

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

New Courses: Driver Safety Awareness, MSD Basics, Radio Frequency Safety Awareness, Annual Safety Review

Excellence program:
Is HSEp Right For Your Business?

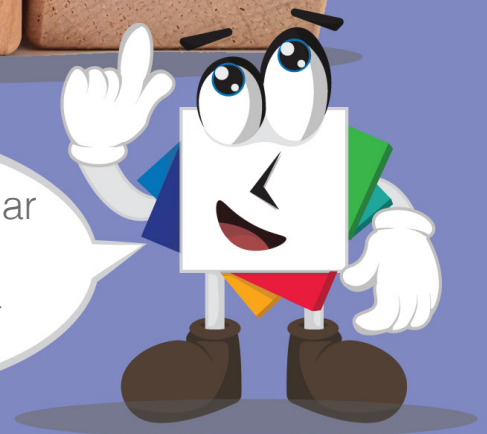
Feature Article:
Happy New Year!



Technology Updates: Digital Boards, Report It

Bell Let's Talk Day

Great work this year Spotty! Can you believe it's 2024 already?



Click icons to jump ahead to sections



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UPDATES



SAFETY
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LEGISLATION
UPDATES



HR
UPDATES



WELLNESS
UPDATES

Have your certified JHSC members scheduled their Refresher training?



JHSC REFRESHER ONTARIO ONLY

Have your certified JHSC members scheduled their Refresher training?

With the new year on the horizon, now is the time to schedule any required JHSC Refresher Training! Any members set to expire in 2024 should schedule their refresher training as soon as possible. As per the Certification Training Standard, JHSC Refresher Training must be completed every three years before the certificate expires to remain certified. If this date lapses, the member will need to redo the full Part 1 and Part 2 again.

JHSC Certification Training Order Form

Company Information (if applicable)
Company Name: _____ Workplace Sector: _____
Company Contact Name: _____ Company Contact Email: _____
Phone: _____ Fax: _____
Are you a private client of Dunk & Associates Inc./Systems 24-7? No Yes

Billing Information
Billing Contact Name: _____ Billing Contact Email: _____
Phone: _____ Fax: _____
Payment is due by credit card (a 3.5% administration fee applies upon receipt of invoice). To request an alternate payment option, select one: CC Check

Learner Information
Please complete additional pages if registering more than 1 learner.

First Name: _____ Select the courses to register:
Last Name: _____ Part 1 eLearning
Home Address: _____ Add Manual & Materials (15%): No Yes
Age: _____ City: _____ Part 1 Distance Learning
Province: _____ Add Manual & Materials (15%): No Yes
Postal Code: _____ Session Preference: _____
Phone Number: _____ Part 2 Distance Learning
Personal Email: _____ Manual & Materials Included
Date of Birth: _____ Session Preference: _____
Employee Type (Checkboxes): E-Learn In-Class HSC Member
Accessibility Needs: (circle as applicable) None Other
Date of Part 1 Completion: _____
Date of Part 2 or Last Refresher Completion: _____
Date of Refresher Training: _____
Date of Refresher Training: _____
Date of Refresher Training: _____
Date of Refresher Training: _____

By checking this box, you declare that you have read and understand all relevant requirements, timelines and costs and acknowledged this to the learner registered.

Please complete the order form and email to Dunk & Associates at certification@24-7.com and keep a copy for your records. *Manuals will be sent to the learner address in provided and the man use an internet to Dunk & Associates, the billing contact will be provided for the case of the form and be receiving from our email to the correct address. All communications regarding registration will be sent to the learner's personal email address.

The following distance sessions are currently scheduled in 2024, and additional dates may be added if there is demand. The refresher is a full day of training from 8:00 am - 4:30 pm. To register, download the registration form [here](#) and email along with your preferred training date to cert@systems24-7.com.

