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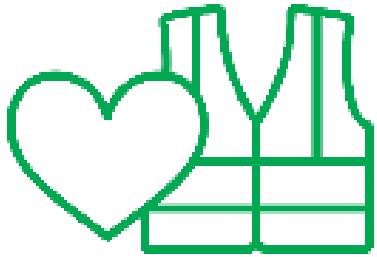wsib ONTARIO | Health and Safety Excellence program

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Meet your Excellence consultant

Lisa Dupuis is a Health and Safety Excellence Consultant with the WSIB and has over 25 years of health and safety work experience from both the public and private sectors. She has a background in return to work and claims management and is passionate about helping businesses of all sizes develop their health and safety program and engage employees in the process. Lisa is a born and bred northerner and lives in beautiful Callander, just outside of North Bay, Ontario.

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Why Invest? | **Health and Safety Excellence program**

Positive workplace culture & healthy, safe employees

Earn rebates / lower premiums / claims costs

Health and Safety Excellence program
Member
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Strengthen brand

Return on investment

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The Health and Safety Excellence program can help

36 health and safety topics to help build a **comprehensive health and safety program**

Flexible program options to make it easy for you to join. **Support and guidance** from an approved provider

Rebates on premiums and money saved by improving your safety experience

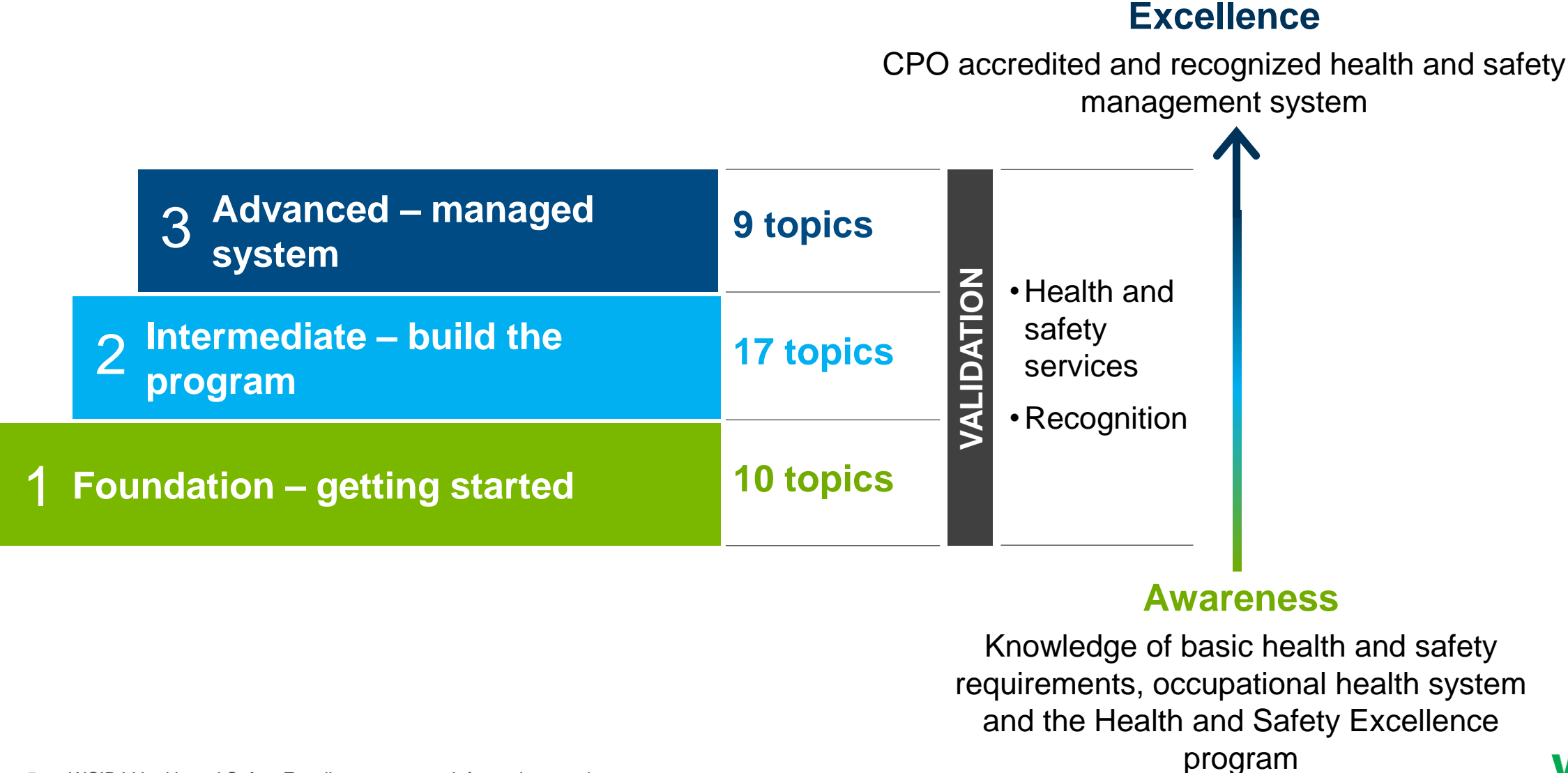**Recognition** to show employees, customers, and investors your **commitment to health and safety**

