

# DUNK & ASSOCIATES / SYSTEMS 24-7

# 25th Anniversary Contest

Supervisor Skills: Managing a Multigenerational Workforce



Feature Article: What Does Safety Mean to You?

Important Dates: Thanksgiving Closure, Fire Safety Week, Halloween

Fire Safety: Fire Safety & Halloween Costumes: A Parent's Perspective

Technology Updates: New Dashboards, Report It!

HSEp Feature Article: Get Yourself a Back-Up!



#### **Safety Champion Contest**



TECHNOLOGY UPDATES



SAFETY UPDATES



HR UPDATES



FIRE SAFETY



LEGISLATION UPDATES



EXCELLENCE UPDATES



WELLNESS UPDATES

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



To celebrate our 25<sup>th</sup> anniversary, we're hiding a special anniversary logo somewhere in Systems 24-7, and YOU could win a \$25 Home Hardware gift card! Here's how it works:

#### Find the Anniversary Logo:

Our 25th-anniversary logo will be hidden somewhere in Systems 24-7 starting January 1, 2025. Be the first to spot it!



#### **Claim Your Prize:**

Send an email to anniversary@systems24-7.com to let us know you've found it with a screenshot of where it was located. The first person to find it wins! However, you must have 100% of your mandatory training completed

to claim the \$25 Home Hardware Gift Certificate. Make sure you get your training done!

#### Keep Looking:

Once the logo is found, we'll move it to a new spot every week. The contest continues all year long, so keep checking and stay sharp!



Start hunting for the logo on January 1, 2025, and you might just be our next winner! Ready to celebrate 25 years of Systems 24-7 with us? Let the adventure begin!





#### **SUPERVISOR SKILLS**

#### **Managing a Multigenerational Workforce**

Today's workplaces often see up to 5 different generations of workers, working side-by-side. The goal of this session is to provide strategies for managers and supervisors that respect and leverage the different values, preferences, and work styles of these demographics. Employers need to understand how to navigate this diversity in the workforce to develop a positive, collaborative, and productive work environment.

**Click for Registration Form** 

Join us for our next Supervisor Skills Webinar: Managing a Multigenerational Workforce:

**November 13th, 2025** 

**1:00 pm – 3:00 pm EST** 90-minute webinar + 30-minute Q&A



#### **Ticket Price**

- Regular Price: \$40/person
- Private Professional Service Clients Only: \$35/person

Applicable taxes will apply



#### Who should attend?

- Owners
- Managers and Supervisors
- Anyone wishing to further their professional development



#### **Attendee's Takeaways:**

- Understanding the values, preferences, and work styles of different generations in the workplace
- Approaches to align diverse generational strengths with shared goals
- · The inclusive approach to communication
- Techniques to prevent and resolve generational misunderstandings and/or conflict in the workplace
- · Participation certificate
- · Access to the webinar recording



#### **Thanksgiving** - Office Closure

October 10th - 13th

Dunk & Associates/Systems 24-7 will be closed on both Friday, October 10<sup>th</sup> and Monday, October 13<sup>th</sup> for the Thanksgiving Long Weekend.

We hope you have a safe and happy holiday weekend!

#### **Fire Safety Week**

October 5th - 11th

Fire Safety Week is an annual campaign dedicated to raising awareness about fire prevention and safety. Held each October, this is a time for families, workplaces, schools, and communities to learn essential tips to prevent fires and stay safe in emergencies. From creating escape plans to checking smoke alarms, Fire Safety Week encourages everyone to be proactive in protecting their homes and loved ones.



Visit our Fire Safety Section **here** for more resources and articles.



Halloween October 31st

Happy Halloween!

As you enjoy the festivities, please remember to stay safe. We have some complimentary resources for you:

<u>Fire Safety and Halloween Costumes Article</u> Halloween Poster







**DO YOU HAVE A SAFETY CHAMPION IN YOUR WORKPLACE?** 

Nominate them today for a chance to win 1 of 3 prizes!

Click here for rules and regulations

# **FIRE SAFETY**

#### **DID YOU KNOW?**

#### Fire Safety & Halloween Costumes: A Parent's Perspective

Halloween has always been one of my favourite times of year. Now that I have kids, I go all out—crafting creative, homemade costumes that bring their imaginations to life. But as much fun as it is, I've learned that fire safety needs to be part of the celebration, especially when costumes and decorations are involved.

