

Updates and New Features 2024



January 2024

JHSC Refresher Training

Have your certified JHSC members scheduled their Refresher training? The following distance sessions are scheduled in 2024: January 9th, April 9th, July 9th, and November 12th. Additional dates may be added if there is demand.

Tech Announcement: Digital Health and Safety Boards are here!

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

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

New Course: Driver Safety Awareness

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

New Course: MSD Basics

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

New Course: Radio Frequency Safety Awareness

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

New Course: Annual Safety Review 2024

This training module is designed to review and refresh employees on health and safety basics. It covers WHMIS updates and routes of entry, responding to incidents of workplace violence, hazard controls, and communicable diseases. It also includes basic information on the purpose and goal of investigations as well as workers' roles in investigations. It is important for employees to review Health & Safety topics on a regular basis to refresh the information and keep up to date with any changes that may occur.

New Course: Accessibility for Manitobans Act (AMA)

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

Coming Early January 2024 - Breaking the Stigma of Mental Health

Fear and misunderstanding about mental health disorders often lead to prejudice against people with mental illness and

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

January 25th: Bell Let's Talk Day

Dedicated to moving mental health forward in Canada, Bell Let's Talk Day promotes awareness, acceptance and action with a strategy built on 4 pillars: Anti-Stigma, Care & Access, Research, and Workplace Leadership.

Below are some resources from Bell Let's Talk:

- [Self-Care Activity](#)
- [Mandala Colouring Page](#)
- [Mental Health Pocketbook](#)

Mental Health Resources

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

[10 Healthy Habits to Improve Your Mental Health](#)
[Mental Health Check-in: Am I being kind to myself?](#)
[Emotional Wellness Poster](#)
[Mindful Breathing Poster](#)

February 2024

Supervisor Skills: Managing Absences

Join us on April 4th, 2024 for another Supervisor Skills training session. In this webinar, we will touch on the proper way to deal with minor absences, while focusing on how to deal with lengthy or frequent absences. At the end of the session, we will review a couple of case scenarios and the considerations that management should take when dealing with these situations.

February 19: Family Day (Office Closed)

Dunk & Associates/Systems 24-7 will be closed on both February 16th and 19th for Family Day. We wish you a safe and happy day with your families!

February 28: Pink Shirt Day to End Bullying

Over 75% of people say they've been bullied. Over 90% of bullying incidents have peer witnesses. But when those peers intervene, most incidents are over within 10 seconds. Bullying could be happening

to someone you know and care about – join us in taking a stand against bullying, and letting your peers know that it is not okay. Show kindness, empathy, and compassion, and speak out!

[Pink Shirt Day Poster](#)
[Advice for Youth Poster](#)
[Bullying in the Workplace](#)
[What Can Parents Do to Help?](#)

Visit <https://www.pinkshirtday.ca/>

February 29: Repetitive Strain Injury (RSI) Day

RSIs can happen to a variety of workers from all types of industries. Gripping, bending, twisting, typing, lifting, pushing, pulling, and reaching - ordinary movements we naturally make every day are not particularly harmful. What does make

them hazardous in work situations though, is the continual repetition of the movements. Other contributing work factors may include awkward postures and excessive force. Visit <https://www.ccohs.ca/events/rsi> for more information.

Tech Announcement: Digital Boards

If you didn't see it last month, we're thrilled to announce that Lone Star Texas Grill is leading the way in revolutionizing workplace safety. They're the FIRST in Canada to embrace our cutting-edge digital health and safety board.

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

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

Important Notice Regarding Emails

Dunk & Associates Inc./Systems 24-7 has changed email service for our newsletters, announcements and other important communications. Rest assured, you can continue to expect the same high-quality content delivered directly to your inbox. If, for any reason, you do not receive them, we encourage you to check your spam folder first. In case of any issues, please reach out to us promptly at support@systems24-7.com. Additionally, should there be any changes to your contact information, kindly inform us to ensure our records are up-to-date.

