

# DUNK & ASSOCIATES / SYSTEMS 24-7

# NEWS 24-7

Fire Extinguisher  
Safety: Portable  
Fire Extinguishers  
Are Evolving

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A Spotlight on our  
Features

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WHMIS  
Regulations

Important Dates:  
March Break, St. Patrick's Day,  
First Day of Spring

Spotty!  
What is all of this,  
we are just going  
away for a  
few days?

It's just my  
March Break  
essentials!

HSEp Feature  
Article: Why do  
a Culture  
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Supervisor Skills: Diversity Equity and Inclusion Poster

## 25th Anniversary CONTEST

Certification Update: The importance of JHSC Certification

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TECHNOLOGY  
UPDATES



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FIRE  
EXTINGUISHER  
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CERTIFICATION  
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LEGISLATION  
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EXCELLENCE  
UPDATES



WELLNESS  
UPDATES

# Celebrate 25 Years of Systems 24-7 with Us! Find the Hidden Anniversary Logo and WIN!



Are you looking for the 25<sup>th</sup> anniversary logo?

Yeah! I really want to win that \$25 Home Hardware gift card.

## CONTEST ALERT!

### Looking for a way to incentivize employees to complete their training?

Don't forget to communicate our 25th anniversary logo contest! Each week, we post our anniversary logo somewhere within Systems 24-7. The first user to screenshot it and email it to us wins a \$25 Home Hardware gift card! The only rule....they must have 100% of their training completed! Only one gift card is available each week to claim!

Print this poster and share it within your workplace! Let the hunt begin!





## SUPERVISOR SKILLS

# Diversity, Equity and Inclusion

An organization is only as good as its culture and building that culture is everyone's responsibility. Diversity, Equity and Inclusion goes beyond just accepting or acknowledging our differences. It involves taking a critical look at our workplace policies, procedures and practices to ensure that there are equal opportunities for all employees and that there are both active involvement and intentional efforts to create a workplace where everyone feels welcome, respected, supported and encouraged to fully participate.

Join us as we discuss how to make your workplace inclusive by using inclusive and respectful communication, removing barriers, gaining perspective and actioning feedback.

**Join us for our next Supervisor Skills Webinar: Diversity, Equity and Inclusion**

**MAY 13th, 2025**

**1:00 pm – 3:00 pm EDT**

90-minute webinar + 30-minute Q&A



### Ticket Price

- \$35/person (private clients)
- \$40/person (public)

Applicable taxes will apply



### Who should attend?

- Employers
- Managers and Supervisors
- HR or Safety Representatives
- Any employees who wish to further understand diversity, equity and inclusion



### Attendee's Takeaways:

- Understanding the barriers and attitudes around diversity, equity and inclusion (DEI)
- Considerations for how the workplace may impact and embrace DEI
- The inclusive approach to communication
- Dealing with conflict appropriately
- Participation certificate
- Access to the webinar recording

[Download Registration Form Here](#)

# IMPORTANT DATES

## March Break

March 10<sup>th</sup> - 14<sup>th</sup> (dates may vary based on location)

March break is just around the corner! Whether you're planning to travel, catch all the March Madness action, spend quality time with family, or tackle some spring cleaning, it's important to keep your safety and well-being top of mind.

If you're heading out of town, make sure you're up to date on any necessary vaccinations and check the weather in your destination so you're prepared. For those staying home, take some time to unwind, relax, and enjoy the break. Remember to prioritize self-care and create moments for yourself amidst all the activities. Whatever your plans, stay safe, stay healthy, and make the most of your break!



## St. Patrick's Day

March 17<sup>th</sup>

Don't rely on the luck of the Irish this St. Patrick's Day. If you're celebrating in festivities, be sure to plan ahead, designate a sober driver, or use a rideshare service.

## First Day of Spring

March 20<sup>th</sup>

In 2025, the first day of spring arrives on March 20th, meaning the end of winter and the arrival of warmer weather. With the changing season comes the perfect time for new beginnings—whether it's enjoying the sunny days ahead or diving into some much-needed spring cleaning. Below are some helpful resources to guide you through this transition and make the most of the season.



