2024
MEMBER NEEDS HELP
TOPIC LIST

EMC

TOPIC LIST

Every day, EMC's Member Needs Help receives a wide variety of questions from manufacturers across Canada. Through this list, our members have spread knowledge about quality control, supply chains, employee benefits, and more!

The Member Needs Help service is specifically designed for manufacturers needing support with uncommon or challenging questions. Our massive database contains information on over one-thousand topics, and is ideal for addressing any workplace challenge.

For more information about the topics on this list, reach out to Member Needs Help at mnh@emccanada.org

POPULAR TOPICS

- Absenteeism
- Bill Compliance
- COVID Policies and Guidlines
- Employee Benefits and Incentives
- Health and Safety Policies and Training
- HR and Personal Management
- Training and Development
- Vacation and Leave Policies
- Workplace Harassment and Violence Policies

# #

3PL Contractors

3rd Party Logistics Partners

4-Day Work Week

5S Implementation

5S Methodology Certification Organization

360 Performance Reviews - Online Providers

A

Abolished Sick Days

Absence - Absenteeism

Absence - Reasonable Notice

Absences - Salaried Staff

Absentee Rates - 2023

Absentee Rates for 2022

Absenteeism - After Days Used Up

Absenteeism - Child Care Issues

Absenteeism - Termination

Absenteeism - Unplanned

Absenteeism - Younger Generation

Absenteeism Rate Formula

Absenteeism Rates - 2021

Acceptable Use Policy

Accessibility

Acciden-Incident Investigation Training

Accommodating Hearing Impaired - Forklift

Accommodation Policies

Accounting Firms

Accounting for Employees after Evacuation

Accounting for Guests, Visitors, & Drivers

Accounts Payable Automation

Aerosol Cans

Air Dryers

Alcohol Abuse

Aluminum Roof - Coating Sealant

Annual Payroll Update Seminars

Annual Reviews

Annual Training - Best Practices

Annual Training Programs - Tools

Anti-Phishing Policy/Cyber Security Training

Antisemitism

Anti-Slip Shoes

AODA Compliance - Formulating/Updating

AODA Compliance for WCAG 2.0 Level AA Websites

AODA Compliance Report

AODA Multi-Year Accessibility Plan

AODA Policies

App Developer

Apprenticeship - Wage Steps

Apprenticeship Costs

Apprenticeship Incentives to Complete Program

Apprenticeship Program - Selection & Completion

Aptitude Test - Millwright Apprentices 433A

Aptitude Testing

Arriving Early to Work

AS9100 Training

Attendance

Attendance - Late Arrivals/Departures

Attendance - Perfect Attendance Eligibility

Attendance - Perfect Attendance Programs

Attendance & Termination

B

C

Canada Day 2023	COLA 2023
Captive Shoes	COLA for 2022
Car Allowance	COLA Survey - April 2022
Carbon Neutral Opportunities	Collection Agencies - Calls to Employees
Cargo Trailer Entries	Collective Agreements - New Shift Intro & Hot Buttons
Case Making - Ergo Concern	Collective Bargaining Agreement
Cases Packed Incorrectly	Colour Coding Uniforms
Caustic Spill Response Procedure	Combating Extreme Heat
CDAP Process	Commercial Recycling Programa/Providers
Celebrating Major Life Milestones	Commercial Truck Drivers
Celebrations - Retirements, Resignations, and Relocations	Commission Structure for Sales Reps
Cell Phone Billing Negotiation	Communication Boards
Cell Phone Policies	Communication Issues
Cell Phone Providers	Communications - Mass Systems
Cell Phone Usage - Out of Country	Community Hoists/Cranes
Cell Phone/Device Policies	Company Cell Phone
Centralized Monitoring System	Company Doctor
Chain & Sling Inspections	Company Vehicle Policies
Changes to Work Hours	Compensation - Production Supervisors
Changing Shift Scheduling	Compensation for On Call Technical Staff
Charitable Donation Policy	Compensation re Shift Work
ChatGPT	Complaint Resolution
Chemical Safe Goggles	Compressed Air - Leak Detection
Chemical Sensitivities	Computer Literacy Testing
Christmas Gifts	Computer Use Agreement
Christmas/New Year Holiday Schedules - 2023	Concrete Floor Repairs
CIP Systems	Confined Space Rescue Plan
Cleaning Products Used Before Painting	Confined Space Risk Assessment
Closing Business	Conflict of Interest Policy
Clothing Allowance	Consultant for Brand Marketing Strategy
Clothing Policies - Office	Consultation Recommendations - FDA Registration
Clothing Policies - Production Floor	Consumer Complaints & CAPA
CO2 Footprint Reduction	