Event Scheduler: Event URLs

For those using the event scheduler, you can now add custom event URLs into the your event scheduler email notifications. When an employee receives an email regarding the event scheduler, a custom link is available to bring them straight to the event when it is selected and they are logged in. To use the custom event URL, add the short code [EVENT_INFO] in your email templates. For more information, or to request a demonstration of the event scheduler, please contact support@systems24-7.com.

Email Template Update: Course Expiring Soon

Ever wish that you could send out the notification when a course is expiring soon more than once? This email template has been updated so you can further customize how often this email is sent. Whether you want the reminder once, or weekly, the control is yours! To change the email frequency, go to your notification centre and select training notifications. Under the frequency settings, customize the email to send as often as you wish.

New Course: Cold Stress Awareness

Whether working outside in the winter or working in cold work environments, cold stress is a hazard that needs to be properly addressed. In this course, employees will learn about the signs and symptoms of hypothermia, frostbite, and other cold-related conditions, as well as the best practices for dressing warmly, staying hydrated, and taking breaks in warm areas. This training also covers topics such as Safe Work Practices (SWP) in cold environments, the importance of monitoring weather conditions, and emergency response protocols.

Complimentary Resources

Below are your complimentary resources for this month:

[Benefits of Stretching at Work](#)
[Recognize and Report Early Signs of MSD](#)
[Standing Full Body Stretches](#)

March 2024

Supervisor Skills: Managing Absences

Join us on April 4th, 2024 for another Supervisor Skills training session. In this webinar, we will touch on the proper way to deal with minor absences, while focusing on how to deal with lengthy or frequent absences. At the end of the session,

we will review a couple of case scenarios and the considerations that management should take when dealing with these situations.

March 17: St. Patrick's Day

St. Patrick's Day is a joyous time to celebrate the rich culture and heritage of Ireland while enjoying festivities with friends and family. However, it's crucial to remember the importance of responsible behaviour, particularly when it comes to alcohol consumption. Always plan ahead and designate a sober driver or utilize alternative transportation options if you intend to drink. Let's ensure that the joy of St. Patrick's Day is not overshadowed by the dangers of drinking and driving, prioritizing the safety of ourselves, and others on the roads.

[St. Patrick's Day Safety Poster](#)

March 29 - April 1: Easter Holiday (Office Closure)

As a reminder, Dunk & Associates/Systems 24-7 will be closed on both Friday, March 29th and Monday, April 1st. We wish everyone a safe and hoppy Easter, may it be filled with lots of memories and chocolate eggs.

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.

[Solar Eclipse Poster Canada 2024](#)

March 19 - 25: National Poison Prevention Week

National Poison Prevention Week is an annual observance aimed at raising awareness about the dangers of poisoning and promoting strategies to prevent accidental poisonings.

The top ten exposures that pose risks include:

1. Household cleaning products
2. Medications (both prescription and over-the-counter)
3. Pesticides
4. Carbon monoxide
5. Plants
6. Cosmetics and personal care products
7. Foreign bodies (such as toys, coins, thermometers)
8. Alcohol
9. Bites and stings
10. Vitamins and supplements

[National Poison Prevention Week Poster](#)

[Don't Drink the Chemicals Poster](#)

[Signs of Carbon Monoxide Poisoning Poster](#)

[Poisonous Plant Safety Poster](#)

[WHMIS Know the Symbols](#)

Dunk & Associates/Systems 24-7 New Website

We've been renovating at Dunk & Associates/Systems 24-7! Time to clear out the clutter. Check out our updated website at www.systems24-7.com which makes it easier for you to access the information you are looking for about our programs and services. In addition, watch our new video on our Youtube channel about Systems 24-7, [here](#).

New Course: Accessibility for Manitobans Act (AMA)

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

Coming Soon: Scissor Lifts

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. This module will familiarize you with scissor lift equipment, how to set up and safely operate, and identify and control common hazards associated with the use of scissor lifts.