Click on images to open complimentary resources

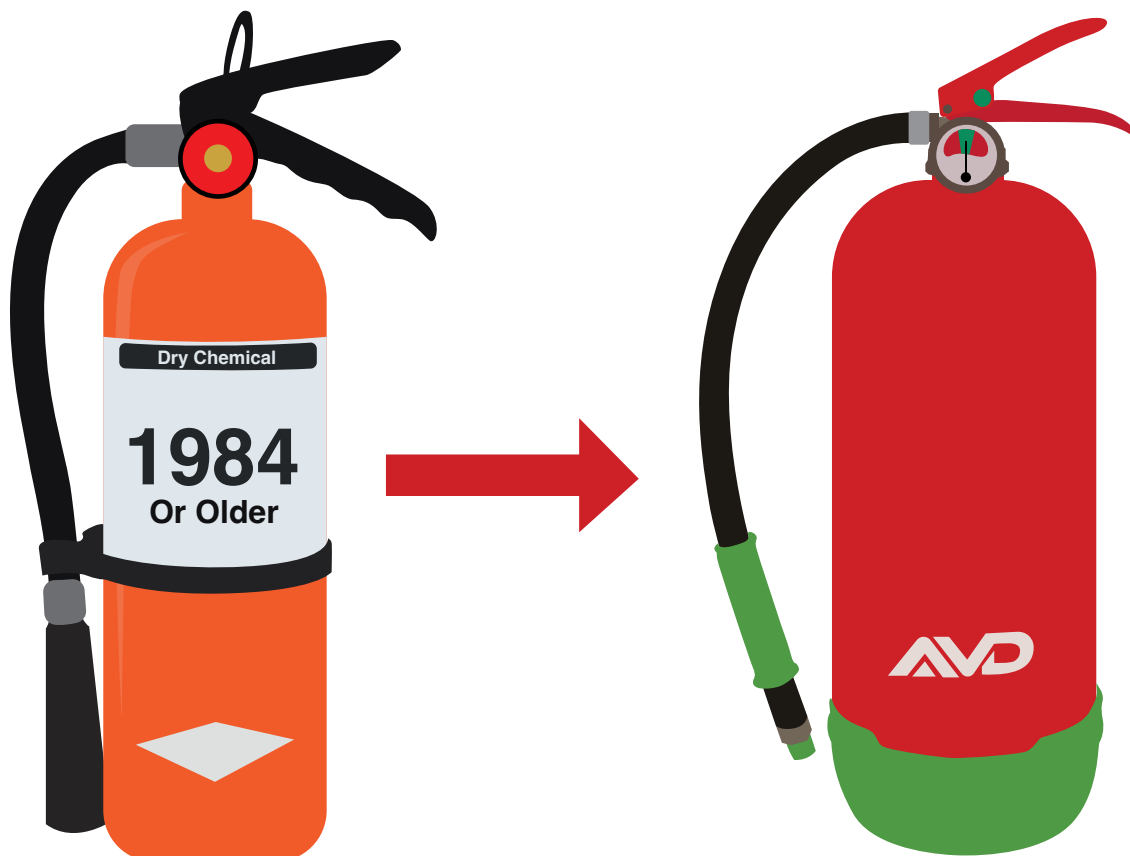
# FIRE EXTINGUISHER SAFETY

## DID YOU KNOW?

### Portable Fire Extinguishers Are Evolving

Did you know that Portable Fire extinguishers are always evolving? When new hazards and threats come to light, new safety measures must be developed to face these hazards. For example electric cars and their lithium ion batteries. A standard ABC fire extinguisher will not sustain its effectiveness in fighting the fire due to its lack of ability to negate the chemical reactions during the thermal runaway. Companies are working on new extinguisher types like AVD to help combat this new hazard.