Health and safety roadmap for pandemic readiness and recovery to address **immediate pandemic** related **priorities**, safely resume operations and ensure a sustainable and resilient businesses

Pandemic readiness materials, to help businesses meet the challenges of operating safely during a pandemic

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Health and Safety Excellence program | **Overview**

Excellence

CPO accredited and recognized health and safety management system

3 **Advanced – managed system**	**9 topics**	
2 **Intermediate – build the program**	**17 topics**	**VALIDATION**
1 **Foundation – getting started**	**10 topics**	

- Health and safety services
- Recognition

Awareness

Knowledge of basic health and safety requirements, occupational health system and the Health and Safety Excellence program

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Integrated system roadmap

Supporting Ontario's Safe Employers:
- **Accreditation** of an occupational health and safety management system
- **Recognition o**f employers who have successfully implemented an accredited OHSMS and other CPO criteria
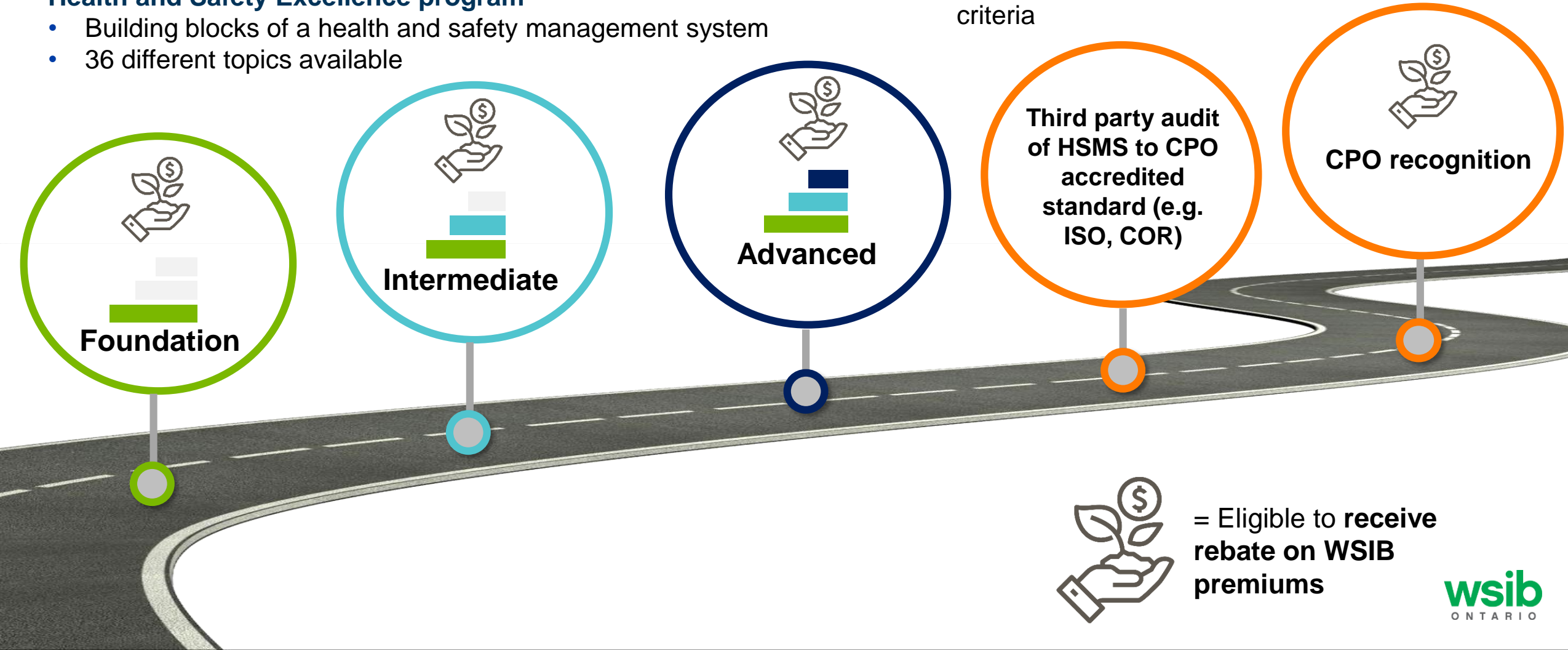
Health and Safety Excellence program
- Building blocks of a health and safety management system
- 36 different topics available

Foundation

Intermediate

Advanced

Third party audit of HSMS to CPO accredited standard (e.g. ISO, COR)

CPO recognition

= Eligible to **receive rebate on WSIB premiums**

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MLTSD Accreditation and Recognition programs I **Overview**

Background:

The purpose of the Chief Prevention Officer (CPO) Occupational Health and Safety Management System (OHSMS) Accreditation Standard is to set the requirements that an OHSMS must meet to become CPO accredited.