Contact Lenses	Dairy Connections
Continuous Time Off Work	Degrees/Diplomas
Contract Negotiations	Designated Smoking Sections
Contractor Management Policies/Programs	Designated Substance Assessments
Contractor Onboarding/Orientation re H&S	Determining Confine Spaces
Contractors	Determining Occupational Load
Controlled Goods Cloud Servers	Digital Inspections
Conveyor Systems	Digital Signage Applications
Coronavirus - multiple questions and answers throughout 2020-2022	Digitizing Paper Records
Cost of Living - 2020	Disaster Recovery Plans
Cost of Living Increase for 2021	Disciplinary Action Process
COVID - Attendance Issues	Disposing of Thermoplastics
COVID Guidelines/Communication	Distractions in the Workplace
COVID Policy	Diverse Company Determination
COVID/Cold/Flu Screening Best Practices	Diverse-Owned Suppliers Data Tracking
Crane Operator Daily Log Book	Diversity & Inclusion - Canadian Online Content
Crane Safety Lights	Diversity Equity & Inclusion Online Courses
Credit Cards	Diversity Equity & Inclusion Policy & Framework
CRM/Sales Tool - Small Business	Diversity, Inclusion, and Equity - Reducing Barriers to Women
Cross Training - Pay Differences	Diversity, Inclusion, and Sustainability Policies
CSA Approved Ear Buds	Diverting Waste
CSA Approved PPE	Documenting Evacuations
CTPAT Requirements for Sign-Ins	Dress Code Communication
Custom Ear Molds	Dressing Up for Holidays
Custom Hearing Protection	Drug & Alcohol Policy
Customer Orders - Already in Production	Dump Bins for Lift-Trucks
Cycle Counting Procedures	Dust in Manufacturing Environment
CYFRAME ETRP Software	Dust in Parking Lot
	Dynamics 365 Business Central

D

Daily Travel Rates

E

Eating at Workstations	Employee Turnover
E-Cigarettes in the Workplace	Employee Volunteering Programs
Ecommerce Websites	Employee Wellness Programs
Education Bursary	Employees' Measuring Tools
Efficiency Bonus	Employment Status
EHS Software	End of Shift Cleanup
Electric Floor Scrubbers	Energy Management
Electric Golf Carts	Energy Savings Programs Incentives or Rebates
Electric Vehicle Parking	Engineering Time Tracking Software
Electrical Safety Programs	Enterprise Resource Planning Software
Electronic HR Forms	Environmental Complaint Response
Electronic Monitoring	Environmental Health & Safety Orientation
Email Monitoring Policies	Environmental Initiatives
Emergency Action Plans	Environmental Programs
Emergency Evacuation Checklists	Environmental Sustainability
Emergency Evacuation Procedures	Environmental, Health & Safety French Training
Emergency Preparedness - Hostile Intruder	Epi-Pens
Emergency Response Notification Systems	Equipment Asset Tags
Employee and Family Assistance Program (EFAP)	Equity & Diversity
Employee Attraction & Retention Strategies	Equity, Diversity, and Inclusion Policy
Employee Benefits & Incentives	Ergonomic Accommodation
Employee Engagement Surveys	Ergonomics Program
Employee Events - Ice Breakers	Ergonomics-MSD Prevention Program
Employee Handbooks - Usage, Policies	ERP - Cloud Based Systems
Employee Management - Process Improvement	ERP Consultant
Employee Newsletters/Videos	ERP Implementation Insight
Employee Pay for Work-Related Injury or Illness	ERP MES Systems
Employee Personal Events Workplace Postings	ERP System Change
Emploee Policy Manual	ERP System Recommendations
Employee Recognition	ERP Systems
Employee Recognition & Rewards Programs	ESG Consulting Firms
Employee Referral Programs	ESG Impacts
Employee Time Sheets Process/Program	Ethercat Air Valves