Complimentary Resources

Below are your complimentary resources for this month:

[Don't Be Indifferent to New and Young Workers](#)

[Easter Safety](#)

[New & Young Workers: We All Have A Role to Play](#)

April 2024

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.

[Solar Eclipse Safety Concerns Poster](#)

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.

[Environment Wellness Poster](#)

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.

[Day of Mourning Poster](#)

Tech Update: 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.

Tech Update: New Question Type for Report It

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.

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.

Complimentary Resources

Below are your complimentary resources for this month:

[Spring Cleaning Safety Poster](#)

[Spring Safety Tips Poster](#)

[WHMIS Pictograms and Labels Monthly Talk](#)

May 2024

Safety and Health Week: May 6th to 11th

The goal during Safety and Health Week is to focus employers, employees, partners, and the public on the importance of preventing injury and illness in the workplace, at home, and in the community. Together, we can create safer workplaces and communities.

Don't forget to join our upcoming webinar in May on [Conducting and Maintaining Hazard/Risk Assessments](#).

<https://www.safetyandhealthweek.ca/english/>

Victoria Day (Office Closure): May 17th to 20th

Victoria Day is also commonly referred to as the “May two-four weekend” or the “May long weekend” and marks the unofficial start of the summer. After the death of Queen Victoria in 1901, an act was passed by the Parliament of Canada establishing a legal holiday on May 24 in each year. Dunk & Associates/Systems 24-7 will be closed for Victoria day on both Friday, May 17th and Monday, May 20th. We wish you a safe and happy day with your friends and family.

Supervisor Skills: Employee Engagement and Development Webinar

We’ve all heard “no one wants to work anymore”, but the truth is our workforce dynamic has changed over the years. Just like with technology, our workplaces need to keep up with the changing times. Employers and managers need to make adjustments in the workplace to align with what employees are looking for to feel satisfied at work.

So, how do you engage with employees so they not only show up but actively participate in making your business successful? Join us as we explore various opportunities for employee engagement and development. Sign up today by visiting systems24-7.com/webinars/supervisor-skills

Safety Update: Custom Webinars

Are you planning an internal training/development event for this year or looking for ways to engage with your management team and increase their skills and confidence? We’d be happy to host a custom webinar or offer on-site training (travel and accommodation will apply) for your workplace! Learn more inside this month’s newsletter.

JHSC Certification Pricing Update

Effective June 1st, the cost of our Ontario JHSC Certification training will be increasing. Sign up now to take advantage of the current pricing. You are always able to purchase “seats” to guarantee pricing to use at a later date. Any additional “seats” purchased must be used within a 1 year period. Learn more about pricing increase inside this month’s newsletter.

Complimentary Resources

Below are your complimentary resources for this month:

[Attention Workers Heat Stress Sign](#)
[Heat-Related Illness Summary Poster](#)
[Heat Stress Info Poster](#)

June 2024

PTSD Awareness Day: June 27th

Each year on June 27th, National PTSD Awareness Day recognizes the effects post-traumatic stress has on the lives of those impacted by it.

<https://cmha.ca/>
<https://www.statcan.gc.ca/o1/en/plus/1272-national-post-traumatic-stress-disorder-awareness-day>

Canada Day - Office Closure: June 28th - July 1th

A friendly reminder, Dunk & Associates/Systems 24-7 will be closed on both Friday, June 28th and Monday, July 1st for the Canada Day long weekend. We wish everyone a safe and happy holiday!

[Canada Day Poster](#)

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So, how do you engage with employees so they not only show up but actively participate in making your business successful? Join us as we explore various opportunities for employee engagement and development. Sign up today by visiting systems24-7.com/webinars/supervisor-skills

Tech Update: Report It Updates

A new search functionality has been implemented for Report It. Now when you go to Report It – Manage Reports – a new search function has been added to search the report list by name of the report. Did you know Report it can be used to replace virtually any paper form in the workplace? Email support@systems24-7.com for more information.