This voluntary program consists of two components

Accreditation of an occupational health and safety management system

Recognition of employers that have successfully implemented OHSMS and meet other criteria set by the MLTSD and WSIB

Employers recognized by the CPO will be **eligible for WSIB financial recognition**

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WSIB financial incentives for Accredited employers

The financial incentive model is based on the following **principles**…

More **support for small businesses**

Supports employers for 3 years **to help recover costs**

Gradual decrease in financial support as employers **see return on investment**

Aligns with the **premium rate setting model**

The financial incentive model

Small business
(20% predictability or less)

- Year 1: 15% with 300k cap
- Year 2: 10% with 200k cap
- Year 3: 5% with 100k cap

Large business
(Over 20% predictability)

- Year 1: 10% with 300k cap
- Year 2: 7% with 200k cap
- Year 3: 5% with 100k cap

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: Can an employer participate in MLTSD SOSE and HSEP program at the same time ?

An employer can participate in the Health and Safety Excellence program and Supporting Ontario's Safe Employers program at the same time. The Excellence program includes additional best practices topics beyond the MLTSD accreditation. These topics are Networking and Peer Learning, Corporate Social Responsibility, and Workplace Health Promotion. As such, employers already meeting an accreditation can still complete these topics through the Health and Safety Excellence program and qualify for financial and non-financial incentives.

An employer can also revisit 'Control of Hazards' topic, as long as it is a new hazard in the workplace.