EV Charge & Pay Stations

Evacuation Procedures

Evacuation Route Signage

Excessive Bathroom Breaks

Exit Interview Process

Export Regulations

Exporting - USA Distributor

Eye Testing

F

Facility Maintenance

Factory Communiction

Favouritism

Federal Truth & Reconciliation Day

Field Level Risk Assessment Forms

Filing Health & Safety Concerns

Fire Evacuation Strategies

Fire Inspections

First Aid

First Aid Policies/Procedures

First Aid Supplies

Fit for Duty

Fitness/Exercise Room

Flex Work Arrangements

Flex Work Policies

Flexible Working Hours

Flu Viruses - Reducing Risks

Food Allergies

Foreign Worker Program

Fork Lift Safety - Best Practices

Forklift - Medical Assessments

Forklift - Pre-Employment Assessments

Forklift & Crane Trainer

Forklift Safety

Forklifts - Accessing Mezzanines

Forklifts - Seatbelts

Free Training - Violence, Harassment, WHMIS, Due Dilgence

Freight Companies

G

Gain Share Programs

Gallup Clifton Strengths

Galvanizing Resistant Tags

Gas Allowance

Gas Monitors

Gender Neutral Areas

Gift Cards

Grants/Rebates for University Co-op Students

Green House Gas Emissions Tracking

Green Shield References

Grown In Rates

H

HACCP Online Training

Hair Policies

Hand Dryers

Hand Tools Going Missing

Harassment Investigations

Harassment Policiers

Hard Hats

Health & Safety - Aspirin

Health & Safety - Discipline for Violations

Health & Safety - Discipline Letter Template

Health & Safety - Implementing, Maintaining Culture

Health & Safety - Jewelry/Safety Glasses

Health & Safety - Online Training

Health & Safety - Policy

Health & Safety - Protections for Computer Workers

Health & Safety - Spill Response Training

Health & Safety - Walking Under Bay Doors

Health & Safety Day

Health & Safety Manager - Job Description

Health & Safety of the Lunch Areas

Heath & Safety Personnel

Health & Safety Recognition

Health & Safety Records

Health & Safety Training

Health & Wellness Benefits

Heairng Aids

Hearing Protection - Molded Ear Plugs Policy

Hearing Protection Policies

Hearing Protection vs Head Phones

HEPA Air Purifiers

Hiring - Grade Twelve

Hiring Employees with Criminal Convictions

Hiring for Maternity Leave

Hiring Incentive Programs

Holiday Policies

Hoodies on the Shop Floor

Hose Nozzles

Hourly Employees Leaving Company Property

Housekeeping Best Practices

HR & Safety Management Software

HR Metrics

HR Policy for Leaders

HR Reports with KPIs

HR Set Up

HRIS Systems Input

Human Resources Succession

Hybrid Work Policies

I

Indentifying Waste

Immigration & the PR Process

Impairment Policy

Incentives for Employees

Incident Reports

Inclement Weather

Inclusive Safety Practices - Clothing

Increase in Leaves

Increased Operational Costs

Indeed Issues

Industrial Hygenic Testing

Inflation

Inflation - Mileage Reimbursement - 2022

Injury Reporting - New Regulations

Inspection Checklist

Inspections

Internal Communication

Internal Errors - Tracking & Discipline

Internal Transfer Documents

International Freight Carriers

Interview Testing - Physical Demands

Intranet Companies/Software

Introduction Process - New Chemicals

ISO - Customer Feedback

ISO Auditor Training

Iaocyanates

IT Services

J

JHSC Committee Establishment

JHSC Evaluation Program

JHSC Volunteers

Job Boards - Food Manufacturing

Job Description - IT or ERP Specialist

Job Evaluation - Point Factor System

Job Postings - Internal

Job Rotation Best Practices

Joint Health & Safety Committees

Jury/Witness Duty Pay

K

Kanban Inventory

Kilometer Rate

Knife Safety Training

KPI's for Turnover, Injury Frequency, Attendance

L

Lab Coats & Uniforms

Label Printers

Labeling Machinery

Landfill Diversion Programs/Incentives

Language Barriers

Last Chance Agreements

Lay-off Procedures

Leadership Development Rotation Program

Lean Journey

Lean Journey - First Steps

Learning Management Systems

Leave of Absence Policies

Leaving Early for Appointments

Length of Service Awards

Letter for Doctor

Level Sensors