- January 9, 2024
- April 9, 2024
- July 9, 2024
- November 12, 2024

Other Reminders

Dunk & Associates offers the full suite of JHSC Certification Training including Part 1 eLearning, distance and in-class, Part 2 distance and in-class, and Refresher distance and in-class. Our full schedule for 2024 is available here: <https://www.systems24-7.com/training-schedule>

If you are interested in scheduling one of our instructors to provide in-class training for any of our approved programs in 2024, please email us at cert@systems24-7.com or call us at 1-866-754-8839.

Let's get digital, digital.

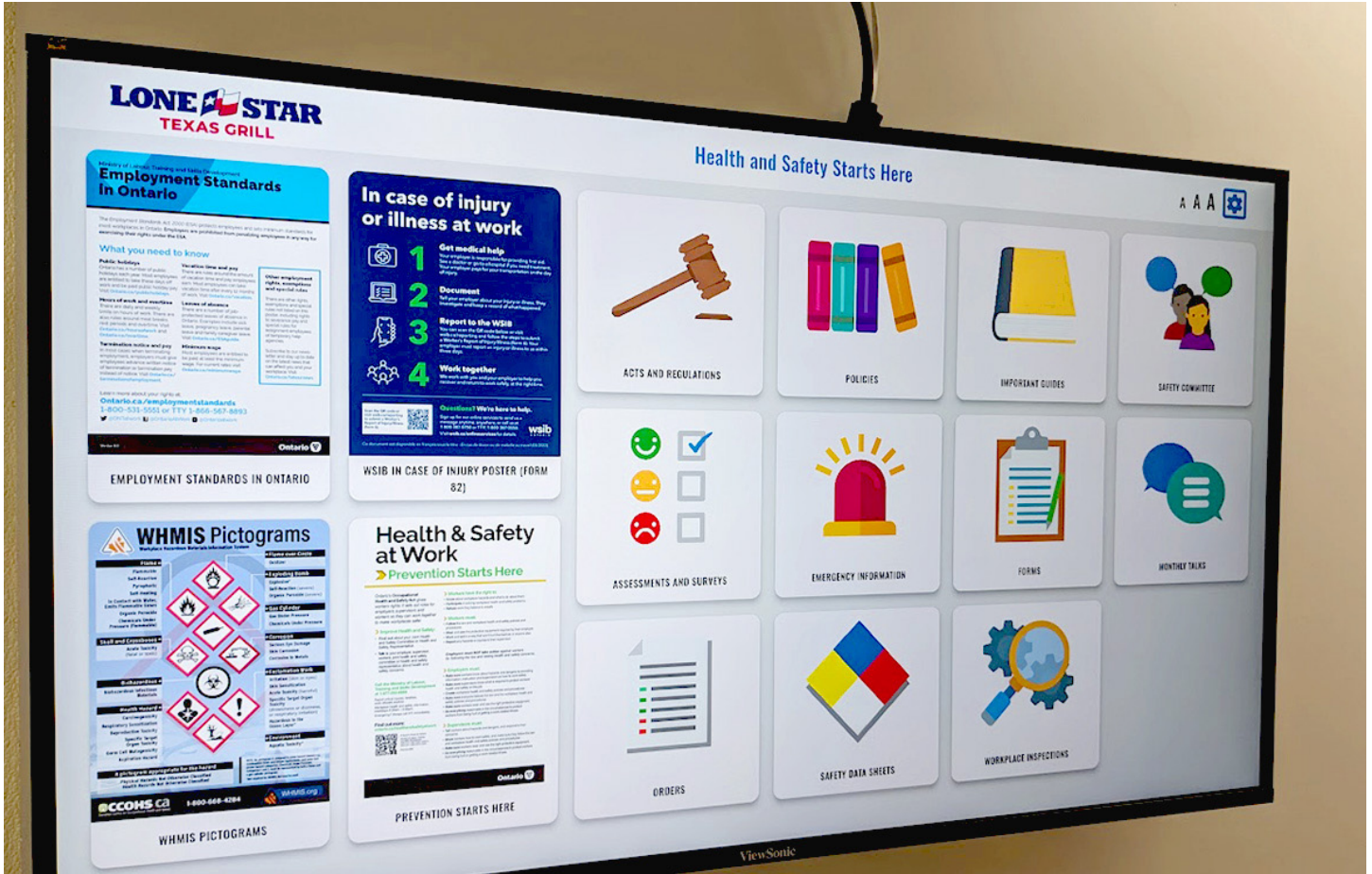
Introducing Report It, an online form builder with extreme flexibility. The best part, all the data that is collected can be reported on to track performance indicators and trends.