Employer journey through the program

1 **Join**

2 **Develop**

3 **Demonstrate**

4 **Achieve**

Health and Safety Excellence program | **Topics**

Foundations

- Leadership and commitment
- Health and safety responsibilities
- Health and safety communication
- Worker participation
- Recognition of hazards
- **Risk assessment** ⭐
- **Control of hazards** ⭐
- Injury/illness/incident reporting
- Incident investigation and analysis
- First aid

Recommended topics to address COVID-19 ⭐

Intermediate

- Legal and other requirements
- Health and safety accountabilities
- Pre-use inspections
- Preventive maintenance
- Control of documents
- Control of records
- Contractor management program
- **Workplace health promotion** ⭐
- Health and safety objectives
- Corrective action

Recommended Bundles:

- Competency
- Health and safety training

- **Emergency prevention and preparedness** ⭐
- **Emergency response** ⭐

- Return to work program requirements, forms and tools
- Return to work roles and responsibilities
- Accommodation and return to work plans

Advanced

- Change management and procurement
- Internal Audit
- Management review
- Health and safety continual improvement planning
- External Audit
- Networking and peer learning
- Corporate Social responsibility ❤️

Recommended Bundle:

- Monitoring, measurement and analysis
- Review health and safety trends

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Alignment between the Health and Safety Excellence program and COR™

3 Advanced

1. Monitoring, measurement and analysis
2. Review health and safety trends
3. Management review
4. Health and safety continual improvement planning
5. Internal audit
6. External audit

7. Change management and procurement
8. Networking and peer learning
9. Corporate social responsibility

2 Intermediate

1. Competency
2. Health and Safety Training
3. Legal and Other Requirements
4. Health and Safety Accountabilities
5. Emergency Prevention and Preparedness
6. Emergency Response
7. Return-to-Work Program Requirements, Forms and Tools
8. Return-to-Work Roles and Responsibilities

9. Accommodation and Return to Work
10. Pre-Use Inspections
11. Preventative Maintenance
12. Health and Safety Objectives
13. Corrective action
14. Control of Documents
15. Control of Records
16. Contractor Management Program
17. Workplace Health Promotion

1 Foundations

1. Leadership and Commitment
2. Health and Safety Responsibilities
3. Health and Safety Communication
4. Worker Participation
5. Recognition of Hazards

6. Risk Assessment
7. Control of Hazards
8. Injury, Illness and Incident Reporting
9. Incident Investigation and Analysis
10. First Aid

VALIDATION

Excellence

Awareness

Legend

- ▇ Aligns with COR™
- ▇ Aligns with COR™ 2020 (in addition to COR™)
- ▇ Excellence program additional best practices

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Alignment between the Health and Safety Excellence program and ISO:45001 and CSA Z45001:19

3 Advanced

1. Monitoring, measurement and analysis
2. Review health and safety trends
3. Management review
4. Health and safety continual improvement planning
5. Internal audit
6. External audit

7. Change management and procurement
8. Networking and peer learning
9. Corporate social responsibility

2 Intermediate

1. Competency
2. Health and Safety Training
3. Legal and Other Requirements
4. Health and Safety Accountabilities
5. Emergency Prevention and Preparedness
6. Emergency Response
7. Return-to-Work Program Requirements, Forms and Tools
8. Return-to-Work Roles and Responsibilities

9. Accommodation and Return to Work
10. Pre-Use Inspections
11. Preventative Maintenance
12. Health and Safety Objectives
13. Corrective action
14. Control of Documents
15. Control of Records
16. Contractor Management Program
17. Workplace Health Promotion

1 Foundations

1. Leadership and Commitment
2. Health and Safety Responsibilities
3. Health and Safety Communication
4. Worker Participation
5. Recognition of Hazards

6. Risk Assessment
7. Control of Hazards
8. Injury, Illness and Incident Reporting
9. Incident Investigation and Analysis
10. First Aid

VALIDATION

Excellence

Awareness

Legend

Aligns with ISO 45001:2018

Excellence Program additional best practices

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Alignment between the Excellence program and Mining Review Top Priorities

