practice safe disposal—soak used fireworks in water before discarding.
- Share these tips with friends and neighbors.

Celebrate responsibly! Make May your month for safe, bright nights—because fireworks should light up the sky, not your home.



Click image to enlarge

TECHNOLOGY UPDATES

UPDATES

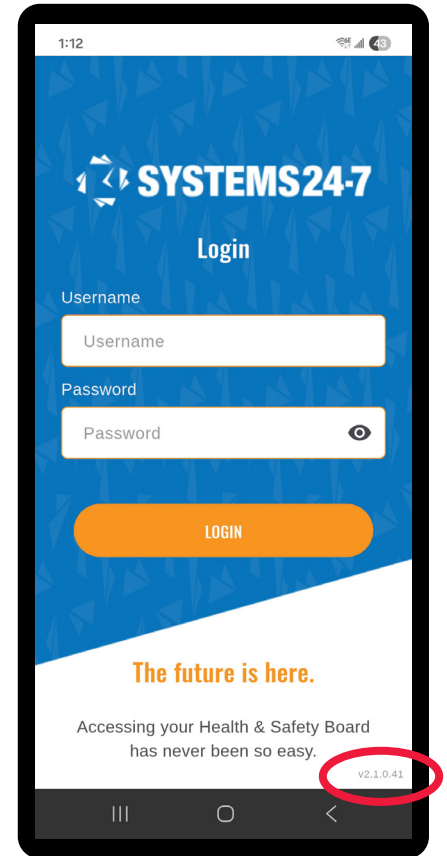
Systems 24-7 App Update Now Available!

We're excited to share that Version 2.1.0.41 of the Systems 24-7 app is now live and ready for download on the Google Play Store!

This latest update brings even more value right to your fingertips. Users can now conveniently access Library items, High Fives, and Surveys directly within the app—making it easier than ever to stay informed, engaged, and up to date wherever you are. Coming next are Monthly Talks and Report it.

Already using the app? Be sure to update to the latest version to take advantage of these new features and enhancements.

For those on Apple, an iOS version of the app is in development and will be available in the near future. Stay tuned.



COURSE UPDATE/NEW COURSE COMING SOON

Naloxone Administration

This is an update to an existing Ontario-specific course but will now apply to all provinces/territories.

Being prepared to respond quickly and effectively to an opioid overdose can save a life. This training is designed to give employees the knowledge and practical tools to recognize an opioid overdose and respond effectively — including how to safely administer nasal-based naloxone, a fast-acting medication administered in the nose that can reverse the effects of opioids in minutes.



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

“It Was Just a Joke...” — Why That Response Misses the Point

Have you ever been in a conversation at work where someone makes an off-colour joke... and it doesn't land? Or maybe you've said something yourself, only to immediately realize it didn't come across the way you intended.



Someone looks uncomfortable. Maybe they speak up and say they're offended. The instinctive response is: **“Relax—it was just a joke.”**

Here's the problem: **Impact matters more than intent.**

You may not have meant to offend—but that doesn't erase how your words were received. In a workplace setting, comments like these can cross the line into workplace harassment or bullying.

This includes:

- Remarks that cause **offence or humiliation.**
- Comments that create **psychological discomfort.**
- “Jokes” that rely on stereotypes, exclusion, or personal traits
- Repeated behaviours that make someone feel unsafe or unwelcome.

Even a single comment, can be considered inappropriate. **What feels harmless to one person can feel harmful to another.**

For example:

- A joke shared among a close-knit team might feel acceptable in that group.
- The *same joke* may be uncomfortable or inappropriate if someone else overhears it.

Workplaces today are more diverse than ever—across age, culture, experience, and expectations. This means we shouldn't make assumptions about **“what's okay”**.

If something you said didn't land well, **what you do next matters more than the mistake itself.**

Instead of:

“It was just a joke.”
“You're too sensitive.”

Try:

“I'm sorry—that didn't come out the way I intended.”
“I didn't mean to offend you. I appreciate you telling me.”

Before making a joke or comment, ask yourself these questions. If there's doubt, it's usually best to leave it out.