Say goodbye to paper forms, outdated versions, and tracking members of your organization down for help. It's all just a click away. Call us 1-866-754-8839 today to get started or visit systems24-7.com.

TECHNOLOGY UPDATES

ANNOUNCEMENT



Exciting News Alert! We're thrilled to announce that Lone Star Texas Grill is leading the way in revolutionizing workplace safety. They're the **FIRST** in Canada to embrace our cutting-edge digital health and safety board.

Kudos to the Lone Star team for being pioneers in creating a safer and more engaging workplace. With our state-of-the-art digital touchscreen board AND secure online access via Systems 24-7 accounts, safety is literally at your fingertips, anytime, anywhere.

Want to learn more about the digital boards?
 Click [here](#) for more information.

Let's get digital.
 Introducing Health and Safety Digital Boards by Systems 24-7. Say goodbye to outdated documents and extra paperwork.

What is a Health and Safety Digital Board?
 The digital health and safety board is specific to each of your locations with the required postings. We provide the basics, and you upload what is required each month to Systems 24-7 and it will auto-sync to your applicable board.
 No more missing postings or printing paper copies. Upload and launch to stay relevant and up-to-date.

Convenient
 Set up widgets for Acts and Regulations, Important Guides, and other relevant resources for your workplace.

Unlimited Resources
 Link popular and important policies, procedures, and forms so they are just a click away.

Bring Your Own Device
 Add our app to a touchscreen TV and get rid of that old safety board.

Fully Customizable
 Give employees direct access to your organization's needs, making getting information quick and simple.

Documentation
 Reference the latest Workplace Inspections or Safety Committee minutes in seconds.

Digital Health and Safety Boards are here!
 Purchase a touchscreen TV from us or bring your own device.

www.systems24-7.com The future is here. Call us today to get started. Toll Free: 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.

For health and safety, all assignments must be completed to keep your program in compliance.

SAFETY AND HR UPDATES

NEW COURSES

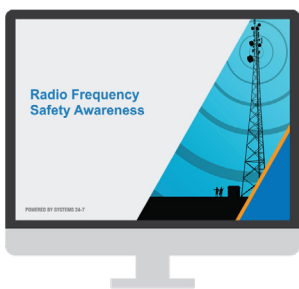


Driver Safety Awareness

Driving presents many significant hazards that have the potential to cause serious injury or death. For workers who drive either a company vehicle or their own vehicle on the job, safe driving is a matter of occupational safety. This module provides workers with an in-depth look at common causes of accidents and factors that affect driver safety. Learners will examine safe driving rules, winter driving hazards, and learn how and when to share the road. Finally, this module looks at dangerous situations and provides clarity to the steps to take after an accident occurs.

MSD Basics

Every day the human body faces wear and tear. Whether it be from a long commute, a gruelling workout, lifting heavy objects, or completing repetitive tasks; it all takes a toll. Workers have the right to be aware of the hazards they face on the job and know how to control those hazards. Musculoskeletal disorders (MSD) are one of those hazards. MSD Basics educates learners on what MSDs are, including the main risk factors, how to identify controls for MSDs and practice guidelines for safe movement.



Radio Frequency Safety Awareness

Almost every area of your day-to-day life uses radio frequency (RF) energy. It keeps us connected through radio signals, wifi, and cellular devices. Though RF energy is useful, it can pose a considerable health risk associated with RF radiation. This module is intended for those who work with or around transmission towers. It reviews the hazards associated with RF energy, symptoms of exposure, control measures, and safe work practices.

[More courses on next page](#) ▼

SAFETY AND HR UPDATES

NEW COURSES



Annual Safety Review 2024

This training module is designed to review and refresh employees on health and safety basics. It covers WHMIS updates and routes of entry, responding to incidents of workplace violence, hazard controls, and communicable diseases. It also includes basic information on the purpose and goal of investigations as well as workers' roles in investigations. 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.

