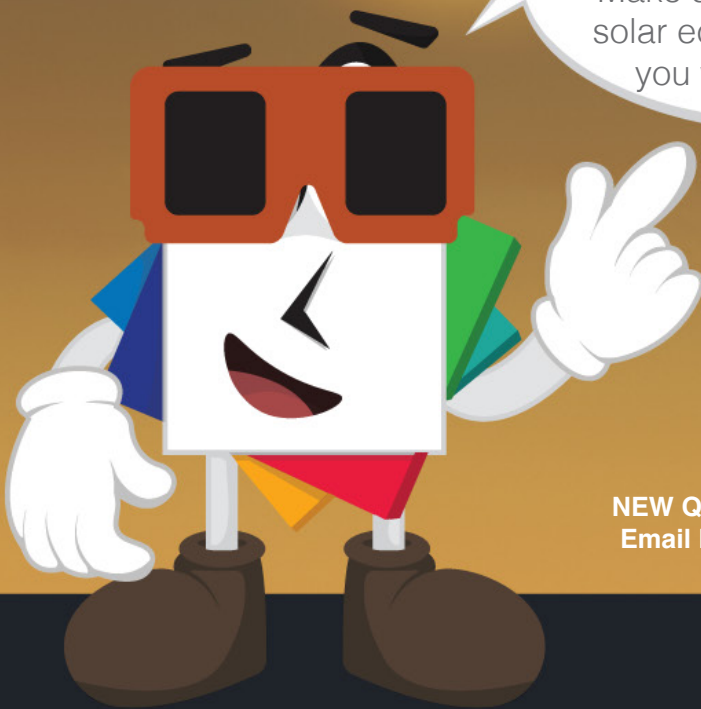


DUNK & ASSOCIATES / SYSTEMS 24-7 NEWS 24-7

Feature Article:
Understanding WHMIS Requirements

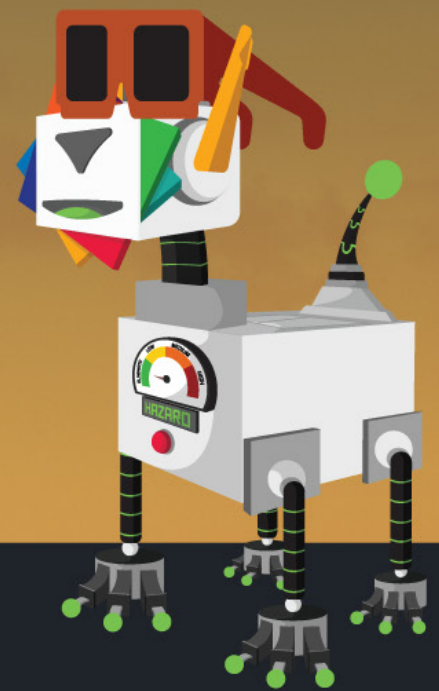
Excellence program:
Get Yourself a Back-Up

Spotty did you know that April 8th is a solar eclipse? Make sure you keep your solar eclipse glasses on if you want to look at it



Important Dates:
Solar Eclipse, Earth Day,
National Day of Mourning

Technology Updates:
NEW Question Type for Report It, New
Email Notifications for Monthly Talks



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TECHNOLOGY
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LEGISLATION
UPDATES



HR
UPDATES

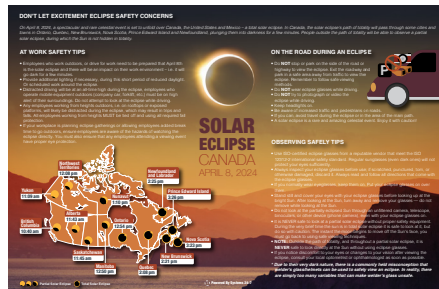


WELLNESS
UPDATES

IMPORTANT DATES

April 8: Solar Eclipse

As we anticipate the upcoming solar eclipse on April 8th, it's essential to make preparations to witness this awe-inspiring celestial event safely and enjoyably. A solar eclipse occurs when the moon passes between the sun and the Earth, casting a shadow on our planet and temporarily blocking out the sun's light. To fully appreciate this rare phenomenon, consider gathering with friends and family or colleagues to observe it together. Remember to use proper eye protection, such as solar viewing glasses or a pinhole projector, to safeguard your eyes from the sun's intense rays during the eclipse.