What about older fire extinguishers? As older fire extinguishers become less compatible with today's hazards, the NFPA10 standard dictates that they **MUST** be removed from service in order to keep you and your workplace safe. If you have any *Dry Chemical Fire extinguishers made in 1984 and older or CO2 extinguishers from 1959* and older in your work place, make sure they get replaced **ASAP**. Take them to your local hazardous waste disposal today and ensure they get disposed of properly.



# TECHNOLOGY UPDATES

## SPOTLIGHT

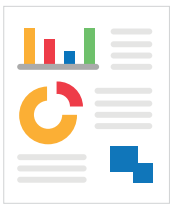
### A Spotlight on our Features

One of the most frequent things we hear from our clients is, *“Wow, I didn’t know Systems 24-7 could do that!”* We want to change that.

Each month, we share key updates about the platform—including new features, enhancements to existing tools, and fresh courses. But when was the last time you explored all the features available to you?

Systems 24-7 isn’t just a compliance portal—it’s a powerful tool designed to add value to your organization. From keeping your employees engaged to streamlining daily operations, there’s more under the hood than you might realize.

**Here’s a quick look at some features you might not be using yet. If any catch your interest, email us at [support@systems24-7.com](mailto:support@systems24-7.com) to schedule a personalized demo!**



**Report it:** An online form builder with extreme flexibility. No more gathering paperwork. Report It gives you the ability to create online forms and reports to track any information, such as workplace inspections (which you could even auto-sync to your digital board), accident/incident reports, requests for accommodation, disciplinary actions, and more.



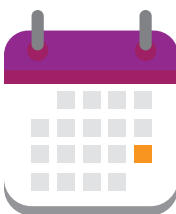
**Punch Clock:** The online punch clock feature allows you access to an affordable tool to track clock-ins and outs through Systems 24-7. Settings can be enabled to limit clock-ins/outs from outside a particular IP address restriction with a notification to management when an employee attempts to bypass this rule.



**Digital Boards:** Integrated directly into Systems 24-7, digital boards ensure that all mandatory postings, including policies, inspections, required posters, assessments/surveys, committee minutes, and more, are readily available in your workplace.



**High Fives:** Celebrate your employees’ accomplishments with a virtual “high-five” for stellar performance! Our innovative high-five feature allows you to seamlessly track and showcase acknowledgments and positive reviews from customers, clients, colleagues, or supervisors.



**Event Scheduler:** This feature offers you the capability to schedule events, manage registrations, and confirm attendance effortlessly. Administrators can print attendance sheets, upload sign-in records, monitor attendance, send emails to participants, generate certificates, and generate completion reports.



**Preventative Maintenance:** Seamlessly assign, schedule, and monitor maintenance activities. This user-friendly program empowers individuals to access their upcoming maintenance tasks, keep tabs on completed tasks, and promptly notify third-party providers or contractors when scheduled maintenance is imminent.

**Want to see more? Click here: <https://www.systems24-7.com/the-hub/feature-list>**

# SAFETY & HR UPDATES

## NEW COURSES - COMING SOON

### AODA Review

This course is a review of the AODA Full course. It is meant to be a refresher of the applicable legislation. It will review how to appropriately interact and communicate with people who have disabilities and what employees need to know about the use of assistive devices, service animals, and support persons. This module also touches on information, communication, and employment rights for those with disabilities.



### Construction Trenching and Shoring *(Provincial specific)*

Construction work can be dangerous, with work involving trenching and shoring activities tending to be the most hazardous in the industry. Excavations are required for the installation and repair of utility lines, replacement of water and sewer lines and swimming pool construction. These projects vary considerably, each with its own set of unique hazards. This course will focus on the risks of trenching and shoring activities and provide information on how to work safely. Material covered includes applicable legislation pertaining to trenching, review of soil types, cave in causes, and trench stability, sloping, trench boxes/shields, and shoring.

### 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 employee 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.



## Compliance Packages Posted

For those clients using our Safety and 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

## FEATURED ARTICLE

### WHMIS Regulations

As we focus our efforts on WHMIS this month, a question that frequently is asked is *what is a consumer chemical product and do WHMIS regulations apply to consumer products?* This article will discuss what a consumer product is, what regulations apply, and outline the considerations associated with the use of consumer products.