Accessibility for Manitobans Act (AMA)

Manitoba Only. Not every disability is visible. Nearly one in four Manitobans have a disability. These can include vision impairment, deafness, hard of hearing, intellectual disabilities, developmental disabilities, or even mental health disabilities. The AMA was developed by the Government of Manitoba to ensure that the province is accessible to all people and to remove any barriers that it can. It requires that every employer and employee in Manitoba take training on the AMA and the Manitoba Human Rights Code. By taking this course, participants will learn how Manitoba's accessibility law and the Manitoba Human Rights Code help to remove barriers to access and will become familiar with the requirements to guide accessible customer service and your organization's accessible employment practices.



Coming Early January 2024 - Breaking the Stigma of Mental Health

Fear and misunderstanding about mental health disorders often lead to prejudice against people with mental illness and addictions. Stigma surrounding mental health can create toxic or unsafe environments for those suffering from mental health disorders. Some people believe that those with mental health issues are faking or exaggerating their issues. This stigma around mental health leads to feelings of hopelessness and shame in those struggling to cope with their situation, creating situations where employees may feel afraid to speak up or get help.

Recent Important Legislation Updates

When the law changes, it rarely hits the mainstream news. Don't worry, Dunk & Associates does the work for you! Each month we monitor the changes and communicate them to you here! If the update has or will result in changes to training, we are responsible for making them. For our private Health and Safety or HR clients, we update relevant policies and programs and communicate with you regarding any changes in your compliance packages.

To see a list of recent changes, please [click here](#).



SAFETY AND HR UPDATES

IMPORTANT DATE

January 25: Bell Let's Talk Day

Dedicated to moving mental health forward in Canada, Bell Let's Talk Day promotes awareness, acceptance and action with a strategy built on 4 key pillars:

Anti-Stigma

Care & Access

Research

Workplace Leadership

To learn more visit: <https://letstalk.bell.ca/>

Below are some resources from Bell Let's Talk. Click on each image to download, print and complete.

Self-Care Activity

Practicing self-care means taking the time to participate in activities that bring you enjoyment or a sense of calm and peacefulness. Activities can include things you do on a day-to-day basis or new activities. Self-care can promote positive mental health and well-being, keep us grounded and reduce the effects of stress in our lives. Challenge yourself to complete as many self-care activities as you can. For each activity completed, fill in the talk bubble in that square.

Cook a healthy meal	Head out on a nature walk or hike	Write a letter/email to an old friend	Head to bed early	Practice mindfulness
Enjoy a quiet moment over a cup of tea or coffee	Write a positive affirmation and recite in the mirror	Connect with your community	Discover a new author or musician	Stretch or practice yoga
Discover a new podcast	Talk to a loved one about your feelings	Put on your dancing shoes	Make a vision or mood board	
Paint or draw	Set a goal	Have a good laugh	Write in a journal	Create a gratitude list
Do a crossword or jigsaw puzzle	Take a warm bath or shower	Practice deep breathing	Make a to-do list	Cuddle a pet or look at a cute photo of one online

Let's create positive change.

Self-Care Activity

Mandala Colouring Page

Practice mindfulness with the Bell Let's Talk mandala

Bell Let's Talk has designed a mandala that you can print out and colour in. Many mental health professionals recommend colouring as an effective way to practice mindfulness. Mandala, meaning "sacred circle" in Sanskrit, is a circular art form often containing geometric and repeating designs. Similar to meditation, it focuses your attention on the present moment and away from worries and stress.

Share your creation on social media using #BellLetsTalk

Let's create positive change.