We often think about road safety on Halloween—watching for cars, using reflective tape, and staying visible. But fire hazards are just as real, and often overlooked. Many homes still use real candles in jack-o'-lanterns or porch displays, and costumes can be dangerously flammable if we're not careful.

#### Here are a few things I've learned to watch out for:

#### **Costume Materials Matter**

I always check that my kids' costumes are labeled flame-resistant. Materials like polyester or nylon are generally safer than cotton or homemade fabrics. Loose, flowing costumes—like capes, robes, or long skirts—can easily brush against a candle or open flame. If I'm adding accessories like wings or tails, I make sure they're short enough not to drag or snag.

#### **Decorations Can Be Dangerous**

Candles in pumpkins look great, but they're a real risk. One year, my daughter's costume had a long tulle skirt that nearly brushed a lit pumpkin on someone's porch. Since then, I've made it a rule to avoid open flames entirely—both at home and when trick-or-treating. We use battery-operated LED candles and lanterns instead. They're just as festive and far safer.

#### **Visibility & Awareness**

Costumes shouldn't block vision. Masks, hoods, or wigs can make it hard for kids to see where they're going—or spot a candle or fire hazard in their path. I make sure their faces are clear and that they can move freely. We also talk about being aware of surroundings: watching for glowing decorations, walking instead of running, and staying on well-lit paths.

#### **Have a Fire Plan**

Even on Halloween, it's smart to have a fire safety plan. At home, I keep a fire extinguisher near the front door and make sure decorations aren't blocking exits. If we're hosting a party or handing out candy, I double-check that all lights and props are safe and that nothing flammable is near heat sources.



#### **Quick Tips for a Fire-Safe Halloween:**

- Choose flame-resistant costumes and accessories.
- Avoid long, trailing fabrics.
- Use LED candles instead of real ones.
- Keep costumes clear of masks or wigs that block vision.
- Add reflective tape or glow sticks for visibility.
- Keep decorations away from heat sources.
- Talk to kids about fire safety before heading out.

Halloween should be magical, not dangerous. With just a few extra precautions, we can keep the fun going while staying safe. As you plan your costumes and decorations this year, take a moment to think about fire safety. It's one more way to protect the ones we love—and keep the spooky spirit alive.

# **FIRE SAFETY**

As part of Fire Safety Week, we are providing you with our brand new Fire Safety Training course, complimentary posters, fire alarm checklists, and a colouring page to print for yourself or your children.

#### **NEW COURSE**

#### **Fire Safety**

Fires can happen anywhere at any time; knowing what to do can save lives. This updated interactive module will review how fires start, discuss the classification of fires and fire extinguishers, and highlights emergency preparedness and planning. This course is designed to give you the knowledge and confidence you need to respond safely and effectively in the event of a fire.



#### **COMPLIMENTARY RESOURCES**

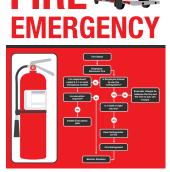














Click images to enlarge

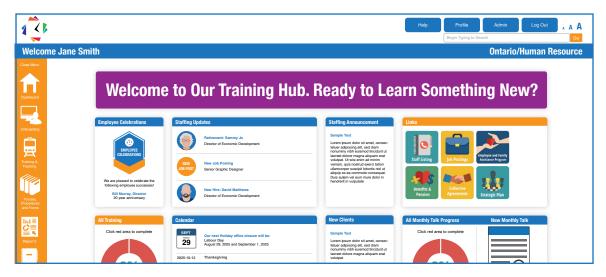
## **TECHNOLOGY UPDATES**

#### **UPDATES**

#### **New Dashboards**

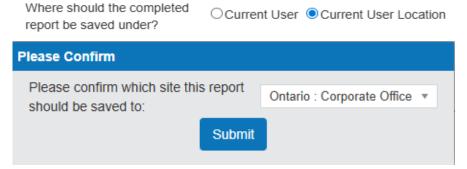
A fresh new Dashboard Experience has arrived! We're excited to announce that Systems 24-7 has rolled out its new dashboard design. This update modernizes the look of Systems 24-7, making it friendlier, cleaner, and more engaging.