What is a consumer product? Is it anything bought in a store? The answer may surprise you. Consumer products are products, including their components, parts, or accessories, that may reasonably be expected to be obtained by an individual to be used for domestic and recreational purposes. Examples of consumer products are cleaners, paints, lubricants, and adhesives. An important item to note is the intended use of the product is for home or recreational use, not for use in the workplace.

Generally speaking, WHMIS regulations do not apply to consumer products. However, the *Consumer Product Safety Act* and regulations outline the requirements for consumer products. The *Consumer Product Safety Act* considers the ingredients, components, and parts, and clearly outlines the risks and hazards associated with the product. It also considers the size and volume of a product, which is where the WHMIS regulations and the *Consumer Product Safety Act* differ.

Under the *Consumer Product Safety Act*, Consumer products are classified into 5 main hazard classes: toxic products, corrosive products, flammable products, quick skin-bonding adhesives, and pressurized containers. Similar to WHMIS regulations, consumer products are labeled to show the hazards associated with the product and the container in which the product is distributed. For example, a triangular-shaped warning label indicates the container is under pressure, whereas an octagon label represents the hazard associated with the chemical itself.

It is important to remember consumer products come with the assumption that they will be used infrequently and for short periods of time. If the consumer product is to be used often and for a longer length of time, the risks associated with the consumer product will increase as employees are at a greater risk of occupational injury or illness. Additionally, there are still risks associated with consumer products, their smaller distribution size does not impact a consumer product's hazards, like bleach or ammonia. Bleach and ammonia are still corrosive and can damage the skin, eyes, and lungs.

Make sure if you are using consumer products in your workplace, that employees are aware of the risks associated with the specific products being used.



# CERTIFICATION UPDATES

UPDATE

## The importance of JHSC Certification

Establishing a safety committee is a critical step in fostering a proactive health and safety culture within any organization. A well-structured committee not only ensures compliance with legal and regulatory requirements but also serves as a platform for employees and management to collaborate on identifying hazards, implementing preventative measures, and continuously improving workplace safety. By involving representatives from various departments, the committee can address risks and create safety strategies. Setting clear goals, defining roles, and providing the necessary resources empowers the committee to operate effectively and make meaningful contributions to the company's overall safety performance.

In Ontario, certifying your safety committee members is equally important, as it equips them with the knowledge and skills needed to fulfill their roles confidently and competently. In addition, it's also part of the law. If an inspector showed up tomorrow, are you in compliance? Do you know how many certified members you need? This month, review your internal training needs. If you are in need JHSC Certification, sign up today. **Dunk is an approved provider to deliver this training since 2021 and we offer special pricing for all our clients, including those in HSEp.**

Certification training covers essential topics such as hazard identification, risk assessment, incident investigation, regulatory compliance, and more. Trained and certified members are better prepared to lead safety initiatives, promote a culture of accountability, and drive continuous improvement.

For more information: <https://www.systems24-7.com/ontario-jhsc-certification>

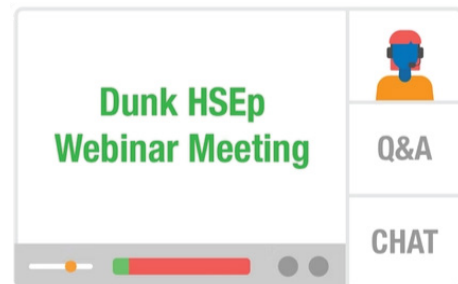


# EXCELLENCE UPDATES

## REMINDER

### All Guidance & Instruction Webinars are Mandatory in 2025

Just a friendly reminder that all Guidance & Instruction webinars are mandatory for all of our HSEp Members. Attendance is taken for each webinar, if you're not attending, you can view recordings on the Dashboard of the Dunk Portal. The link to register for this and future webinars is on your portal dashboard.



Attending these webinars will provide you with updates to the program and legislation in Ontario. If not attended, you could possibly receive an incomplete in the program as you did not follow the program requirements. This would also result in more work as your evidence submissions will be sent back by Dunk for you to redo until the program requirements are met.