Mandala Colouring Page

Mental Health Pocketbook

1. To have a supportive network (The EMHS acronym):

- Engage and open a conversation
- Listen to understand and show respect
- Actively listen and encourage self-expression
- Stay involved in the person's or patient's life

2. Engage and open a dialogue:

- Find a safe space to talk and listen
- Ask open-ended questions and show respect
- Listen to understand and show respect
- Actively listen and encourage self-expression

3. Actively listen and encourage self-expression:

- Find a safe space to talk and listen
- Ask open-ended questions and show respect
- Listen to understand and show respect
- Actively listen and encourage self-expression

4. Stay involved in the person's or patient's life:

- Engage and open a conversation
- Listen to understand and show respect
- Actively listen and encourage self-expression
- Stay involved in the person's or patient's life

Mental Health Pocketbook

Below are some Dunk & Associates/Systems 24-7 mental health resources. Keep an eye out for our new course coming in early January "Breaking the Stigma of Mental Health", if you would be interesting in this mental health-related course, contact us today

10 HEALTHY HABITS TO IMPROVE YOUR MENTAL HEALTH

- 1. Get regular exercise
- 2. Eat a healthy diet
- 3. Get enough sleep
- 4. Stay hydrated
- 5. Practice stress management
- 6. Connect with others
- 7. Set boundaries
- 8. Take breaks
- 9. Practice self-care
- 10. Seek professional help when needed

Am I being kind to myself?

Mental Health Check-in

- Are you feeling overwhelmed or stressed?
- Are you having trouble sleeping or eating?
- Are you feeling sad or hopeless?
- Are you having trouble concentrating or remembering things?
- Are you feeling like you're not in control of your life?
- Are you feeling like you're not good enough?
- Are you feeling like you're not worth anything?
- Are you feeling like you're not loved or cared for?
- Are you feeling like you're not safe?
- Are you feeling like you're not happy?
- Are you feeling like you're not alive?

EMOTIONAL WELLNESS

Practiced by Systems 24-7

- Emotional wellness is the ability to manage your emotions and maintain a positive outlook on life.
- It involves understanding your own emotions and how they affect your thoughts and actions.
- It also involves being able to regulate your emotions and maintain a sense of calm and control.
- Emotional wellness is an important part of overall health and well-being.
- It can help you to cope with stress, manage your mood, and improve your relationships.
- There are many ways to improve your emotional wellness, including meditation, journaling, and talking to a therapist.

Mindful Breathing

The primary goal of mindful breathing is simply a calm, non-judging awareness, allowing thoughts and feelings to come and go without getting caught up in them.

- To consistently with your stress level and your overall mental health.
- Bring your attention to your breathing.
- Notice that you have a breath in and out every time you breathe in. The balloon expands and contracts as you breathe in and out. Your attention with the inhale and exhale.
- The breath will come into your mind, and that's okay. Because that's just what the human mind does. Don't get discouraged. Just bring your attention back to your breathing.
- As you breathe in, notice the physical feelings and emotions, and again, just bring your attention back to your breathing.
- You can't control your thoughts or feelings, but you can control how you respond to them. You can't control your thoughts or feelings, but you can control how you respond to them.
- The breath will come into your mind, and that's okay. Because that's just what the human mind does. Don't get discouraged. Just bring your attention back to your breathing.
- It's okay and natural for thoughts to enter into your awareness, and for your attention to follow them. The better you learn how to breathe, just bring your attention back to your breathing.

SAFETY AND HR UPDATES

FEATURED ARTICLE

Happy New Year!



Happy New Year! This time of year is infamously known for setting (and forgetting) resolutions for the year to come. Resolutions tend to fail because we think too big, we don't consider the "why", and sometimes we're just not ready for change. You may be wondering what does this have to do with health and safety? Well, believe it or not, when we reach out to our clients to check on the program, we hear the same thing, time and time again. "We don't have time" or "the person who was handling it left" or, our least favourite response "we don't see the purpose." In order to make your health and safety program stick, let's consider how to approach your health and safety program in small, attainable steps, look at the "why", and finally admit to ourselves it's time to change!

Let's get started by talking about the January Compliance Package. If you are a private client of Dunk & Associates, you may be set up to receive monthly compliance packages. These compliance packages outline the activities and steps needed to remain in compliance with your existing health and safety program, should an OHS Inspector/Officer arrive at your workplace. All of the steps are included in broken-out activities; all you need to do is complete them! Don't get caught up thinking you must completely overhaul your program; work with what you have, update what needs to be updated, and keep safety in your mind. You'll be surprised at how small changes can snowball into an effective and compliant program!