Lifting Devices

Light Meters

LMIA Approval

Load Capacity & PSRs

Lockout of Injection Molding Machines

Lockout-Tagout Keys and Locks

MNH

Lodds Prevention of Tools - Best Practices

Lost & Found Policies

Lost Time Accidents

Lunch & Learn Sessions

M

Macola Exact Software

Maintenance

Maintenance Management Systems - Computerized

Maintenance Scheduling

Managed IT Services

Management Dashboards

Mandatory Reverse Parking

Mandatory Training

Manpower Scheduling

Manual Material Handling Policies

Material Handling

Maternity /Parental Leave Top Ups

Meal Allowance - Per Diem

Medical & Accommodation Forms

Medical Surveillance Programs

Mentor Program

Merit Increases - Maternity Leave

Mileage Allowance

Mileage Reimbursement - Gas vs Electric Vehicles

Minimum Wage Change

Misbehaving Employeers

Missing Lunches

Missing Tools and Cameras on the Shop Floor

Mobile Hearing Testing Providers

Mobility Devices - Manufacturing Facility

Modified Duties - Non-Work Related Injuries

Modified Duties Program

MRO Suppliers

Music in the Workplace

N

Naloxone Kits

NAV Dynamics Consultants

Near Miss Incident Reporting

Near Miss Tracking

New Canadians - VISA & OHIP

Next Generation Workers

Night Shift Fatigue

Night/Weekend Shift Differentials

Noise Assessments

Non-Culpable Absenteeism

Non-Disclosure Agreements

Non-Taxable Employee Recognition Program

NPRI Reporting

Nurse Practitioners

Nut Allergies

O

O2 Alarm Box

Office Safety

Oil/Water Separator

On Call Pay

On Call Policies

Onboarding - Time Allocated for Orientation Process

On-Boarding Checklist

On-Call Pay Policies

Online Skills Testing

Only English Policiesd

Onsite Paper Shredding Services

Opening US Facility

Operations Control Software

Organization Charts

Organizational Set Ups

Organizational Structure - Human Resources

Orientation - Shop Floor Checklist

Outsourcing the Payroll Function

Overtime - Acceptable Levels & Hiring

Overtime & Sundays

Overtime Pay for Supervisors

Overtime Policies

Overtime Policies - Equitable Scheduling

Overtime Rates 2022-2023

Overtime Rules

P

Paid Compassionate Care Leave

Paid Lunched - Leaving Premises

Paid Sick Day Policiesd

Paid Sick Days for Hourly Employees

Pallet Recycling

Pallet Stacking

Palletizing Finished Goods

Paperless Factory

Paperless Orientation

Paperless Production Floor

Part Time Hours

Parts Suppliers - Mexico

Part-Time Work

Pay Equity Plans

Pay for Sick Day After Statutory Holiday

Pay for Skill Compensation

Pay Increases - 2022

Pay Range & Pay Structure Creation

Pay Ranges - Electricians & Millwrights

Pay Transparency

Payroll and Human Resources Management Provider

Payroll Systems

Peer-to-Peer Communication

Per Diem Rates

Performance Evaluation Systems

Performance/Annual Bonus

Perks for Apprentices

Perks/Benefits for Senior Management

Personal Emergency Leave

Personal Hygiene

Phones & Hearing Protection

Planned Shutdown - Salaried Employee Compensation

Plasma Table Installation

Platform Office Area

Plywood Packaging

Point System Yearly Reviews

Police Checks

Politics at Work

Posting Positions for Hiring

PPE - Vending Machines

PPE - Welding Facility	Recruitment
Prayer Room	Recruitment - General Labour
Prayer Room Facilities	Recruitment Strategies for Skilled Trades
Preparing & Packing Equipment for Ocean Freight	Recycling into Correct Bins
Prescription Safety Glasses	Recycling Skid Wrap
Printer Replacement	References
Probationary Period Name	Refreshments
Production Efficiencies/Management Ratios	Regulatory Compliance
Production Mistakes	Rehiring Past Employees
Production Scheduling	Reimbursement - Professional Dues
Production Supervisor Bonus Program	Reimbursement - Training
Professional Development Policies	Release Form to Drive Self to Hospital
Programs to Support Safety	Relocation Assistance
Project Management - Budget Best Practices	Remote Event - Fun Participation
Public Holiday Pay Calculations	Removal of Company Property
Public Holidays	Renewable Energy Projects