Don't forget – the dashboards can be your place to communicate important news across your organization. If you're looking for inspiration on what you can do to elevate your dashboards, reach out to us to brainstorm! Why not share work anniversaries, employee birthdays, vacation or holiday reminders, links to important resources, and more.



#### Report It

Systems 24-7 has recently updated its "Report It" feature, giving organizations more flexibility in managing completed reports. With this enhancement, each individual form can now be configured to determine where a completed report belongs—either tied to the user who submitted it or to their assigned location. This means that if a user changes locations, their reports can move with them or remain at the original location for reporting purposes. It's important to note, however, that completed documents stored in libraries under location-specific headers will remain in their original location and will not be moved.



#### **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.

All assignments must be completed to keep your program in compliance.

# **SAFETY/HR UPDATES**

#### **FEATURED ARTICLE**

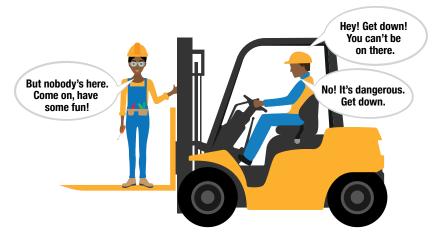
#### What Does Safety Mean to You?

After a recent training session, a participant asked a fantastic question. "What does safety mean to you?" Honestly, I was unprepared for this question. I stumbled over a few key concepts about safety programs, like the IRS and the importance of keeping the R.A.C.E. process living and breathing in the workplace. After fumbling through the answer, I asked the participant the same question, and their response floored me. "Safety to me is doing the right thing, even when no one is looking."

This answer has stuck with me. What a simple, yet effective way to describe safety. Safety isn't a new concept, but defining it this way really drills down to the core of why we have occupational health and safety in our workplaces. Safety is doing the right thing, taking precautions and safeguards to make sure we all can go home at the end of the day.

It's easy to get wrapped up in the mundane day-to-day activities, and occasionally defaulting to auto-pilot. But should we? If you knew that someone would diligently comb through your inspections, would you put more effort into it? Are hazards being effectively controlled in your workplace, or is your hazard assessment treated only as a document that needs to be updated once a year?

Safety isn't just about the documents or the processes. While these are integral components of an effective safety program, it's not the only key ingredient. Are you doing the right thing, even when no one is looking?

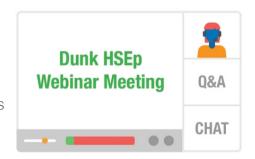


# **EXCELLENCE UPDATES**

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 <a href="mailto:excellence@systems24-7.com">excellence@systems24-7.com</a> so we can add your attendance to the list.

#### **2025 HSEp WEBINARS**

**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: June 17, 2025

Health and Safety
Excellence program
Approved provider

WSIB
Ontario
2025

# **EXCELLENCE UPDATES**



#### **FEATURED ARTICLE**

#### Get Yourself a Back-Up!

Over the past few months, we've noticed an increase in HSEp contacts departing from their employers during the implementation of the program. As these contacts leave, so too goes the program implementation. The employer is left to try to decipher where they are in 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, but if you do not have a backup who is aware of where your organization is along the program journey and where all your documents are stored, we strongly suggest you get one. 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.

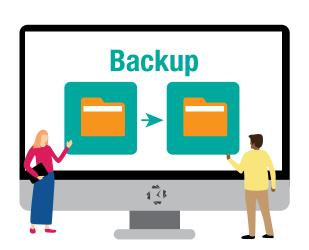
Dunk will do everything we can to assist you and help you get back on track, but there are a few things that we cannot control, such as the time left in your approved action plan, where your supporting documents are kept, and the specifics of your topic implementation. The success of your program hinges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

When this happens, or even before it happens, you should have at least one person as an HSEp backup as a minimum. They 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 you already have some steps finalized, we can provide you with copies of the final version so that you have a point of reference while you work on the remaining submissions.

#### 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.
- 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 <u>FREE</u> for all our monthly webinars. Seats are limited, register today!

#### Take Your Kid to Work Day

October 15, 2025 | 1:00 - 2:00 pm EDT

In Canada, Take Your Kid to Work Day (TYKTW) is an annual event in November, where grade 9 students are invited to spend the day at a workplace to learn more about careers and the working world. Employers who choose to participate in TYKTW Day should be aware of a few key considerations to ensure the event is successful, safe, and compliant with regulations. Has your workplace participated in TYK-TW or are planning to this November? Share your experiences and bring your questions as we discuss how to make this event safe and valuable for the students and the workplace.