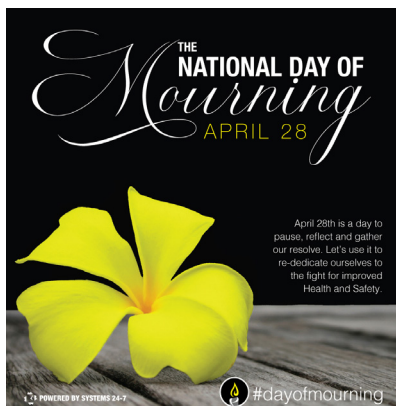
Click image to enlarge

April 22: Earth Day

Earth Day is celebrated internationally on April 22. Earth Day is an annual celebration that honours the achievements of the environmental movement and raises awareness of the need to protect Earth's natural resources for future generations.



Click image to enlarge



Click image to enlarge

April 28: National Day of Mourning

In 1984, the Canada Labour Congress established April 28th as the National Day of Mourning in Canada to remember and honour those who have died, been injured, or suffered illness in the workplace. The purpose of Day of Mourning is to remember and honour those lives lost or injured because of their work and to renew the commitment to prevent further deaths, injuries and diseases by improving health and safety in the workplace. Canadian flags on Parliament Hill and at Queen's Park will fly at half-mast. Observe a moment of silence at 11:00 am, wear black and yellow ribbons, and share experiences with others about how workplace tragedies have impacted people's lives.

TECHNOLOGY UPDATES

UPDATES

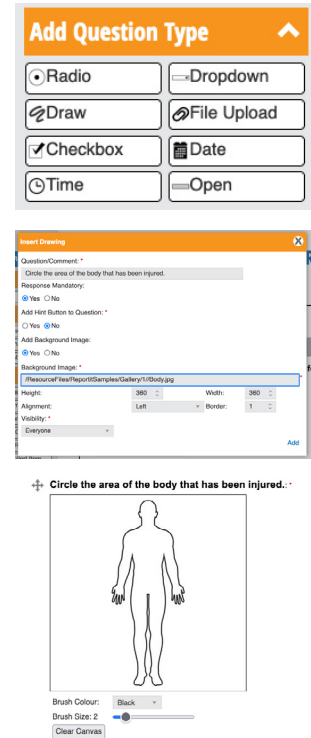
NEW Question Type for Report It

Introducing a revolutionary addition to Report it: the Drawing Response question type! Ever find yourself wishing you could capture responses beyond mere text? Picture this: on your incident report form, prompt respondents to visually mark the areas of the body affected. Or, imagine a form where signing is essential – now it's possible with our drawing feature.

With this innovative question type, the possibilities are boundless. Whether it's a quick doodle or a formal signature, respondents can now express themselves visually. Customize dimensions, or even overlay background images for precise annotations on diagrams.

Just like our other question types, you have full control. Make it mandatory or optional, and offer hints or instructions for clarity. Elevate your forms with the power of visual communication.

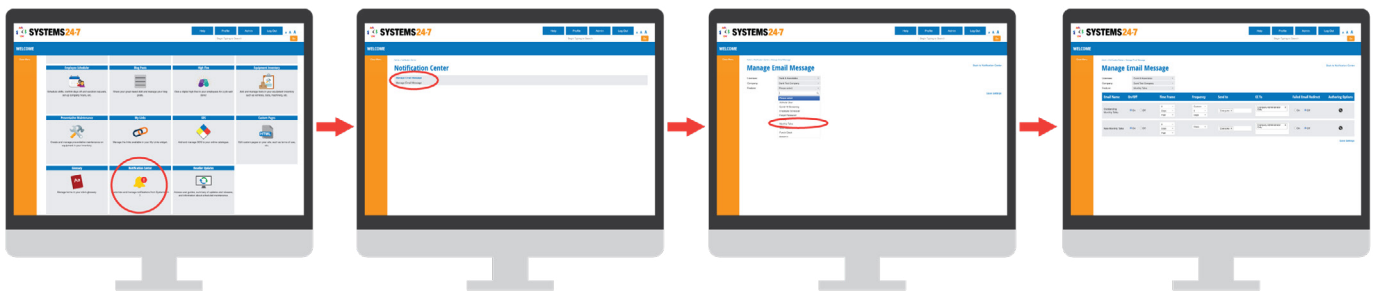
Not using Report it yet? Email us at support@systems24-7.com for more information.