3 Advanced

1. Monitoring, measurement and analysis
2. Review health and safety trends
3. Management review
4. Health and safety continual improvement planning
5. Internal audit
6. External audit
7. Change management and procurement
8. Networking and peer learning
9. Corporate social responsibility

2 Intermediate

1. Health and Safety Training
2. Legal and Other Requirements
3. Health and Safety Accountabilities
4. Emergency Prevention and Preparedness
5. Emergency Response
6. Return-to-Work Program Requirements, Forms and Tools
7. Return-to-Work Roles and Responsibilities
9. Accommodation and Return to Work
10. Pre-Use Inspections
11. Preventative Maintenance
12. Health and Safety Objectives
13. Corrective action
14. Control of Documents
15. Control of Records
16. Contractor Management Program
17. Workplace Health Promotion

1 Foundations

1. Leadership and Commitment
2. Health and Safety Responsibilities
3. Health and Safety Communication
4. Worker Participation
5. Recognition of Hazards
6. Risk Assessment
7. Control of Hazards
8. Injury, Illness and Incident Reporting
9. Incident Investigation and Analysis
10. First Aid

VALIDATION

Excellence

Awareness

Mining Review top 6 priorities

1. Health and safety hazards
2. The impact of new technology and management of change
3. Emergency preparedness and mine rescue
4. Training, skills and labour supply issues
5. The capacity of the occupational health and safety system
6. The Internal Responsibility System

Legend

Aligns with Mining Review recommendations

Excellence program additional best practices

Accredited occupational health and safety management systems

If an employer has an accredited health and safety management system, they can still participate in the program.

Selecting topics for your action plan

You can earn a rebate and/or recognition for completing the following topics

COR	ISO 45001:2018 CSA Z45001-19 BS OHSAS 18001:2007 COR™ (2020)
Contractor management program	Control of hazards
Control of documents	Corporate social responsibility
Control of records	Networking and peer learning
Change management and procurement	Workplace health promotion
Control of hazards	
Corporate social responsibility	
Networking and peer learning	
Workplace health promotion	

The Health and Safety Excellence program can help businesses build an inclusive workplace and community

The corporate social responsibility (CSR) topic in the Health and Safety Excellence program can help businesses implement diversity and inclusion initiatives to foster **a more inclusive and safe workplace culture** for employees and customers.

Examples of how businesses could build a more inclusive work culture…

Corporate Social Responsibility

1 Form diversity networks (e.g. LGBTQ network):

- Create a culture where employees "bring their whole self to work" and are supported
- Increase employee morale and engagement
- Receive feedback to identify non-inclusive practices & barriers

2 Partner and engage with community agencies (e.g. settlement and newcomer associations):

- Recruit top international talent; increase diversity and innovation
- Incorporate diverse perspectives to build an inclusive workplace culture

3 Offer diversity training programs to employees

- Foster a respectful, safe and inclusive workplace that leverages diversity
- Improve employee satisfaction and engagement

Health and Safety Excellence program

Contact us for help in getting started: healthandsafetyexcellence@wsib.on.ca

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The program levels can be aligned with supply chain segmentation

Breaking topics down by level reduces complexity…   …and can be used to segment supply chain prequalification's

Excellence
Recognized health and safety management system

3	**Advanced – managed system**	**9 topics**		• Health and safety services
2	**Intermediate – build the program**	**17 topics**	**VALIDATION**	
1	**Foundation – getting started**	**10 topics**		• Recognition

Awareness
Knowledge of basic health and safety requirements, occupational health system

Validation ensures topic implementation

Illustrative example of supply chain segmentation

Large	**Less >$5M**	**High**
Medium	**Less <$5M**	**Medium**
Small	**Less <$1M**	**Low**
Size of Business	Size of Contract	Execution Risk

Vendors **qualify** based on level of participation in program and **size of business, contract, or risk**

Sample supply chain OHS pre-qual. Forms versus point system for OHS Excellence and Accreditation (SOSE)

1. DO YOU HOLD CONTRACTOR MEETINGS WHERE HEALTH, SAFETY, AND ENVIRONOMENT "HSE" IS ADDRESSED WITH MANAGEMENT AND FIELD SUPERVISORS?