We've all come to work with a specific goal or action plan for the day and everything goes sideways, including your goal and plan. Do you stop going to work the next day? Hopefully not! If you schedule a few hours to work on your health and safety program and that day goes off the rails, don't abandon it! Try to squeeze in some time the following day or within that week. Putting off the task until the next week may be just enough time to forget about it. We understand that life happens but make a solid effort to complete the tasks.

Next, let's think about why we need compliant health and safety programs. We know that effective health and safety programs reduce the risk of injuries and illnesses, lessen the impact on your business when they occur, and improve your business's reputation, overall morale, and productivity. Seems like a no-brainer. We all want our employees to come to work, do their jobs safely, and go home to their families at the end of the day. That is the ultimate why.

Hopefully, the last paragraph inspired you to make a commitment to your health and safety program. Remember that at the end of the day, you can choose to make time for your program, or you can choose not to. Do you want your staff to work safely, saving significant premiums and costs associated with workers' compensation claims? Or do you still not have time?

We hope this pep talk has had an impact on you and your program. Should you have any questions, concerns, thoughts, or even want to talk about your program with one of our professional staff, please do not hesitate! Reach out via email support@systems24-7.com or call us toll free at 1-866-754-8839.

We look forward to our upcoming calls and conversations about your health and safety programs and the differences you see once you are fully committed to safety!

EXCELLENCE UPDATES

REMINDER

Mandatory Webinars for HSEp

Just a reminder that all Guidance & Instruction webinars are mandatory for all of our HSEp Members (both the SB HSEp and regular HSEp). Attendance is taken for each webinar and if not attended, there are recordings on the Dunk Portal for you to watch which are found on your 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 along with what program participants should attend. We have also included a link to the recording of the most recent webinar. 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.



UPCOMING HSEp WEBINARS

[HSEp GUIDANCE AND INSTRUCTION WEBINAR](#)

January 16, 2024 | 9:00 - 11:00 am EST

[SMALL BUSINESS HSEp INSTRUCTION WEBINAR: STEPS 1, 2, 3, AND PROGRAM ORIENTATION](#)

March 12, 2024 | 9:00 - 11:00 am EDT

[HSEp GUIDANCE AND INSTRUCTION WEBINAR](#)

April 16, 2024 | 9:00 - 11:00 am EDT

[SMALL BUSINESS HSEp INSTRUCTION WEBINAR: STEPS 4, 5, AND 6](#)

June 11, 2024 | 9:00 - 11:00 am EDT

[HSEp GUIDANCE AND INSTRUCTION WEBINAR](#)

July 16, 2024 | 9:00 - 11:00 am EDT

RECORDED WEBINARS

[HSEp Guidance & Instruction](#) | Recorded on: October 10th, 2023

EXCELLENCE UPDATES

FEATURED ARTICLE

Is HSEp Right For Our Business?

It's hard to believe that we are now into 2024, and yet here we are! With a new year comes the task of reviewing, updating, and planning for your 2024 Health and Safety Program. Some of you may be trying to decide if your program needs a complete overhaul, a few updates, or some additions to your existing program. That's where WSIB's Health and Safety Excellence program (HSEp) comes in. Depending on what you need to do with your program, there may be money on the table to address these items. With the current cost of operating a business, why not seek funding to improve your Health and Safety program? The HSEp requires time and effort to complete, but if the work has to be done anyway, why not join and receive a rebate.

What is HSEp?

WSIB's HSEp recognizes an Employer's and workplace's efforts in safety and provides a clear road map for Ontario businesses to improve health and safety and achieve recognition to help make your workplace a safer place to work. Members can select anywhere from one to five preselected topics to implement into their workplace and upon successful completion, earn both financial and non-financial rewards, all while creating a safer workplace culture.

What are the financial rewards?

If your topics are successfully validated by the WSIB, you will receive a rebate for your time and efforts in the program. The rebate value is determined by varying factors, but you can expect to receive a minimum rebate of \$1000 per topic, up to a maximum of 100% of your previous years' premiums.