Below is a link to all upcoming webinars. **ATTENDANCE IS A MUST FOR YOU TO BE SUCCESSFUL IN THIS PROGRAM.**

Don't forget to send us an email to let us know you watched the recording to [excellence@systems24-7.com](mailto:excellence@systems24-7.com) so we can add your attendance to the list.

## 2025 HSEp WEBINARS

### Health and Safety Excellence program Guidance and Instruction

April 15, 2025 | 9:00 am - 12:00 pm EDT

### Health and Safety Excellence program Guidance and Instruction

June 17, 2025 | 9:00 am - 12:00 pm EDT

### Health and Safety Excellence program Guidance and Instruction

October 14, 2025 | 9:00 am - 12:00 pm EDT

### Health and Safety Excellence program Orientation

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

## LAST RECORDED WEBINAR

### HSEp GUIDANCE AND INSTRUCTION WEBINAR

Recorded on: January 14, 2025

Health and Safety  
Excellence program  
Approved provider



2025

# EXCELLENCE UPDATES

Health and Safety  
Excellence program  
Approved provider



2025

## FEATURED ARTICLE

### Why do a Culture Survey?

Ever noticed the Culture Survey option while navigating the WSIB Digital Portal and wondered what is this?

The culture survey is a helpful tool for businesses to gauge their overall safety culture across various roles in your organization. While the Culture Survey is not a mandatory requirement in HSEp, it is an excellent resource to measure changes in your safety culture over time. Have employees complete the Culture Survey before or as topic implementation begins, then have employees complete the survey again and hopefully you'll observe a noticeable shift in your overall safety culture. The survey can also provide insight into potential topics for the following year as well as other opportunities for improvement in your Health & Safety Program.

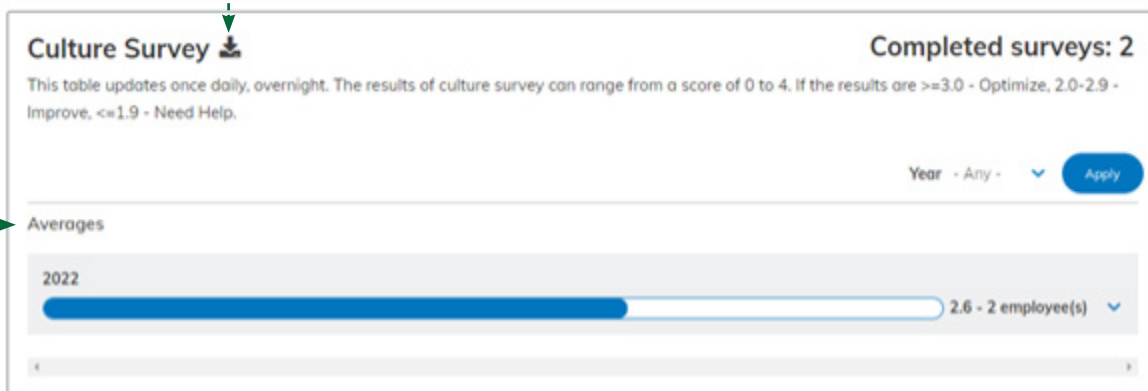
The WSIB launched a new Culture Survey Results Table available on your dashboard. This means you won't need to reach out to the health and safety inbox for your business summaries anymore! The employer digital user guide has been updated and posted to reflect this new feature.

Members can find their culture survey results on their dashboard, below the "Badges Earned" table.

#### You can see the results for their responses broken out by:

- Year completed. This will help track changes in culture year over year.
- By question. To view the average score per question, open the year row by clicking on the down arrow.
- If you would prefer to work in CSV format, it can be downloaded using the download button.

Please note, organizations do not have access to the information or average scores by role. Only the provider has access to this information to keep the culture survey anonymous to the business.



If you are interested more about this survey or have any other questions, please feel free to reach out to us via email at [excellence@systems24-7.com](mailto:excellence@systems24-7.com) and we would be happy to discuss these further.

