

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

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Why Do We Use a Fire
Extinguisher Standing
Right Side Up?

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EXCELLENCE
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WELLNESS
UPDATES

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



Are you looking for the 25th 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 there is 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](#)

Sign up today by visiting systems24-7.com/webinars

IMPORTANT DATES

Easter - Office Closure

April 18th - 21st

As a reminder Dunk & Associates/Systems 24-7 will be closed on both April 18th and 21st for the Easter weekend. We wish everyone a safe and happy Easter.



The National Day of Mourning

April 28th

The National Day of Mourning, observed on April 28th, is not only a day to remember and honour those lives lost or injured due to a workplace tragedy, but also a day to collectively renew our commitment to improve health and safety in the workplace and prevent further injuries, illnesses, and deaths.

Whether employees are currently working remotely or onsite, we encourage organizations, communities, and individuals to hold or support an event, or to simply observe a moment of silence at 11:00 am on April 28. Consider sharing or playing CCOHS' moment of silence video in your workplace to honour those who have died, or suffered injury or illness due to a work-related tragedy.

<https://www.youtube.com/watch?v=FTC-jFSVbtg>

<https://www.ccohs.ca/events/mourning/>



Click image to enlarge

FIRE EXTINGUISHER SAFETY

DID YOU KNOW?

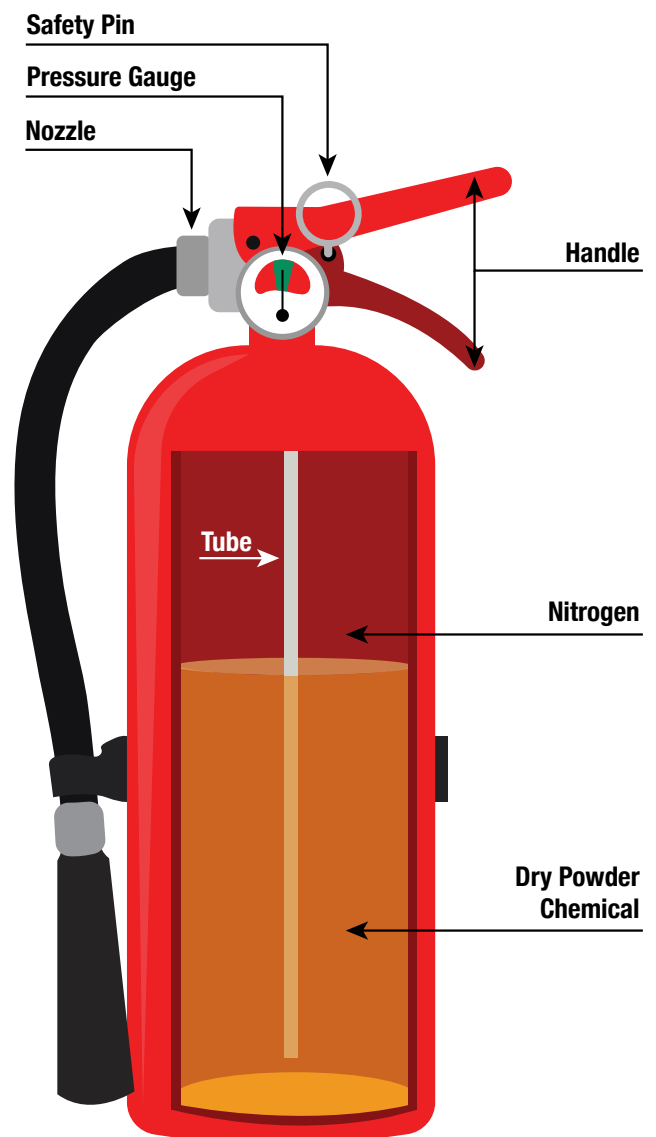
Why Do We Use a Fire Extinguisher Standing Right Side Up?

When it comes to fire safety, understanding how to properly use a fire extinguisher can make all the difference in an emergency. One of the most common types of fire extinguishers is the internal pressure dry chemical fire extinguisher. This device is designed to combat various classes of fires, including those involving ordinary combustibles, flammable liquids, and electrical equipment. The extinguisher contains a fine powder, typically monoammonium phosphate, which is released under pressure to smother the fire by interrupting its chemical reaction.

The internal mechanism of a dry chemical fire extinguisher is quite ingenious. Inside the cylindrical body, there is a pressurized gas, usually nitrogen, which propels the dry chemical agent out of the nozzle when the handle and trigger are squeezed. The pressure gauge on the extinguisher indicates whether it is ready for use. When activated, the pressurized gas forces the powder through an internal siphon tube and out of the nozzle, allowing it to cover the fire and cut off its oxygen supply.