**REGISTER** 



#### **Knowing What to Do When OHS Shows Up**

November 12, 2025 | 1:00 - 2:00 pm EST

An Inspector knocks on your workplace's door. Are you ready? The first rule is not to panic, but are there other rules? What are the best practices? What information must I provide? When is too much information too much? Join us to learn what to do, how to handle a Ministry inspector, and how to respond to orders. Cut the panic step out and be ready for the Inspector!

**REGISTER** 



# **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.





# YOUR OTHER COMPLIMENTARY RESOURCES THIS MONTH





Return to Work Responsibilities



Halloween Safety



Thanksgiving Safety

#### **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?

#### **ALBERTA**

#### **Health and Safety Committee Representatives**

OHS Alberta published updated guidance explaining the workplace HSC and HS representative requirements under Part 13 of the OHS Code, including clarification about multi-employer work sites, special meetings, and voluntary committees.

For multi-employer work sites with no prime contractor, a site-based HSC or HS representative must be established if the worker number thresholds are met.

For multi-employer work sites with a prime contractor, a site-based HSC or HS representative is not required. Instead, prime contractors will be required to coordinate health and safety issues between workers and employers. Prime contractors must also designate a person to ensure cooperation between employers and workers occurs.

Download the updated guidance here.

If you are a Full-Service client with Dunk & Associates, your H&S program is not affected by these legislative updates.

Alberta continued on the next page

#### **OVERVIEW OF MAJOR CHANGES**

#### WHAT DOES THIS MEAN FOR EMPLOYERS?

#### **ALBERTA**

#### **OHS Proactive Inspection Initiatives**

OHS Alberta has announced its provincial proactive inspection initiatives from now until March 2026. The initiatives dedicate OHS efforts on a particular hazard, issue, or within particular sectors or industries for a defined duration of time.

OHS Alberta does not inform individual workplaces in advance of plans to conduct a health and safety inspection.

Employers should ensure your workplace is ready for an inspection at all times. This includes ensuring the applicable health and safety policies and procedures are current and implemented, training is completed, hazards are identified and controlled, and other resources are being used as needed to develop and implement a health and safety program to keep the workers safe.

SECTOR/INDUSTRY	INITIATIVE FOCUS
ALL	Mechanism of injury: Caught, Contact or Struck-by Equipment or Objects
Municipal Districts, Towns and Villages	<ul><li>Psychosocial hazards</li><li>Tasks associated with falls and or jumps</li></ul>
Security service     Mobile equipment dealers     Machine and equipment sales and service     Janitorial/cleaning services	<ul> <li>Obligations of suppliers or obligations of service providers</li> <li>Internal responsibility system</li> <li>Hazard assessment, elimination and control</li> <li>Tasks associated with caught, contact or struck with object, tools or equipment (mechanism of injury)</li> <li>The right to meaningful participation in the control of hazards</li> <li>The right to refuse dangerous work</li> <li>Availability of worker training, procedures, reports, plans, required equipment, equipment inspections and supplies</li> <li>Competency of supervisors</li> </ul>
<ul> <li>Upstream oil/gas</li> <li>Oilfield maintenance/ construction</li> <li>Pipeline construction</li> <li>Well servicing and service rigs</li> <li>Oil/gas well drilling</li> <li>Oilfield downhole servicing</li> </ul>	<ul> <li>Internal responsibility system</li> <li>Tasks associated with caught, contact or struck with object, tools or equipment (mechanism of injury)</li> <li>Exposure to harmful substances</li> <li>Musculoskeletal disorders</li> <li>Psychosocial hazards</li> </ul>

Inspectors are not limited to inspecting only the topics identified in the campaigns. Work site parties are responsible for correcting any non-compliance identified by the OHS officer.

See the full list of sectors, initiative focuses, and more information from OHS Alberta <u>here</u>.

If you are a full-service Health & Safety client of Dunk & Associates, please contact us if you have an inspection.