# UPCOMING WEBINARS

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



**REGISTER**

## Recruitment and Onboarding

March 19, 2025 | 1:00 - 2:00 pm EDT

Looking to expand your team? Experiencing high turnover rates with new employees? Finding and retaining qualified employees is a challenge for many companies. Recruitment and onboarding are key components to the hiring process, and building blocks to employee retention. The goal of this session is for managers/supervisors and the hiring team to understand effective processes for recruitment, selection, and onboarding. We will also discuss legal requirements and responsibilities with job postings, and the importance of the candidate's experience.

## Vacation Time

April 16, 2025 | 1:00 - 2:00 pm EDT

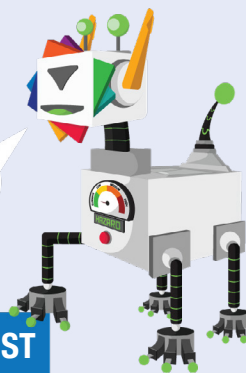
Every employee has a right to vacation time and vacation pay. These 2 different requirements are often confused, leading to significant and costly payroll issues. We will discuss how to make sure your employees are getting both the appropriate vacation pay and what your obligations are for ensuring they are taking their vacation time. We will also review general guidelines for planning and preparing for vacations in order to help minimize workplace disruptions.



**REGISTER**

Our 2025 webinar schedule is now available. Register today to save your seat, it's **FREE!**

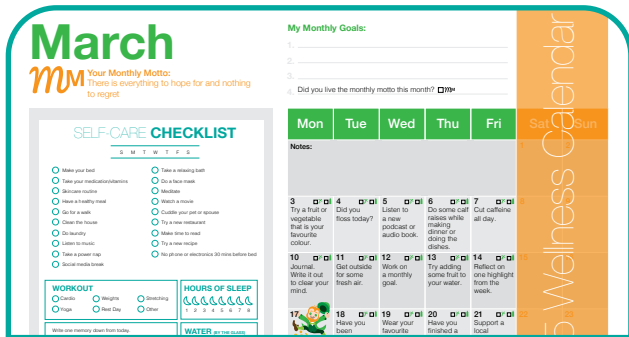
**2025 WEBINAR LIST**



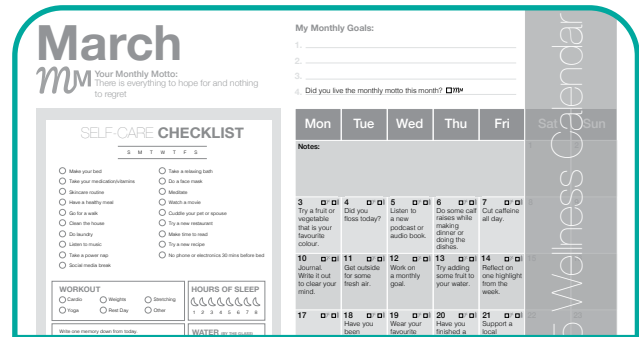
# WELLNESS UPDATES

## 2025 WELLNESS CALENDAR

Building wellness into your daily activities can take some time. Learning new habits takes work! Each year Dunk & Associates publishes a wellness calendar full of activities, daily tips, and monthly mottos. Each month is different from the next and includes fun challenges to help with work wellness and work-life balance.



**2025 FULL COLOUR  
& INTERACTIVE**  
Download

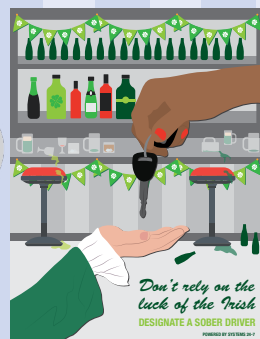


**2025 BLACK & WHITE**  
(Printer friendly)  
Download

## YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Click on each image to expand and download



Designate a Sober Driver



What is SAD?