It is crucial to use a fire extinguisher in an upright position to ensure its effectiveness. When the extinguisher is upright, the internal siphon tube can properly draw the dry chemical powder from the bottom of the cylinder. If the extinguisher is tilted or inverted, the siphon tube may not be able to access the powder correctly, leading to an uneven discharge or even a complete failure to expel the extinguishing agent. This could be disastrous in a fire emergency, where every second counts.

In addition to ensuring proper discharge, keeping the fire extinguisher upright helps maintain the internal pressure and prevents the contents from settling unevenly. Proper storage and handling of the extinguisher, including regular maintenance checks, are essential to ensure it functions correctly when needed. By understanding the importance of using a fire extinguisher in the right position, you can be better prepared to handle fire emergencies safely and effectively.



TECHNOLOGY UPDATES

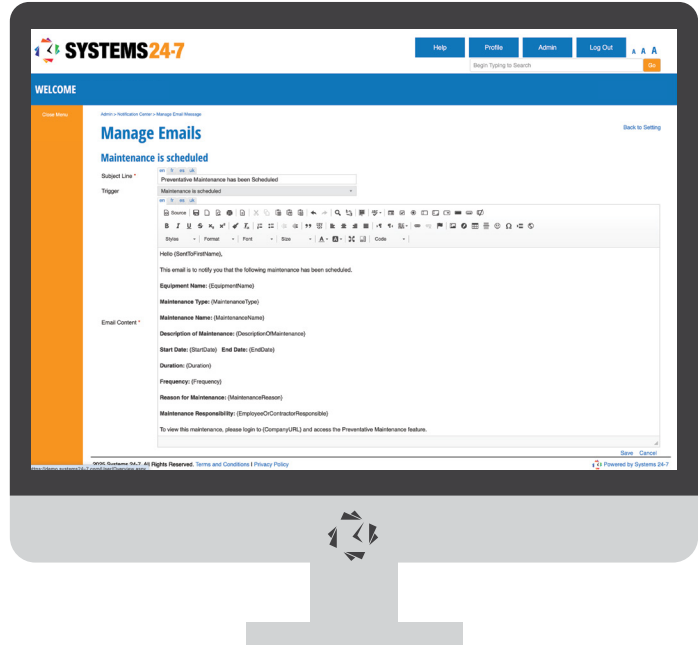
UPDATE

New Email Templates for Preventative Maintenance now Available

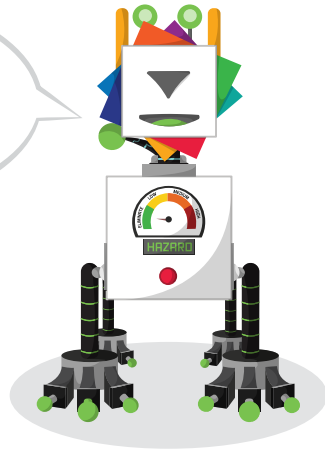
A variety of new email templates have been implemented for the Preventative Maintenance feature on Systems 24-7. These email templates now include:

- Maintenance is scheduled
- Maintenance is created
- Employee assigned maintenance
- Follow-up assigned
- Follow-up rejected
- And more!

For those using the feature, visit the notification centre to enable and customize these templates.



What is the Preventative Maintenance feature you ask?



Our Preventative Maintenance feature makes it easy to schedule, track, and manage maintenance tasks. Whether it's an oil change, seasonal tire rotation, lawn mower blade sharpening, or other maintenance upkeep, this tool helps you stay on top of it all. You can see upcoming tasks, check off completed ones, and notify contractors or service providers when work needs to be done. With built-in reminders and automatic follow-ups, nothing gets missed—keeping everything running smoothly with less hassle!

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

Employee Onboarding

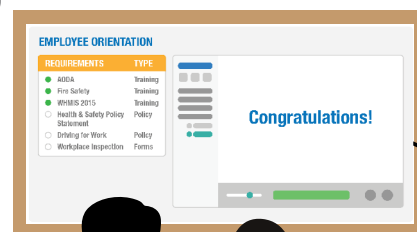
This April, we are focusing on onboarding. You might think about the Human Resources aspect of onboarding, like payroll and *The Employment Standards Act*, but what about safety? How does your organization account for health and safety in your onboarding process?