New Email Notifications for Monthly Talks

New within the Notification Centre! Turn on and customize emails for the Monthly Talks. With two templates available, you can customize the message when a new Monthly Talk is posted and send reminders when Monthly Talks are outstanding. You can enable/disable these notifications for each specific monthly talk if required when it is added.

For those with administrative control, enable these templates by logging on to your Systems 24-7 website and selecting Administration. To access the Notification Centre, select it from your administration options and select Monthly Talks from the list of available features with customization notifications.



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



New Course - Pedestrian Safety Awareness

As a pedestrian, it is crucial that you are aware of your surroundings, listen for sounds indicating danger, and be seen by vehicle operators. This module helps employees identify types of crossings and how to safely cross. As well, it addresses how to safely work around mobile equipment such as lift trucks, garbage trucks, construction equipment, snow removal equipment, etc.

Coming Soon: Scissor Lifts

Scissor lifts are a type of Mobile Elevating Work Platform (Group A). This training module provides an overview of scissor lift safety. By the end of this training and after both the written and practical tests, you should be ready to operate a scissor lift. You will be familiar with the equipment used by your employer, have increased knowledge of how to set up and safely operate a scissor lift, and be able to recognize and avoid common hazards associated with their use.



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

FEATURED ARTICLE

Understanding WHMIS Requirements



When people think about safety training, one of the first things to come to mind is WHMIS. While everyone seems to know that WHMIS training is required, there is often confusion about what those requirements actually are.

First of all, online training alone for WHMIS is not sufficient. Yes, some sort of generic training on WHMIS symbols, labels, and Safety Data Sheets (SDSs) is required. However, you must also ensure that employees receive workplace-specific practical training on the hazardous products they use or are exposed to. Practical training includes reviewing the proper use, storage, and disposal of the products, as well as what Personal Protective Equipment (PPE) is required and what the First Aid measures are in the event of exposure. It is especially important for employees to understand which products are not to be mixed, as mixing chemicals can lead to some very dangerous and even fatal circumstances. For example, mixing bleach and ammonia when cleaning creates chloramine gas which can be poisonous if inhaled.

Secondly, WHMIS needs to be reviewed annually. This does not necessarily mean the full WHMIS training module needs to be redone annually, although that is certainly one way to fulfil this requirement. Alternatively, a scaled-down review of the symbols, labels, and SDSs can meet this requirement as well. This could be done through a safety meeting, safety talk, online review, etc. Remember during this annual review to make sure that practical training is also up-to-date. If there have been new hazardous products brought into your workplace, they need to be reviewed with your employees.

Finally, employers are responsible for ensuring all WHMIS products are properly labelled and have up-to-date SDSs. If your organization is transferring products from a larger container into alternative containers for use (i.e. spray bottles, buckets, etc.) you need to ensure that these containers have proper workplace labels, not just the product name written in Sharpie, or worse, not labelled at all! You cannot assume that someone will know what is in an unlabelled bottle simply based on its colour, consistency, or smell.

Think WHMIS doesn't apply to your company or your offices? Did you know that fire extinguishers are hazardous products with multiple hazard categories? All workplaces have at least one hazardous product, so you need to make sure you are complying with the WHMIS requirements. WHMIS is more than just online training, so make sure your workplace does a full review of your WHMIS program to ensure requirements are being met.

EXCELLENCE UPDATES

REMINDER

Mandatory Webinars for HSEp

This is your friendly 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

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

HSEp GUIDANCE AND INSTRUCTION WEBINAR

July 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

RECORDED WEBINARS

Small Business HSEp Instruction Webinar: Steps 1, 2, 3, and Program Orientation |

Recorded on: March 12th, 2024

Health and Safety
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wsib 2024

EXCELLENCE UPDATES

FEATURED ARTICLE

Get Yourself a Back-Up!