How can Dunk & Associates help?

Dunk & Associates is an approved provider of the HSEp. We have been a provider with the WSIB since 2003 and are now one of the most experienced approved providers in the province. We engage with each business enrolled in the program and meet you where you are on your safety journey. Whether you have one employee or ten thousand, we provide you with the resources to assist you in building your safety program. We pride ourselves in making the HSEp journey a fulfilling experience.

What's Next?

If you're interested in potentially exploring the HSEp with us as you provider, click on the links below to learn more. If you have any additional questions, we are only a phone call **1-866-754-8839** or email excellence@systems24-7.com away.

Employers with Over 100 Employees

DUNK & ASSOCIATES INC.
WSIB HEALTH & SAFETY EXCELLENCE PROGRAM (HSEp)

WHAT IS THE REBATE?
WSIB will rebate up to 100% of your previous year's premiums for each topic you successfully complete.

WHAT DUNK OFFERS?
Dunk & Associates offers you the cost savings and high quality training and resources you need to improve your safety program. We have been a provider of the HSEp since 2003 and are now one of the most experienced approved providers in the province. We engage with each business enrolled in the program and meet you where you are on your safety journey. Whether you have one employee or ten thousand, we provide you with the resources to assist you in building your safety program. We pride ourselves in making the HSEp journey a fulfilling experience.

Employers with under 100 Employees

DUNK & ASSOCIATES INC.
SMALL BUSINESS HSEp

This program is designed for small businesses with up to 100 employees. The program recognizes the efforts of small businesses to improve their health and safety programs. The rebate is provided for each topic you successfully complete. Dunk & Associates is proud to participate in the WSIB's Small Business HSEp. This program is designed for small businesses with up to 100 employees. The program recognizes the efforts of small businesses to improve their health and safety programs. The rebate is provided for each topic you successfully complete. Dunk & Associates is proud to participate in the WSIB's Small Business HSEp.

JANUARY WEBINARS

Register now for our monthly webinars

H&S COMMUNICATION AND TRAINING

January 17, 2024 | 1:00 - 2:00 pm EST

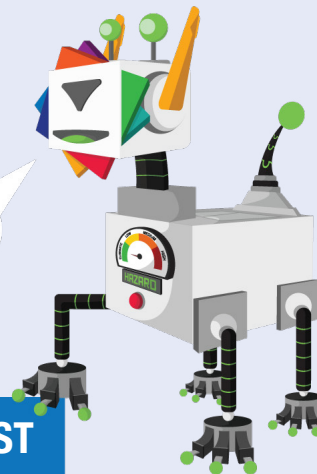
Is your health and safety program stuck on dial-up? Are your updates as slow and unread as snail mail? Join us as we discuss how to bring your health and safety training and communication into 2024. Make sure you are following all your requirements. One-time communication or only doing online training is not enough!



REGISTER

Registration is **free** to all our monthly webinars. Seats are limited, register today!

2024 WEBINAR LIST



RECORDED WEBINARS

Wrap It Up! Our Year in Review | December 20, 2023

WELLNESS UPDATES

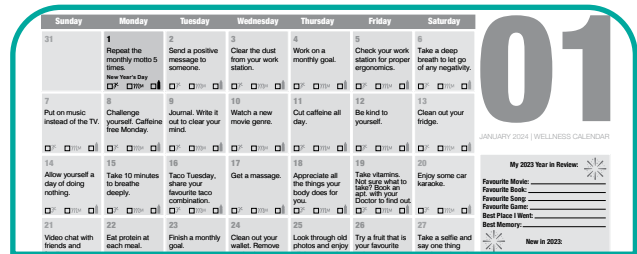
2024 WELLNESS CALENDAR

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.