Event Scheduler

A few months ago we released an update so event URLs could be added as a shortcode within the event scheduler emails to make it easier for employees to access upcoming events. An event information page was created to display the event information after this link was selected. As an update to this new page, a registration button has been added to make it even easier for employees to register for upcoming training.

In addition, the URL that is generated for the event is displayed in the event details when the admin accesses it from the administer events page. This way, they can provide this manually to anyone who requires it.

Not using the event scheduler to manage your upcoming training events? Email support@systems24-7.com for more information.

New Course: Safe Clean Up of Feces

Feces is not something to be taken lightly as it is considered a biohazard that may contain many bacteria, viruses, parasites. Because the risk of infection or contamination is so high, it is imperative that those who perform the job of cleaning up fecal matter are properly trained and equipped. The purpose of this course is to teach the employee the proper cleaning methods to prevent the spread of an infection.

New Course: Safe Handling of Sharps

Small but mighty; sharps present a plethora of hazards in the workplace, including some life-altering illnesses. Sharps are present in various industries and need to be effectively controlled. This course will review sharps, associated hazards, safe handling and use, and sharp prevention considerations.

New Course: Vehicle Mounted Aerial Devices

Vehicle Mounted Aerial Devices (VMAD), such as bucket trucks, are commonly used to lift employees and materials to great heights and are mainly used for maintenance, repairs, construction, and tree trimming. This training program will teach you how to identify hazards and controls critical to the safe operation of this VMAD. At the end of this training and after both the written and practical exams, you should be ready to operate a vehicle mounted aerial device. You will be familiar with the equipment used by your company, have an increased knowledge of how to setup and safely operate it, and be able to recognize and avoid the most common hazards associated with its use.

Complimentary Resources

Below are your complimentary resources for this month:

[BBQ Safety Poster](#)

[Bee Safety Poster](#)

[Hiking Safety Poster](#)

July 2024

Canada Day: Office Closure

A friendly reminder, Dunk & Associates/Systems 24-7 will be closed on both Friday, June 28th and Monday, July 1st for the Canada Day long weekend. We wish everyone a safe and happy holiday!

National Injury Prevention Day: July 5th

National Injury Prevention Day (NIPD) is celebrated each year in Canada on July 5th to raise awareness about the devastating effects of predictable and preventable injuries.

On this day, light up green to raise awareness about the importance of prevention. Share with us how you are raising awareness for a chance to be featured in our next newsletter.

<https://parachute.ca/en/program/national-injury-prevention-day/>

**** Last Call** Supervisor Skills: Employee Engagement and Development Webinar**

We've all heard "no one wants to work anymore", but the truth is our workforce dynamic has changed over the years. Just like with technology, our workplaces need to keep up with the changing times. Employers and managers need to make adjustments in the workplace to align with what employees are looking for to feel satisfied at work.

So, how do you engage with employees so they not only show up but actively participate in making your business successful? Join us as we explore various opportunities for employee engagement and development. Sign up today by visiting systems24-7.com/webinars/supervisor-skills

Tech Update: Report It Updates

Report It is an online form builder with extreme flexibility. It's easy to use, share, and track and it lives right on your Systems 24-7 platform. The best part, all the data that is collected can be reported on to track performance indicators and trends. No more gathering paperwork!

Report It gives your company the ability to create online forms and reports to track any information, such as workplace inspections, accident/incident reports, requests for accommodation, disciplinary actions and more. You can even add your own processes, where specific questions or pages are assigned to different members within your organization.

Want to learn more? Contact support@systems24-7.com today

Digital Boards

Revitalize your workplace's health and safety practices by seamlessly transitioning to the cutting-edge digital boards offered by Systems 24-7! Integrated directly into the Systems 24-7 program, these digital boards ensure that all mandatory postings, including policies, inspections, required posters, assessments/surveys, committee minutes, and more, are readily available in your workplace. Continue reading inside.