- Would I say this in front of my manager or a client?
- Could this target a person or group—even indirectly?
- Am I assuming everyone here will find this funny?

Creating a respectful workplace isn't just about reacting—it's about being proactive. Organizations should:

- Clearly define what is acceptable and unacceptable behaviour.
- Reinforce expectations through regular conversations and training.
- Make it easy for employees to report concerns without fear.
- Address issues early and consistently.

The Bottom Line

Humour has a place at work—it builds connection and morale. But it should never come at the expense of someone else's dignity.

So next time you hear or say – *“It was just a joke.”*

Pause and ask – *“Who is this joke for, and who might it hurt?”*

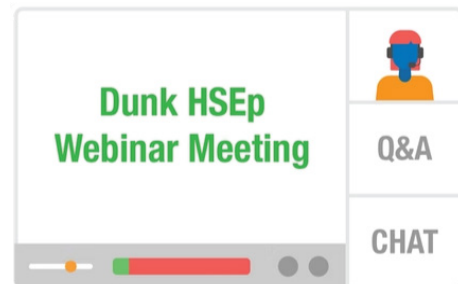
Because a respectful workplace isn't only about not making mistakes—**it's about how we take responsibility when they happen.**

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 so we can add your attendance to the list.

2026 HSEp WEBINARS

Guidance & Instruction
May 12, 2026 | 9:00 - 10:30 pm EDT

Guidance & Instruction
September 15, 2026 | 9:00 - 10:30 pm EST

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

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

Click here to Register

LAST RECORDED WEBINAR

Guidance & Instruction
February 10, 2026 | 9:00 - 10:30 am EST

Health and Safety
Excellence program
Approved provider



2026

EXCELLENCE UPDATES

Health and Safety
Excellence program
Approved provider



2026

FEATURED ARTICLE

The Importance of Timelines



As you know, the Health and Safety Excellence program (HSEp) is a twelve-month program, which means you have twelve months to:

- Select your topics
- Implement your topics
- Evaluate your topic implementation
- Complete your evidence submission
- Submit your evidence to Dunk to review and finalize
- Receive successful validation of topics by the WSIB

If this seems like a lot to do in twelve months, you're right! Especially when you account for the 60-day "full implementation" period after your training has been completed. But don't worry! Create realistic, achievable timelines to measure your progress and stay on track.

From the WSIB's lens, there is only one timeline you need to meet: the Action Plan Expiry date (the date your topics expire). This date is twelve months from when your topics have been approved on the WSIB portal. Don't forget that it takes time to implement your topics and prepare your submissions. WSIB sends email reminders both 60 and 30 days before the Action Plan expiry date. Dunk follows up with you starting at the 90-day mark, depending on the program you are enrolled in.

As per the terms and conditions of joining the HSEp with Dunk, you must have all of your topic evidence submissions (steps 1 – 4) to us by the 10-month mark to allow enough time to finalize your submissions, send them to WSIB for validation, and support you if any additional evidence is required (AER) or onsite validations have been assigned. Within your timeline, you should account for the time it takes for us to review and provide feedback on your submissions, as well as the time it takes for you to make updates. We have many members with similar timelines and expiry dates, meaning we may be reviewing and assisting multiple members at the same time. Please be patient and allow us time to complete the review process.

In order to complete the program within your registration period, the timelines set to measure your progress in the HSEp must be followed. We know unexpected issues pop up from time to time. In order to accommodate for the unexpected, here are some tips to help you set timelines:

- Complete the topic Evidence Submission Templates in order and as timely as possible.
- Plan and account for the time it will take to train employees. Consider the number of employees you have and their engagement/participation levels.

- Schedule the 60-day full implementation period to take place during your business's busy time. This allows you to get your work done while taking a break from HSEp and see how your topic implementation worked before evaluation takes place.
- The third step: Check can be time-consuming. Plan at least 8 hours to conduct a proper evaluation. Remember to evaluate all aspects of your workplace and get feedback from employees.
- The fourth step: Act can be done immediately after Step 3 and, depending on how you want to communicate your successes and improvements, it may only take a few minutes to prepare a communication and email it out to all employees.