Q

Quality - Best Practices
Quality - Control Checklists
Quality Improvements

R

Rack Procedures and Inspection Policies
REACH & RoHS Compliance
Real-Time Temperature Systems
Reasonable Suspicion Policy
Records - HR and HS Training
Recruiting Help Needed

Rental Car Policies
Repair Process
Rescuing a Fallen Employee
Respirator Cartridges
Respirator Programs
Respirators
Restrictions re Electrical Work
Retention Metrics
Retention of Work Orders
Retirement - Policies and Celebrations
Retirement Programs
Retirement Transition
Retiring Allowance
Return to Work Flow Chart
Reverse PFMEA
Review Process for Hourly Employees
RMAs and NCRs

ROI Justification Sheet

Roll Call for Evacuations

Root Cause Analysis

RRSP Matching Programs

RRSPs Over Other Benefits

Rubber Boots

Rusting Steel

S

Safe Handling of Hazardous Materials Policy

Safe Lifting Techniques

Safety Accountability - Senior Team Leaders

Safety Boot Policies

Safety Boot Allowance

Safety Incentive Programs

Safety KPIs

Safety Policies re Needle Scalers

Safety Shoe Allowance

Safety Shoes - Old

Safety Training - New Hire

Safety Training Software

Safety Videos

SAGE100-SAGE300

Salary Increases - 2023

Salary Lieu Time

Salary Range & Wage Increases

Sales Reps

Sandblast Suits

SAP Training/Consulting

Scent Free Policies

Scent-Free Workplace

Scrap Policies

SDS & Hazardous Material Inventory Software

SDS Storage

Security Camera Implementation

Security Systems

Segregated Job - Working Alone

Seizures - Non-Traditional

Selling to US Customers

Selling Used Equipment

Service Technician - Cross Border

Setting up a Manufacturing Company

Severe Weather

Shift - End of Shift Procedures

Shift Premiums

Shift Schedules - Work/Life Balance

Shift Scheduling

Shifts - Adding Extra Shift

Shifts - Implementing a Second Shift

Shifts - Production Supervisor Pay

Shifts - Rollout Scheduling Strategy

Shifts - Ten Hour Shifts

Shipping - Streamlining

Shipping Rates to Europe

Shorts in Manufaturing Plant

Shredding Old Records

Shrink Wrap Equipement - Guarding

Sick Days

Sick Leave & Family Responsibility Leave

Sick Time

Sign On Bonuses

Signing Bonuses

Silica Usage

Six Sigma Black Belt Training

Skid Wrapping Machine

Skill Progression Policy

Skills Criteria for Maintenance Employee Wages

Skills Matrix Template

Slips, Trips, and Falls - Winter

Small Business Software

Smoke Breaks

Smoking or Vaping Signs

Smoking Policies

Snow Removal

Social Environmental Responsibility

Social Events

Social Events during Work Hours

Social Media Policies

Social Responsibility Policy

Social/Rec Committees

Solar Systems

Solidworks MBD

Space for Lease

Spare Usable Office Chairs

Spilled Battery Acid Procedure

Spirometry Training

Sports Team Sponsorship Programs

Standalone Software for Forklift Check

Standard Pre-Hire Tests

Static Load

Statutory Holiday Pay for 4-Day - 10 Hour Shifts

Statutory Holidays - 2023

Step Up Bonus

Step-Up Bonus Amounts

Storing Drums Horizontally

Storm Days

Stretching Program

Subcontractor Management

Summer Hours

Supply Chain Set-Up - Mexico

Sustainability Engagement

Sustaining 5S - Best Practices

Synchronized Clocks

T

Tablets for Manufacturing Floor

Tablets with Barcode Scanning

Tagging/Labelling

Talent Reviews & Succession Planning

Tardiness/Lateness Addressed in Attendance Programs

Team Building - Personality Conflicts

Team Leader Training

Telephone Logistic Issues

Temp Agencies - Forklift Operators

Third Party Logistics

Time Clock Software

Time Clocks - Punching Out

Time Management Software

Time Off - Vac/PEL

Time Off Procedures

Time/Motion Studies

Tool Allowance

Tracking Customer Specific Requirements

Tracking Employees/Visitors

Tracking Job Costing

Tracking Raw Materials

Trailer Loading - King-Pin Stands	Training - Software
Training - Accommodating Schedules	Training - Tracking