2024 FULL COLOUR & INTERACTIVE

Download



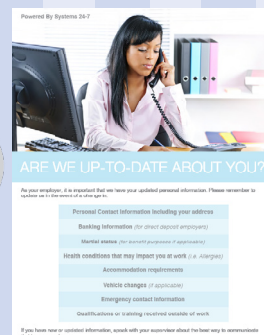
2023 BLACK & WHITE
(Printer friendly)

Download

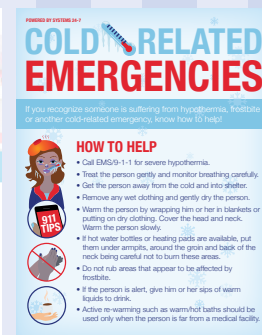
YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



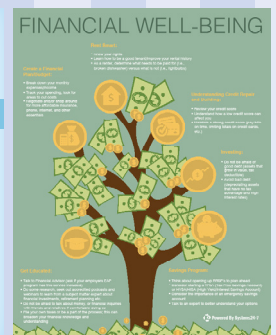
Click on each image to expand and download



Are We Up To-Date About You?

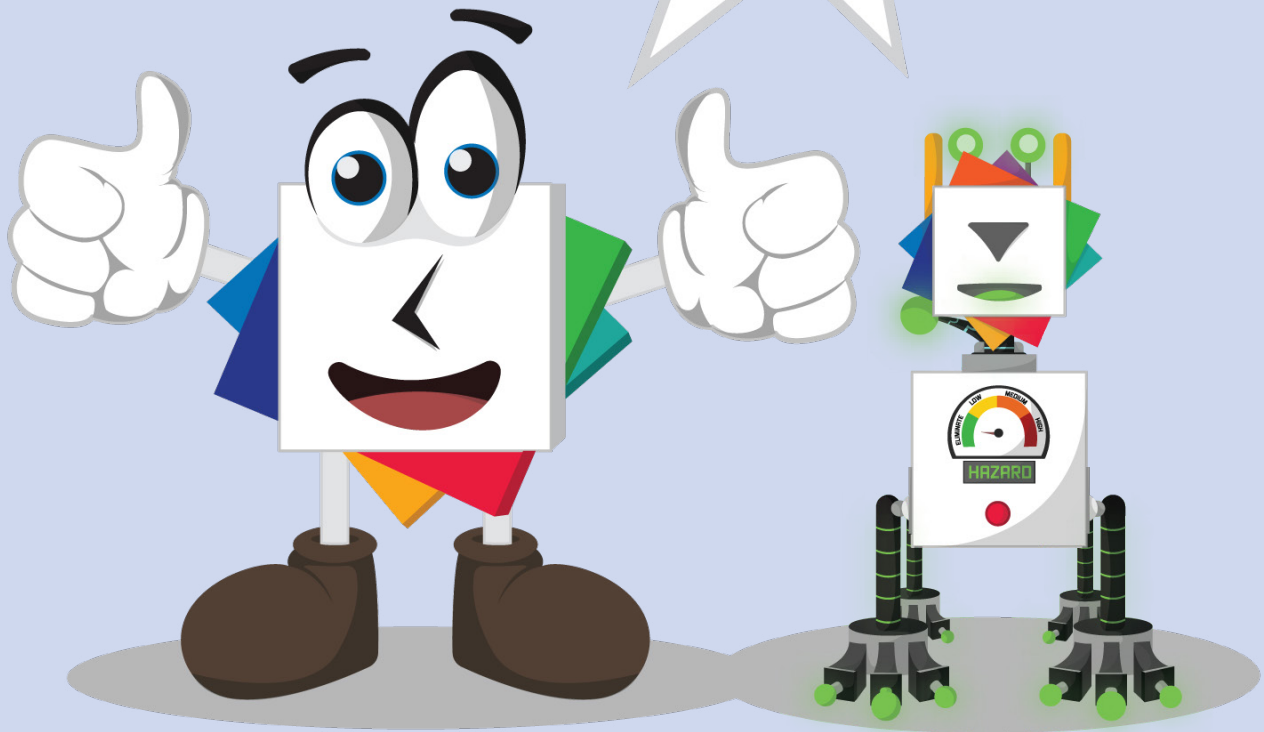


Cold Related Emergencies



Financial Well-Being

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



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