When compiling your evidence submission templates for each step, remember to be clear, concise, and convincing. From start to finish, you're looking at about 6 to 7 months to complete your topics. This allows about 3 months of wiggle room to adjust your timelines for unexpected issues that may arise.

Every year, we have members with expiring Action Plans send us their evidence submissions a day or two before the Action Plan expires. At that point, there isn't much that can be done. The only options that are available to members is to extend the Action Plan expiry date (with proper reasoning) for a fee, or defer your topics and forfeit the current year so they can be taken again. With this option, you would have to start at the beginning and redo everything.

Our goal is to ensure our members receive their rebates, and we do everything we can to support you throughout your journey and help you succeed. However, it is the member's responsibility to meet the required deadlines for the program. The onus is on you to do the work and get it to us in the required time frames. If you're noticing your program implementation is going sideways, call us, and we will work together to get you back on track.

As always, we are here to answer questions and help you set timelines to measure your progress in the program. There are great rewards for successfully completing HSEp and Dunk has never had a member fail their topics if they do the work and adhere to the timelines they set.

UPCOMING WEBINARS

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



REGISTER

[Psychological Safety](#)

May 20, 2026 | 1:00 - 2:00 pm EDT

Psychological Safety is becoming more recognized as a hazard and not just something that we all have to deal with as part of the workplace culture. Knowing and addressing the psychosocial factors that affect our employees is a great first step in fostering a mentally healthy workplace. Join us as we explore the different factors, how to assess and control these hazards in our workplace, and touch on the new legislative requirements for provinces that have introduced psychological safety.

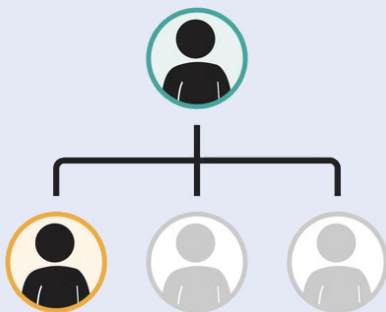
[Professionalism and Ethical-Decision Making](#)

June 17, 2026 | 1:00 - 2:00 pm EDT

Strong workplaces are built on trust, respect, and integrity. Join us as we look at the impact of professionalism and ethical decision-making on our workplace culture. We will explore the seven principles of ethical decision-making and how to apply them in everyday workplace situations.



REGISTER



REGISTER

[The Low Down on Layoffs](#)

September 16, 2026 | 1:00 - 2:00 pm EDT

Layoffs can be a tricky subject, especially with each province treating them differently. It is important to know how to handle layoffs so that you don't fall into accidental termination or constructive dismissal. Join us as we discuss how to handle layoffs, including some common questions we get, like "What if someone requests a layoff?" or "How long can I lay someone off before it becomes a termination?" or "Can I lay someone off if they are on a leave already?".

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.

2026 FULL COLOUR & INTERACTIVE
Download

2026 BLACK & WHITE
(Printer friendly)
Download

YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Click on each image to expand and download



10 Steps to Safe Lawn Mowing



Hiking Safety

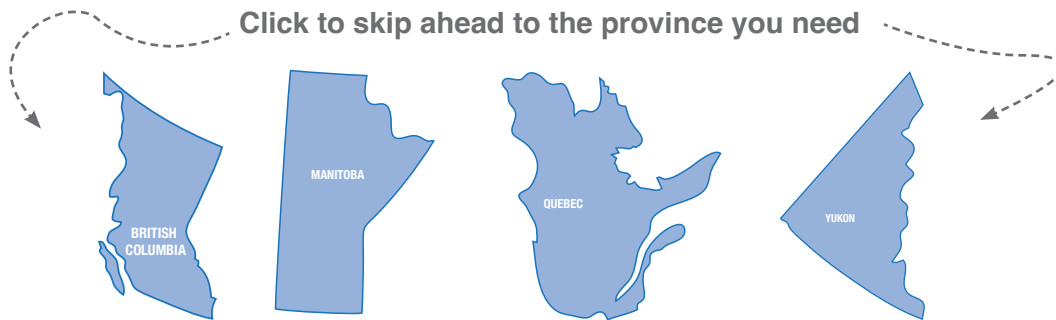


Workplace Violence and Harassment Safety Talk

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?