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New Course: Accessible Customer Service

This course is designed to educate workers on how to recognize and eliminate barriers to accessibility for customers as well as how to interact and communicate with customers in a respectful and supportive manner. This includes customers who use assistive devices, or have support persons or service animals.

New Course: Scissor Lifts

Scissor lifts are a type of Mobile Elevating Work Platform (Group A). This training module provides an overview of scissor lifts 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 an increased knowledge of how to set up and safely operate it, and be able to recognize and avoid common hazards associated with their use.

New Courses Coming Soon

Vertical Masts Lifts
Chlorine Safety
Dump Truck Safety Awareness
Boom Lifts

Read more about them inside this month's issue.

Complimentary Resources

Below are your complimentary resources for this month:

[Know Before You Go Poster](#)
[Summer Safety Poster](#)
[Summer Travelling Tips Poster](#)

August 2024

International Overdose Awareness Day: August 31st

International Overdose Awareness Day is the world's largest annual campaign to end overdose, remember without stigma those who have died, and acknowledge the grief of the family and friends left behind.

[Naloxone On-Site Poster](#)

Visit <https://www.overdoseday.com> for more information.

Dunk & Associates offers a course on Naloxone Administration, if you would like to add this course to your training, please contact support@systems24-7.com today.

Tech Update: Report It Updates

Report It is an online form builder with extreme flexibility. It's easy to use, share, and track and it lives right on your Systems 24-7 platform. The best part, all the data that is collected can be reported on to track performance indicators and trends. No more gathering paperwork!

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[Download Info Sheet Here](#)

New Course: Wildlife Safety

Working outdoors can be peaceful and awe-inspiring, especially when you observe wildlife in their natural habitat. However, what do you do when peacefully observing wildlife puts worker's health and safety in danger? This course is intended to give employees practical information relating to the hazards associated with working amongst wildlife, and how to protect yourself in a wildlife encounter.

New Course: Insects and Poisonous Plants

Working outdoors can be peaceful and inspiring, except when exposed to insects and poisonous plants. This course is intended to give employees practical information relating to the hazards associated with working with poisonous plants and insects. Material covered includes health effects associated with poisonous plants and insects.

Complimentary Resources

Below are your complimentary resources for this month:

[Emergency Preparedness Heavy Rain/Floods Poster](#)

[Hail Storm Poster](#)

[Power Outage Safety Tips](#)

September 2024

Upcoming Supervisor Skills Webinar: Performance Management on October 17, 2024

Many of us are familiar with an annual performance review schedule, or at least know of the process, but what happens next? Performance Management is what happens between scheduled reviews. It is a process of creating a work environment where employees can perform at the best of their abilities to help meet individual and company objectives. The more you put into managing performance, the more you and your team will get out of it.

[Join us to learn more](#) about developing and supporting your team through an ongoing process of performance management.

JHSC Certification Bundle Deal. **Ontario Only**

JHSC Certification Part 1 eLearning and Part 2 Distance Learning from September 1 to November 1

Current Member of a Dunk Program*: \$625/learner

General Public: \$675/learner

*Current Member of a Dunk Program is any company that is currently enrolled in a Dunk & Associates program such as Systems 24-7 or our Health and Safety Excellence program (HSEp).

Read our newsletter for more details.

Technology Update: Multi-Select Dropdown

A multi-select dropdown has been added on the outstanding training email notification allowing companies to further customize what types of courses the email should apply to – mandatory, optional, etc. To apply this setting to your email template, go to Admin -> Notification Centre -> Manage Email Message -> Training

Read our newsletter for more details.

Technology Update: SCORM-Based Training

Did you know that Systems 24-7 has the ability to host and deliver SCORM-based training? A new update has been made to allow SCORM-based training to be uploaded on a modular level, providing you the ability to deliver a course with several modules below it. Breaking down a longer course into modules allows the training to be more digestible, and provides your learners with even more control in completing topics at their own pace. Information is better retained when it is bite-sized!