Training - Anger Management	Training - Workplace Violence - Road Rage
Training - Apps to Create Videos	Training & Development
Training - Change Management	Training KPIs
Training - Cost Accounting	Training Premium Pocedure/Process
Training - Cultural Topics	Training Providers - Leadership, Time Management, & Diversity
Training - Customs Paperwork	Training Reimbursement
Training - Diversity & Inclusion	Training - Soft Skills - Online
Training - Emergency Situations	Training Videos
Training - Employer Paid/Employee Commitment	Transdermal Implants
Training - Employment Law for New Managers	Transferring Material from Super Sacks
Training - ESL Providers	Transgender Accommodation
Training - Forklift	Transitioning Employee
Training - Incentives, Promotion, and When	Translation Services
Training - In-House Lift Truck & Overhead Crane	Transportation of Injured Workers
Training - ISO	Travel - Hourly Employrrd
Training - ISO 9000	Travel Time - Pay
Training - Laser Officer	Truth & Reconciliation Day - Marking the Day
Training - Leadership	Turkish Translator and Documentation
Training - LMS Administration	Turnover
Training - Management Skills	Turnover Rates Post COVID Financial Supports
Training - Mandatory Training Methodology	TV Communication Boards
Training - New Ukranian Employees	Tylenol or Advil at Work
Training - Onboarding New Employees	
Training - Practical to Support Theoretical	**U**
Training - Purchasing and Supply Chain	
Training - Respect in the Workplace	Uniform Policy
Training - Retention	Uniforms
Training - Safety	Union Differentiating Full-Time & Part-Time
	Union Negotiations Hot Points
	Unpaid Time Off v Using Vacation

V

Vacation

Vacation - Accrued

Vacation - Equitable Scheduling

Vacation - Excess Time

Vacation - Extended Leave of Absence Policies

Vacation - How Salaried Employees Book

Vacation - Increasing Starting Entitlement

Vacation - Recruiting for Senior Positions

Vacation - Salary v Hourly Calculations

Vacation & Overtime

Vacation Accrual During Leave of Absence

Vacation Balancing

Vacation Entitlement Clarification

Vacation Entitlement Period

Vacation Policies - Salaried Staff

Vaction Policy Changes

Vacation Policy for Salaried Employees

Vacation Survey

Vacation vs Absence

Vacation/Absence Requests

Vacation/Extended Leave Policies

Vandalism

Variable Compensation or Company Bonus

Video Security & Surveillance Policies

Video Surveillance Camera Signage

Video/Security Cameras - Privacy

Violence & Harassment Policy - Safety Precautions

Violence & Harassment Reporting Policies

Violence & Harassment Training

Violence & Harassment Policies/Procedures

Violence/Harassment in the Workplace Survey Template

Visual Management Apps

Volunteer Fire Fighters Policy

Volunteer Program Outlines

Volunteer Program/Policy

W

Wage Compensation for Special Training, Committees

Wage Increases

Wage Information - Automation Companies

Wage Progression Programs

Warehouse Rack Inspections

Waste from Bottled Water

Waste Services Providers

Waste Water

Water Bottles and Water Coolers

Weld Check & Inspection

Welding PPE Policies

Welding Pre Heat Furnace

Wellness Initiatives

Wetbulb Globe Temperature Meters - Heat Stress

Whistleblower Policy

WHMIS Training

Wireless Earbuds

Work from Home Policies

Working Alone - Employee Assist/Alert Options

Working Alone - Supervision

Working Alone Policies

Working at Heights & Fall Protection

Working from Home

Working/Traveling Alone Best Practices

Work/Job Sharing Policies

Workout Areas

Workplace Death Threat

Workplace Harassment & Violence - Online Training

Workplace Harassment Training Videos

Workplace Injuries - Pay

Workplace Inspections

Workplace Violence/Hazard Assessments

Woven Fabric Upholstery

Writing Standard Operating Procedures

WSIB Claims Management

XY

X-Ray Technolocy

Yearly Award Programs

Yearly Reviews - Electronic Completion

Years of Service Policies/Programs