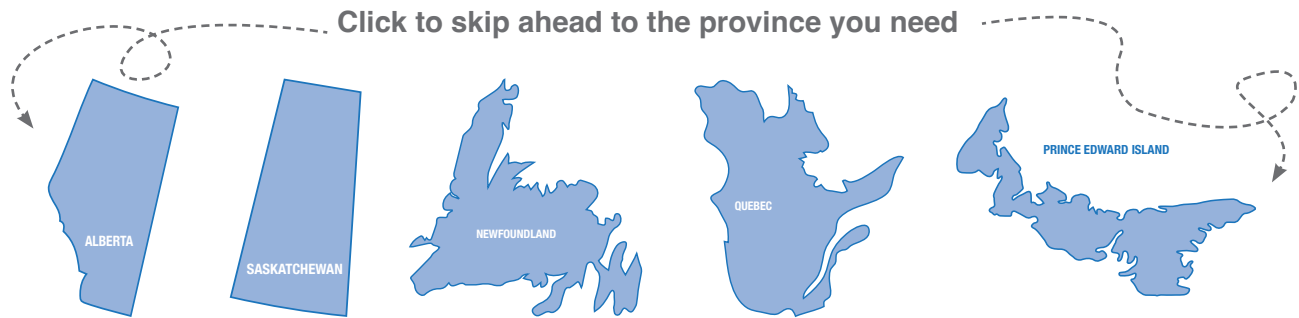


WHMIS Pictograms and labels

# 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?
<p><b>ALBERTA</b></p> <p><b>Workplace Violence &amp; Harassment Updates</b></p> <p>Key changes to the Occupational Health and Safety Code simplify workplace violence and harassment prevention requirements.</p> <p>Effective March 31, employers can choose to have their comprehensive violence and harassment prevention plan as one plan or 2 separate plans.</p> <p>Employer violence and harassment prevention plans must now include procedures to protect the confidentiality of everyone involved in a violence or harassment incident or complaint.</p>	<p><b>Violence &amp; Harassment Prevention Plan</b></p> <p>This plan must outline measures to eliminate, or where not reasonably practicable, control violence and harassment hazards. It must also include procedures for informing workers about these hazards, for reporting and investigating incidents, and for protecting the confidentiality of all involved parties to the greatest extent possible.</p> <p>Be sure your plan includes procedures to protect confidentiality. Disclosure of information should be limited to specific situations, such as: investigations, corrective actions, informing involved parties of investigation results, warning workers of potential threats, or legal requirements.</p> <p>Until March 30, 2025, work site parties can follow either the new rules or the previous rules. Starting on March 31, 2025, work site parties will need to comply with the new rules.</p> <p><i>Please note</i>, employers working with explosive materials or in the oil and gas industry should also thoroughly review the amendments made that relate to their specific operations.</p> <p><b><i>If you are a Full-Service client with Dunk &amp; Associates, your H&amp;S program is not affected by these legislative updates.</i></b></p>

# LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<b>NEWFOUNDLAND</b>	
<p><b>Amendments to Leaves of Absence Legislation</b></p> <p>On December 4, 2024, Bill 82 and Bill 101 amending Leaves of Absence Legislation under the Labour Standards Act both received Royal Assent and became effective.</p> <p><i>Sick Notes</i></p> <ul style="list-style-type: none"><li>• Employees are no longer required to provide a certificate from a qualified health practitioner as evidence of their entitlement to LSA Sick and Family Responsibility Leave.</li></ul> <p><i>Reservist Leave - AMENDED</i></p> <ul style="list-style-type: none"><li>• The amended legislation allows unpaid leave of up to 24 months in a 60-month period, providing longer leave entitlements for national emergencies.</li><li>• The notice period for this leave has been reduced from 60 days to 30 days.</li></ul> <p><i>Leave for Long-Term Illness, Long-term Injury, and Organ Donation – NEW LOA</i></p> <ul style="list-style-type: none"><li>• This new leave entitles employees to a protected Leave of Absence for up to 27 weeks in a 52-week period, for eligible employees who are unable to work due to long-term illness, long-term injury, or organ donation.</li><li>• The leave entitlements are extended to up to 104 weeks for employees whose injuries or illnesses are the result of a criminal offence.</li></ul>	<p><b>Sick Notes</b></p> <p>The requirement for an employee to provide a medical certificate after 3 consecutive days of absence taken under Sick Leave has been removed from legislation. However, employers are still able to develop and implement their internal policies regarding verification for medical absences.</p> <p><b>Protected Leaves</b></p> <p>Make sure you are updating your company's policies on protected leaves of absence to reflect the amended timeframe and notice period for Reservist Leave, and the new Leave for Long-term Illness, Long-term Injury, and Organ Donation.</p> <p>Additionally, ensure employees are aware of their new entitlements.</p> <p><a href="#">Click here</a> to view full notes on the amendments to these leaves.</p> <p><b><i>If you are a Full-Service Human Resources client with Dunk &amp; Associates, your HR program has been updated to reflect these amendments and to include the new LOA.</i></b></p>

# LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<b>PRINCE EDWARD ISLAND</b>	
<p><b>First Aid Regulations</b></p> <p>The First Aid Regulations were recently updated to align with national standards, and the following updates have taken effect:</p> <p><i>First Aid Training Requirements</i> First aid training certification levels and first aid kit contents are now aligned with the following Canadian Standards Association (CSA) standards.</p> <p><i>Workplace First Aid Risk Assessment</i> The Risk Assessment must include these 3 steps:</p> <ul style="list-style-type: none"><li>• Examining the tasks in the workplace to identify the hazards that could result in work-related injuries or illness.</li><li>• Assessing the hazards by listing the types of work-related injury or illness that could occur, determining the likelihood of a work-related injury or illness happening, and determining the potential severity of the work-related injury or illness.</li><li>• Identifying the appropriate first aid training and supplies to respond to the types of work-related injuries or illnesses that were assessed.</li></ul>	<p><b>Training Requirements</b></p> <p>First aid training providers no longer need approval from the WCB's Director of OHS. Organizations or individuals can provide first aid training if the training is provided in compliance with CSA Standard Z1210-17, First aid training for the workplace - Curriculum and quality management for training agencies.</p> <p>During the transition period, Workplace First Aiders who currently hold a valid first aid certificate, remain certified until it reaches its expiration date.</p> <p>Workplace first aid training requirements are now determined by the employer's risk assessment based on the level of risk.</p> <p><b>Workplace First Aid Risk Assessment</b> As an employer, you are required to conduct and document a workplace first aid risk assessment. A competent person, in consultation with the safety committee or safety representative, should complete the workplace first aid risk assessment.</p> <p>For detailed guidance on conducting a workplace first aid risk assessment, including access to a risk assessment template, you can refer to <a href="#">WCB's Workplace First Aid Regulations Guide</a>.</p> <p><b><i>If you are a Full-Service Health &amp; Safety client with Dunk &amp; Associates, the First Aid Policy and required forms have been updated on your site. You will still need to ensure you complete the new Risk Assessment and make any necessary changes for your workplace needs based on the completed assessment.</i></b></p>



# LEGISLATION UPDATES

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<b>QUEBEC</b>	
<b>Minimum Wage Increase</b>  As of May 1, 2025, the minimum wage in Quebec will be \$16.10 per hour. This is an increase from \$15.75 per hour.	<b>Minimum Wage Increase</b>  Review your payroll and make any necessary adjustments by May 1, 2025.

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
<b>SASKATCHEWAN</b>	
<b>Reporting Directors of Corporations to WCB</b>  Directors receiving wages reported on a T4 are no longer included in the WCB definition of a Worker. As a result, directors of a corporation are no longer considered workers and no longer have automatic WCB coverage.	<b>Reporting Directors of Corporations to WCB</b>  Due to this amended definition, the way you report worker wages on your Employer's Payroll Statement has changed. Any earnings for directors of a corporation should not be included as worker wages on your 2025 estimates of your EPS. Total assessable wages should not include wages of directors who receive employment income on T4 slips, as these individuals are no longer considered workers.  <b>See <a href="#">WCB's Fact Sheet</a> for the full information and frequently asked questions.</b>

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