Read our newsletter for more details.

New Course: Chlorine Safety Awareness

Chlorine is a highly reactive material that is incompatible with many other substances. Chlorine is commonly use in

swimming pools and for disinfecting and bleaching. If proper precautions are not taken while working with or around chlorine, serious injury or death can occur. This module will cover hazards associated with chlorine as well as how to safely use, decant, and store it. Review what to do when you are exposed to chlorine and how to manage it in the event of a spill.

Complimentary Resources

Below are your complimentary resources for this month:

[10 Ways to Relax and Reduce Stress Poster](#)

[School Bus Safety Poster](#)

[Tips for Safe Summer Driving Poster](#)

October 2024

Upcoming Supervisor Skills Webinar: Performance Management on October 17, 2024

Many of us are familiar with an annual performance review schedule, or at least know of the process, but what happens next? Performance Management is what happens between scheduled reviews. It is a process of creating a work environment where employees can perform at the best of their abilities to help meet individual and company objectives. The more you put into managing performance, the more you and your team will get out of it.

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Read our newsletter for more details.

World Mental Health Day: October 10th

World Mental Health Day is an international day for global mental health education, awareness, and advocacy against social stigma. Free Resources Inside!

Thanksgiving Office Closure: October 11-14th

Dunk & Associates/Systems 24-7 will be closed on both Friday, October 11th and Monday, October 14th for the Thanksgiving Long Weekend. We hope you have a safe and happy holiday weekend!

Fire Safety Week: October 6-12th

With the holidays just around the corner, it's crucial to keep fire safety at the forefront. Cooking fires are a leading cause of home fires, so staying vigilant in the kitchen is essential. Inside this month's issue are some tips to help ensure a safe and joyful holiday season.

Tech Update: Customize Your Training Notifications

A multi-select dropdown has been added to additional email notification templates, including the following to allow you to customize further what types of courses the email should apply to – mandatory, optional, etc.

1. Course Expiring Soon

2. Course has Expired
3. Outstanding Training

New Course: Workplace Conflict Resolution for Managers

Conflict in the workplace is inevitable. What matters most is how those conflicts are resolved. Effective conflict resolution can help build confidence in employees and support innovation throughout the workplace. When conflict is left unresolved, the results can have a negative impact beyond the parties involved. In this course, managers will learn how to identify conflict and facilitate the resolution of conflict in the workplace.

October Webinar

Dunk Discussions: In the Know!
October 16, 2024

Join the professional team at Dunk & Associates to discuss recent up-dates 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!

Complimentary Resources

Below are your complimentary resources for this month:

[Fall Home Maintenance Reminders Poster](#)
[Guide to Seasonal Savings Poster](#)
[Halloween Safety Poster](#)

November 2024

Report It

As year-end approaches, it's the perfect time to tackle the overflowing files and paperwork accumulated over the year. Transitioning to digital storage can streamline your organization, save on storage costs, and free up physical space. Let us take the worry out of document storage by helping you go digital through Report it for 2025!

Fall Prevention Month

Fall Prevention Month encourages organizations to coordinate their efforts for a larger impact. Together we can raise awareness of fall prevention and encourage everyone to see their role in preventing falls and fall-related injuries across the lifespan.

Complimentary resources inside! For more information visit: www.fallpreventionmonth.ca.

Remembrance Day: November 11, 2024

Lest we forget. Take a moment of silence at 11:00 am to support and remember our troops.

New Course: Psychological Health & Safety Awareness

Mental health claims comprise a third of all Canadian claims. Recognizing and assessing the contribution of the workplace to a worker's mental health is crucial in curbing these statistics. This course will examine the factors that affect psychological health and safety, signs and symptoms to consider, and tips on supporting employees' mental health.