   ☐ YES   ☐ NO

   ☐ WEEKLY   ☐ BIWEEKLY   ☐ MONTHLY   ☐ LESS OFTEN, AS NEEDED

2. DO YOU CONDUCT PROJECT HSE INSPECTIONS?

   ☐ YES   ☐ NO

3. ARE INCIDENTS TOTALED FOR YOUR COMPANY?

YES	NO		MONTHLY	QUARTERLY	ANNUALLY
☐	☐	INCIDENTS TOTALED FOR ALL COMPANY	☐	☐	☐
☐	☐	INCIDENTS TOTALED BY PROJECT	☐	☐	☐
☐	☐	SUB TOTALED BY SUPERINTENDENT	☐	☐	☐
☐	☐	SUB TOTALED BY SUPERVISOR	☐	☐	☐

4. ARE INCIDENT REPORTS AND REPORT SUMMARIES SENT TO THE FOLLOWING WITHIN YOUR COMPANY?   ☐ YES   ☐ NO

   HOW OFTEN ARE THEY REPORTED? _____

YES	NO		MONTHLY	QUARTERLY	ANNUALLY
☐	☐	PROJECT MANAGEMENT	☐	☐	☐
☐	☐	VICE PRESIDENT	☐	☐	☐
☐	☐	PRESIDENT (CEO)	☐	☐	☐

5. HOW ARE THE COSTS OF INDIVIDUAL INCIDENTS KEPT?

   _____

   _____

   HOW OFTEN ARE THEY REPORTED?

---

1. DO YOU HAVE A WRITTEN HSE PROGRAM?   ☐ YES   ☐ NO

   (PLEASE SUPPLY A COPY OF THE PROGRAM.)

2. DOES YOUR HSE PROGRAM CONTAIN THE FOLLOWING ELEMENTS?

|	YES	NO		YES	NO
CORPORATE HSE POLICY	☐	☐	MAINTENANCE POLICY OR PROGRAM	☐	☐
INCIDENT REPORTING REQUIREMENTS	☐	☐	EMERGENCY PROCEDURES	☐	☐
RECORDS & STATISTICS	☐	☐	HAZARD ASSESSMENT	☐	☐
REFERENCE TO LEGISLATION	☐	☐	SAFE WORK PRACTICES	☐	☐
COMPANY RULES	☐	☐	SAFE WORK PROCEDURES	☐	☐
DISCIPLINARY PROCEDURES	☐	☐	INSPECTIONS AND AUDITS	☐	☐
RESPONSIBILITIES	☐	☐	INVESTIGATIONS	☐	☐
PERSONAL PROTECTIVE EQUIPMENT	☐	☐	TRAINING & COMMUNICATION	☐	☐
ENVIRONMENTAL PROCEDURES	☐	☐	DRUG & ALCOHOL	☐	☐

3. DO YOU HAVE AN ORIENTATION PROGRAM FOR NEW HIRES?   ☐ YES   ☐ NO
   IF YES, DOES IT INCLUDE ANY OF THE FOLLOWING? [NTD: ensure list includes HSE Program list.]