Your organization should have some onboarding procedure in place. How else will you ensure all new employees receive the information needed to transition into their new role successfully? An effective onboarding program builds a strong foundational knowledge of your organization's policies, procedures, and expectations.

Effective onboarding not only increases employee engagement, retention, and productivity, it's a great opportunity to demonstrate your organization's safety culture. The safety culture shows the newly hired employee your organization's beliefs, attitudes, and perceptions of health and safety. For example, an engaged safety culture would regularly report near misses, where an organization without a strong safety culture may discourage reporting altogether.

Just like any efforts made in health and safety, you should always evaluate your program. This is true for onboarding as well. Ensure you review (and update as we know things change all the time!) your onboarding processes and procedures. Ask employees as they are likely the most knowledgeable about what is working with your onboarding processes, and what needs improvement, like what areas need more information or if the formatting could be more effective. Ask employees who are relatively new to your organization what their thoughts on their onboarding experience were and consider having an experienced employee review the onboarding material to ensure it is accurate and useful.

If you have an existing onboarding process, but want to bring it into the digital age, consider the All-In-One feature on Systems 24-7. Email us at support@systems24-7.com to learn more about how we can help!

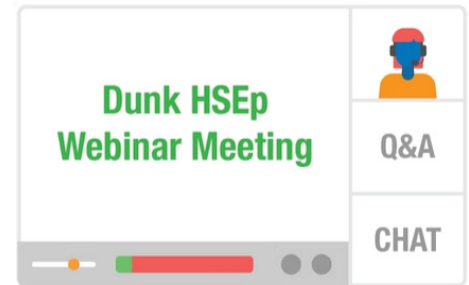


EXCELLENCE UPDATES

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 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

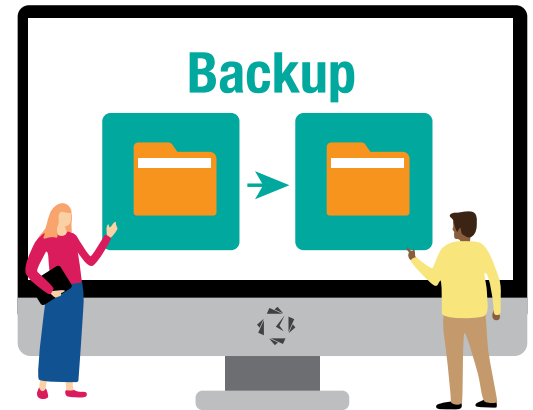


2025

FEATURED ARTICLE

Get Yourself a Back-Up!

No one knows when an employee will leave, but it can and will happen. Whether employees are recruited to other departments, take a leave, or move on to a new career, we've noticed an increase in the main HSEp contact change 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.



We know that everyone is busy and there seems to be fewer resources to rely on, but if you do not have an HSEp backup who is aware of where you are in the program and where all your documents are stored, we strongly suggest you arrange for one. The last thing you want is to be caught unprepared. 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.

When this happens, you should have at least one person as an HSEp backup at 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.

Dunk 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 finer details of your topic implementation. The success of your program hinges on all of these.

If your main contact leaves, 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 provide access to our portals, add them to our distribution lists, and get things back on track if possible.
- Discuss with Dunk how this will impact your HSEp.

Being prepared is crucial to the success of your program and your ability to achieve rebates are dependent on this!

UPCOMING WEBINARS

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

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



REGISTER

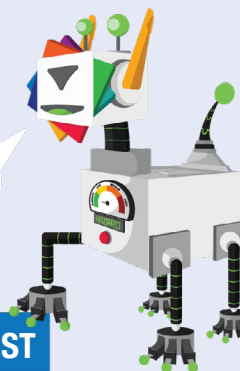
Seasonal Hazards/Natural Disasters

May 14, 2025 | 1:00 - 2:00 pm EDT

As the world's climate changes, so do natural disasters and seasonal hazards. We saw some of the largest and strongest storms in 2024, and we can only assume this trend will continue. From wildfires to hurricanes, tornados to hail storms, we all face seasonal hazards and natural disasters. We'll share lessons from those affected and learn how to best control and mitigate the constantly changing risk.

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.