We can't always predict when an employee will leave. Sometimes when an employee leaves, they don't have the chance to offload their work or provide updates on projects in progress. Without a backup trained, how will you know where your business is in the HSEP?



We've recently noticed there has been an increase in our main HSEp contacts leaving during the implementation of the program. Having a backup who knows where the main contact left off is vital to the continuation of the program. Being able to pick up where they left off will ensure that your topics will be successful in achieving a rebate.

If you do not have a HSEP backup in place, we highly recommend putting one in place. While we understand workplaces seem to be busier than ever, take the time to train the backup to be aware of where your organization is in the program journey and where all your documents are stored. You've paid to be in the program, and it would be a shame to have to defer your topics and lose out on the whole year because you don't know where to start to get back on track.

Dunk & Associates will do everything we can to assist you and help you get back on track, but there are a few things that we cannot control, such as the time left in your approved action plan, where your supporting documents are kept, and the specific details of your topic implementation. The success of your program hinges on all these factors.

Plan to have at least one person as an HSEp backup as a minimum. These backups can also help you create HSEp content, follow up with your employees to complete training, gather evidence, assist in the evaluation step, and take over without skipping a beat if your main contact leaves.

If your main contact does leave, it is important to:

- Do a recap of where they left off in the program and where resources are stored before they leave.
- Hand off the program to the backup.
- Notify Dunk of the change so we can add access to our portals, add them to our distribution lists, and get things back on track if possible.

Being prepared is crucial to your success in HSEp.

Health and Safety
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wsib 2024

APRIL WEBINAR

Register now for our monthly webinars

Dunk Discussions: In the Know!

April 17, 2024 | 1:00 - 2:00 pm EDT

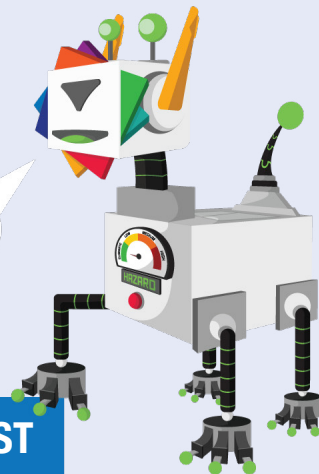
Join the professional team at Dunk & Associates to discuss recent updates and hot topics, as well as have the opportunity to ask questions and receive coaching on what matters to you. Have your questions ready and remember to ask them in such a way as to maintain any confidentiality where needed. These sessions are not recorded in order to promote more of an open forum for your questions, so tune in if you don't want to miss out!



REGISTER

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

2024 WEBINAR LIST



RECORDED WEBINARS

Breaking the Stigma (Mental Health) | March 20, 2024 | 1:00 - 2:00 pm EST

WELLNESS UPDATES

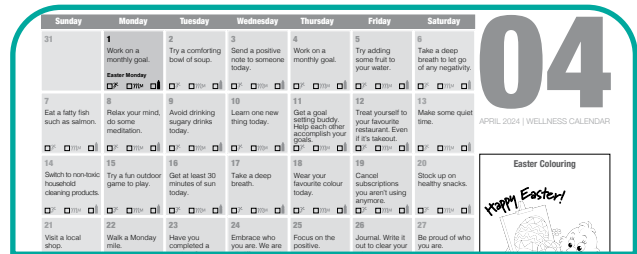
2024 WELLNESS CALENDAR

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](#)



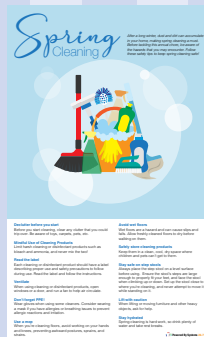
2023 BLACK & WHITE
(Printer friendly)

[Download](#)

YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Click on each image to expand and download



Spring Cleaning



Spring Safety Tips



WHMIS Pictograms and Labels

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