New Course: Vertical Mast Lifts

Vertical mast lifts are a type of Mobile Elevating Work Platform (Group A). This training module provides an overview of Vertical Mast lift safety. At the end of this training and after both the written and practical exams, you should be ready to operate a vertical mast lift. You will be familiar with the equipment used by your company, have an increased knowledge

of how to setup and safely operate it, and be able to recognize and control the most common hazards associated with its use.

New Course: Workplace Conflict Resolution - For Workers

Conflict in the workplace is inevitable. What matters most is how those conflicts are resolved. When conflict is left unresolved, the results can have a negative impact beyond the parties involved. In this course, workers will learn how to respond to conflict and actively participate in the resolution of workplace conflicts.

Complimentary Resources

Below are your complimentary resources for this month:

[Wash Your Hands Poster](#)

[Winter Car Survival Kit Poster](#)

[Winter Preparedness Kit Poster](#)

December 2024

25th Anniversary Contest

2025 marks 25 years of Systems 24-7! Celebrate with us by finding the hidden anniversary logo and win a \$25 Home Hardware Gift Card. Each week, we will place the logo in a new spot so we can celebrate all year long. See inside this month's issue for more details.

Christmas Closures: December 23rd to January 1st

As a reminder, Dunk & Associates/Systems 24-7 will have the following holiday hours:

December 23 to 27 - Office Closed

December 30 - Open Regular Hours

December 31 - Open Regular Hours

January 1 - Office Closed

January 2 - Open Regular Hours

First Day of Winter: December 21st

Winter in Canada can be unpredictable and poses unique hazards to our workplaces, and personal lives. Take steps now to protect yourself. Create your winter safety kit and put it in your vehicle, get your winter tires on, and get those toboggans ready!

[16 Safety Tips for Winter Driving Poster](#)

[Winter Car Survival Kits Poster](#)

[Winter Safety Reminders Poster](#)

Digital Board App (v. 1.2.0)

The digital board app has been updated! For those using the digital board app on an Android device, update it in the playstore to ensure you are using the latest version.

New Course Coming Soon: Managing a Multi-generation Workplace

Today's workplace can see up to five generations working side-by-side. It is increasingly important for managers/supervisors to understand both the needs and values that this range of diversity brings to the workplace. This course discusses stereotypes to avoid, the benefits of a multi-generational workforce, building a collaborative team, methods of communication, and knowledge sharing in the workplace between different generations.

New Course Coming Soon: Winter Preparedness

Winter tends to be one of the most dreaded seasons, yet every year we seem to be surprised when it arrives. This

module explains how workplaces can be affected by winter weather, discusses the various types of winter weather warnings, and identifies common winter hazards and controls to reduce the risk. This module will equip you with essential tips and strategies to keep warm and safe this coming winter season.

New Course: Annual Safety Review 2025

This training module is designed to review and refresh employees on health and safety basics. It covers WHMIS consumer products, types of harassment and responding to incidents of workplace harassment, Safety Committee/ Representative responsibilities, environmental hazards, and fire safety. It is important for employees to review Health & Safety topics on a regular basis to refresh the information and keep up to date with any changes that may occur.

2025 Webinar Schedule is Now Posted

Dunk & Associates offers a variety of free webinars each year, led by our knowledgeable and experienced staff. These sessions are an excellent way to stay informed about key topics in health and safety, human resources, and legislative updates. Can't attend live? No problem - our webinars are recorded, allowing you to catch up later or share them with your team. Stay engaged and up-to-date with our webinars!

Now posted on our website is the 2025 [Webinar Schedule](#) with registration links.

2025 Certification Refresher Training Now Available

The 2025 schedule for JHSC Certification Training (Ontario only) is now live, featuring a variety of Part 1, Part 2 and Refresher sessions to meet your needs! View our [Training Schedule](#).

Complimentary Resources

Below are your complimentary resources for this month:

[Check the Halls Poster](#)

[Frost Bite Risk and Control Chart](#)

[Workplace Parties and Holiday Impairment](#)