BRITISH COLUMBIA

Updates to WorkSafeBC's Part 8: Personal Protective Clothing and Equipment

WorkSafeBC has introduced updates to Part 8: Personal Protective Clothing and Equipment, effective April 1, 2026.

Changes include:

Respiratory Protections:

- Requirements are now more clearly aligned with current CSA Standards (CSA Z94.4), with greater emphasis placed on proper respirator selection, fit testing procedures, and program quality and consistency. Employers are expected to follow established, recognized standards rather than relying on equivalent approaches.
- Clarified expectations around respirator fit testing. Employees must be properly fit tested before using a respirator, and fit testing must follow recognized procedures.

Exposure Limits:

- Guidance related to Maximum Use Concentration (MUC) and Immediately Dangerous to Life or Health (IDLH) has been updated to reflect current practices.

Head Protection:

- Updates clarify requirements for head protection in certain situations, including when using equipment such as bicycles, ATV's, or similar devices in the workplace.

Employers should take this opportunity to review and update their PPE programs, with particular attention to:

- Ensuring respiratory protection programs align with current CSA standards
- Confirming fit testing procedures are up to date and consistently applied
- Maintaining clear documentation to demonstrate due diligence
- Reviewing hazard assessments related to respirator use
- Updating PPE policies where equipment such as bicycles, ATV's, or similar devices are used

Click [here](#) for the full information on these updates and requirements.

BC continued on the next page

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
BRITISH COLUMBIA	
<p>Updates to WorkSafeBC’s Part 7, Division 4: Heat Exposure</p> <p>These updates are intended to clarify expectations, reflect current best practices, and improve worker safety in higher-risk activities.</p> <p>Key areas of focus include:</p> <ul style="list-style-type: none"> • Identifying heat stress hazards (including environmental and workload factors) • Implementing controls such as: <ul style="list-style-type: none"> • Work/rest cycles • Hydration strategies • Shaded or cooled recovery areas • Monitoring workers for signs of heat-related illness • Adjusting work for new or unacclimatized workers 	<p>Employers should take a more structured approach to heat exposure, particularly during warmer months or in high-heat environments (e.g., construction, kitchens, manufacturing), including:</p> <ul style="list-style-type: none"> • Review applicable guidelines based on operations • Update hazard assessments and safe work procedures • Ensure supervisors and workers are trained on updated expectations • Confirm appropriate controls are in place for heat stress. <p>Click here for the full information on these updates and requirements.</p>

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
MANITOBA	
<p>Hot Water at Construction Sites under the Workplace Safety and Health Regulation</p> <p>On March 20, 2026, amendments to the Workplace Safety and Health Regulation were passed requiring employers and prime contractors to ensure that hot water for handwashing is provided at certain construction project sites. These amendments will come into effect on April 1, 2027.</p>	<p>For more information about this amendment, please refer to www.manitoba.ca/labour/safety/fag/hotwater-handwashing.html.</p>
<p>Access to Menstrual Products Amendments in the Workplace Safety and Health Regulation</p> <p>On March 9, 2026, amendments to the Workplace Safety and Health Regulation were passed to ensure that all workers who need menstrual products have access to them in the workplace. These amendments will come into effect on September 1, 2026.</p>	<p>For more information about this amendment, please refer to www.manitoba.ca/labour/safety/fag/menstrual-products.html.</p>

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES

WHAT DOES THIS MEAN FOR EMPLOYERS?

QUEBEC

Québec Electrical Code Changes

Effective March 26, 2026, amendments to Québec's **Safety Code** and **Construction Code** adopt the updated **Canadian Electrical Code (CEC)**, 2021 Edition. These changes impact both existing buildings (operation and maintenance) and new construction or electrical installations.

The updated code applies to all new electrical installations and any modifications made after this date, while existing installations must comply with the code in force at the time of their construction unless altered.