#### **OVERVIEW OF MAJOR CHANGES**

#### WHAT DOES THIS MEAN FOR EMPLOYERS?

#### **BRITISH COLUMBIA**

### New and Revised B.C. Exposure Limits for Selected Chemical Substances

Amended August 20, 2025, the Table of Exposure Limits for Chemical and Biological Substances has been updated to reflect changes to OHS Policy R5.48-1:

#### The table now includes:

- Copper naphthenate, Inhalable fraction and vapour [1338-02-9]
- Nicotine, Inhalable fraction and vapour [54-11-5]

See the full information and list of amendments to the table <u>here</u>.

Be sure to review your inventory of chemical substances and hazard assessment, and make any necessary updates to align with these changes. Ensure SDSs are replaced as necessary, and update any applicable SOPs. Remember to communicate any updates made to the applicable workers and the safety committee/safety rep.

For assistance in applying an exposure limit, consult with a qualified professional or call the WorkSafeBC Prevention Information at 1-888-621-7233.

#### **OVERVIEW OF MAJOR CHANGES**

#### WHAT DOES THIS MEAN FOR EMPLOYERS?

#### **MANITOBA**

#### **Minimum Wage to Increase October 1, 2025**

The general minimum wage increases from \$15.80 to \$16.00 per hour, effective October 1st.

Review your payroll and make any necessary adjustments effective as of October 1, 2025.

#### **OVERVIEW OF MAJOR CHANGES** WHAT DOES THIS MEAN FOR EMPLOYERS? **NOVA SCOTIA** Minimum Wage to Increase October 1, 2025 Review your payroll and make any necessary adjustments effective as of September 1, 2025. The general minimum wage increases from \$15.70 to \$16.50 per hour, effective October 1st. Employers should review their workplace harassment **Workplace Harassment Prevention Policy** policies, making any necessary updates, to ensure As of September 1, 2025, all Nova Scotia employers compliance with the act and regulations. Ensure new and must establish and implement a written workplace updated policies are communicated to the workplace, harassment prevention policy, under the Occupational signed by senior management, and posted on the Health Health and Safety Act. & Safety Board. The Worker's Compensation General Regulations include a new definition of Workplace Harassment. If you are a full-service Health & Safety client of Dunk & Associates, your H&S program has been updated to reflect these changes. Ensure your updated Workplace The Workplace Harassment policy must include, but Violence and Harassment Prevention Policy is reviewed, is not limited to: • A definition of harassment that aligns with the signed, communicated to employees, and posted to the H&S Board. Regulations. A commitment that the employer will address workplace harassment. • A statement that employees have a right to a harassment free workplace. • Information on recognizing, preventing, and responding to harassment. • Procedures on how and to whom workplace harassment should be reported. • The process for how a complaint will be investigated.

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
ONTARIO	
Minimum Wage to Increase October 1, 2025 The general minimum wage increases from \$17.20 to \$17.60 per hour, effective October 1st.	Review your payroll and make any necessary adjustments effective as of October 1, 2025.
WSIB Surplus Rebate WSIB will be distributing \$2 billion to eligible, safe Schedule 1 businesses starting in October 2025.	If you think your business is eligible for a surplus rebate, but don't receive a credit on your account by October 31, 2025, email employeraccounts@wsib.on.ca.
<ul> <li>To receive the Fall rebate, an employer must meet all of the following eligibility requirements:</li> <li>Have an active account and premium payment obligations as of May 1, 2025.</li> <li>Had premium obligations in 2024.</li> <li>Have not been convicted of a Workplace Safety and Insurance Act or an Occupational Health and Safety Act offence in 2024 or 2025 and have not been convicted of more than one such proceeding between 2020 and 2025.</li> <li>Have not had a traumatic workplace fatality attributed to the employer in 2024 or 2025 or have not had more than one traumatic workplace fatality attributed to the employer between 2020 and 2025.</li> <li>Must not be affiliated, through common ownership, with an employer that is ineligible for the rebate due to the convictions or fatality criteria outlined above.</li> </ul>	

OVERVIEW OF MAJOR CHANGES	WHAT DOES THIS MEAN FOR EMPLOYERS?
SASKATCHEWAN	
Minimum Wage to Increase October 1, 2025 The general minimum wage increases from \$15.00 to \$15.35 per hour, effective October 1st.	Review your payroll and make any necessary adjustments effective as of October 1, 2025.

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