April
 Your Monthly Motto: *No dream is too big*

My Monthly Goals:

1. _____
2. _____
3. _____

Did you live the monthly motto this month? Yes No

Cleaning CHECKLIST

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Notes: 1. Toss Tuesday, enjoy your favourite taco combination.	2. So kind to yourself.	3. Work on a monthly goal.	4. Watch the sunset.	5. Get a massage.	6. _____	7. _____
7. Meal prep for the week ahead.	8. Cook a meal from scratch.	9. Drink water 30 minutes before a meal to help digestion.	10. Focus on all the ways it can go right instead of wrong.	11. Get a massage.	12. _____	13. _____
14. Spend time with your pets.	15. Park in the furthest spot and enjoy the walk.	16. Drop off canned food at a shelter.	17. Enjoy the little things.	18. Good Friday	19. _____	20. _____
21. _____	22. Appreciate what we have.	23. Write 3 things you are grateful for.	24. Finish all your tasks.	25. Protect your eyes. Wear sunglasses.	26. _____	27. _____

2025 FULL COLOUR & INTERACTIVE Download



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2025 BLACK & WHITE (Printer friendly) Download

YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH



Click on each image to expand and download



Black Bear Safety Tips



Easter Safety



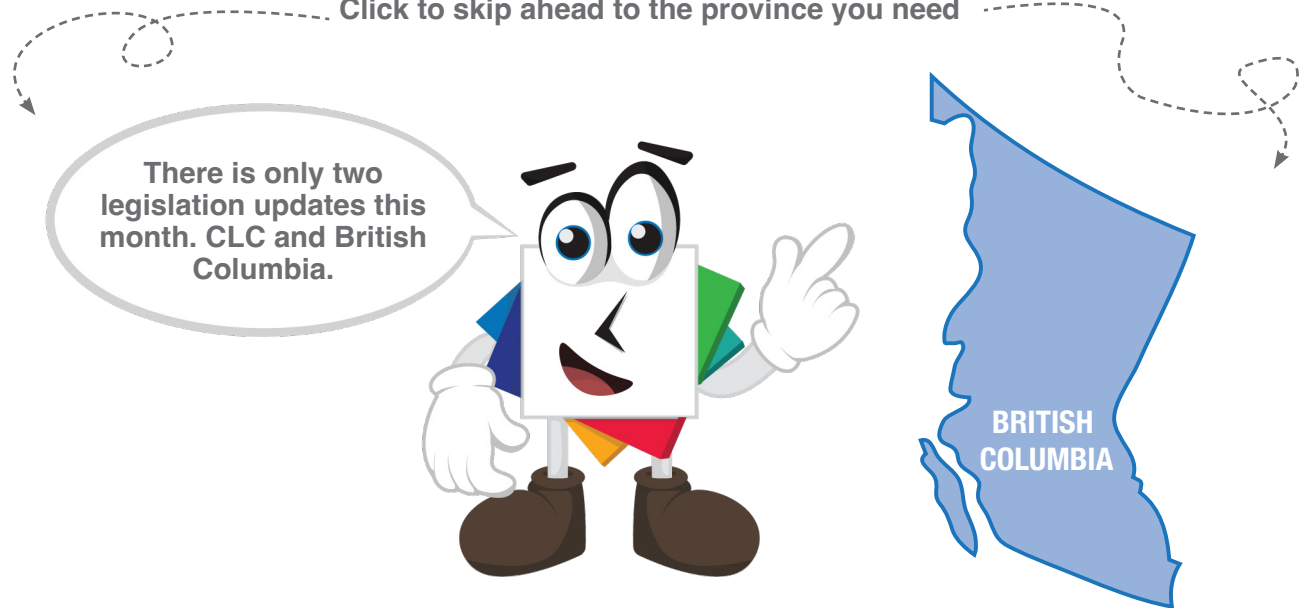
Hiking Safety

LEGISLATION UPDATES

OVERVIEW OF IMPORTANT UPDATES

Dunk & Associates continues to monitor legislation updates and implement changes to program content and training modules to ensure you are always kept up to date. To see a recap of the recent changes, please [click here](#).

Click to skip ahead to the province you need



OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
CLC	
<p>Minimum Wage Increase</p> <p>The federal government has announced that, effective April 1, 2025, the federal minimum wage will be increased from \$17.30 to \$17.75 per hour, representing a 2.4% increase.</p>	<p>Minimum Wage Increase</p> <p>Review your payroll and make any necessary adjustments effective as of April 1, 2025.</p>

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
BRITISH COLUMBIA	
<p>Minimum Wage Increase</p> <p>As of June 1, 2025, the general minimum wage increases from \$17.40 to \$17.85 per hour. This follows the changes made in spring 2024 to the Employment Standards Act, which mandated annual wage increases.</p>	<p>Minimum Wage Increase</p> <p>Review your payroll and make any necessary adjustments by June 1, 2025.</p>

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