Key implications and commonly enforced requirements include:

- Extension cords cannot be used as permanent wiring or run through walls, ceilings, floors, doors, or windows.
- Electrical panels must remain readily accessible at all times.
- Electrical rooms cannot be used for storage and must be maintained below 40°C.
- Circuit breakers for HVAC systems must be manually tested at least once every 12 months.
- Requirements for hazardous locations have been updated, including equipment approval and area classification.
- The definition of “therapeutic pools” has been expanded to include spas and hot tubs.
- New requirements for electric vehicle (EV) infrastructure, including minimum electrical capacity to support Level 2 charging in new buildings.
- Electrical contractors (or owner-builders) must declare electrical work to the Régie du bâtiment du Québec (RBQ) within prescribed timelines.
- A new fee and reporting structure for electrical contractors, including a base annual fee and payroll-based contributions.
- Electrical installations exceeding 200 kW must be designed by a recognized professional (e.g., an engineer).
- Administrative and technical requirements have been modernized to align with the 2021 Canadian Electrical Code and improve oversight of electrical work.

Employers, building owners, and construction stakeholders should:

- **Review whether their operations fall under:**
 - Building ownership/management
 - Construction/design activities
- **Update:**
 - Preventive maintenance programs
 - Fire safety system inspection schedules
 - Documentation and recordkeeping practices
- **Ensure:**
 - Contractors and designers are using current code versions
 - Internal teams understand ongoing compliance obligations

For full information:

Safety Code Amendment:

https://www.publicationsduquebec.gouv.qc.ca/fileadmin/gazette/pdf_encrypte/lois_reglements/2026A/107963.pdf

Construction Code Amendment:

https://www.publicationsduquebec.gouv.qc.ca/fileadmin/gazette/pdf_encrypte/lois_reglements/2026A/107964.pdf

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LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
QUEBEC	
<p>Shift Premium Requirements</p> <p>The Decree respecting building service employees in the Montréal region has been amended. The decree covers employees working in building services, such as janitorial/cleaning work, maintenance workers, etc.). The regulation introduced a mandatory night shift premium.</p> <p>A minimum of \$0.25/hour is required starting March 4, 2026 with the following scheduled increases:</p> <ul style="list-style-type: none">• \$0.50 (Nov 2026)• \$0.75 (Nov 2027)• \$1.00 (Nov 2028)	<p>Employers should review compensation structures for evening and night shifts. Ensure shift premiums are clearly defined in policy or agreements, and make any necessary adjustments effective as of March 4, 2026.</p>

LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
YUKON	
<p>WSCB Update: Administrative Penalties & Employer Compliance Policies</p> <p>The Yukon Workers' Safety and Compensation Board is introducing a formal administrative penalty (AMP) regime and strengthening enforcement of employer obligations related to workplace safety, reporting, and return-to-work duties. Effective date: June 1, 2026.</p> <p>Key updates include:</p> <p>Policy 7.9 – Administrative Penalties (AMPs Framework)</p> <ul style="list-style-type: none"> • Penalties range from \$1,000 to \$20,000 per violation • Penalty amounts depend on the severity of the offence and whether it is a first, second, or repeated violation • WSCB will publicly disclose the names of employers who receive AMPs <p>Policy 4.6 – Employer’s Obligation to Re-Employ</p> <p>This policy reinforces employer responsibilities when a worker is injured and outlines consequences for non-compliance.</p> <p>Employers must properly follow re-employment obligations after workplace injury.</p> <p>Failure to comply with return-to-work obligations may result in Administrative monetary penalties (AMPs).</p> <p>Policy 4.5 – Duty to Cooperate (Return-to-Work Process)</p> <p>This policy strengthens enforcement of the employer’s duty to cooperate in the return-to-work process.</p> <p>Employers must actively cooperate with workers, the WSCB, and Return-to-Work planning processes.</p> <p>Failure to cooperate may result in Administrative monetary penalties (AMPs).</p>	<p>Employers who are not actively managing OHS and return-to-work obligations will now face measurable financial and reputational consequences.</p> <p>Ensure your return to work policies and programs are up to date and align with current requirements, including timely reporting to WSCB and internal escalation procedures. Ensure supervisors and HR are trained on their duty to cooperate, return-to-work expectations, and documentation expectations.</p> <p><i>If you are a full-service client of Dunk & Associates, these updates do not affect your program.</i></p>

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