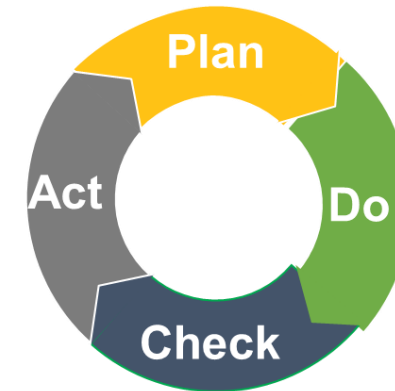|	YES	NO		YES	NO
COMPANY RULES	☐	☐	CONFINED SPACE ENTRY	☐	☐

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Desk validation

These are the key principles WSIB validators will be considering when reviewing your evidence submission

1 Does your evidence demonstrate how the topic is **making your workplace healthier and safer?**
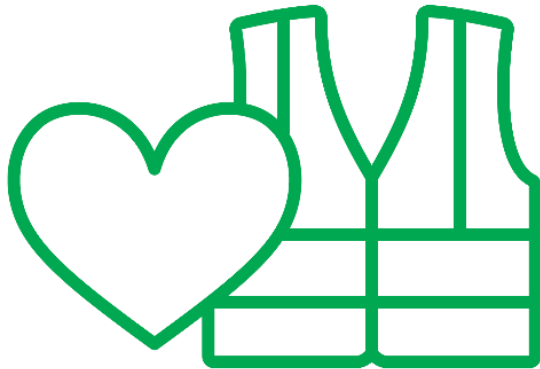
2 Does your evidence demonstrate that the topic is embedded in your business and applied consistently by your employees ("**living and breathing"** in your workplace**)**?

Plan
Do
Check
Act

Tip: You are not required to provide evidence to demonstrate all steps of PDCA or the 5-steps

Your provider will also be available to guide you through the validation process

Desk validation

These are the key principles WSIB validators will be considering when reviewing your evidence submission

3 Have you considered **what type of evidence** can best demonstrate your topic implementation?

Records - completed inspection report

Posters – e.g. 1234 poster

Emails - communication of confirmation of training

Photos - health and safety board

Video - observation of a practice eg circle check

Audio recordings - Interviews

4 Does your evidence story describe the "**who, what, when, where, why and how**" of the topic implementation?

Who – who is responsible, who is involved in developing…

What - what is the activity, what training is required…

Where –which departments, locations…

When – what is the timeframe, dates of activities…

How – what are the steps in the process/activities…

Why – what is the goal or purpose, why is this topic important…

Your provider will also be available to guide you through the validation process

Rebate on premium

① Prior year premiums   **②** Predictability   **③** # of topics

$$ **X**   **> 20% = 1.4% per topic**   **X**   **1 - 5**

≤ 20% = 2% per topic

Examples:

$200,000   x   2%   x   5   = $20,000

$7,000   x   2%   x   5   = $700 (min. $1000 x 5 = $5,000)

$700   x   2%   x   1   = $14 (75% of prem = $525)

Rebate minimum and maximum:

- Minimum $1000 per topic, up to 75% of annual premiums
- Maximum of $50,000 per topic

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Public recognition

Member badge – Visible on the WSIB Safety Check website

Business Legal Name	ABC LTD.
Classification	
Pre-2020 Classification	
Business Size	Medium Business (20 To 99 Employees)

Performance badges and awards

Non-Financial Recognition for the completion of an Excellence program level

Employers with an accredited health and safety management system eg COR, ISO 45001, can request non-financial recognition (a level badge) for level one and/or level two.

- If an employer has successfully completed an external audit of their health and safety management system within the last two years, the employer is to submit the audit results and their accreditation certificate in the digital portal for verification.
- The audit results are sufficient to verify that level one and/or level two are completed.
- The submission of specific topic evidence will not be required

Level 1 badge

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- WSIB will request evidence of implementation for the following topics:
  - o Health and safety participation
  - o Recognition of hazards
  - o Risk assessment
  - o Control of hazards (most significant hazard)
  - o Incident investigation and analysis

Level 2 badge

wsib ONTARIO | Health and Safety Excellence **Intermediate**

- WSIB will request evidence of implementation for the following topics:
  - o Return-to-work program (all 3 Return-to-work topics)
  - o Legal and other requirements
  - o Health and safety training
  - o Corrective action

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Selected Business: Boart Longyear Manufacturing Canada Ltd.

Business Legal Name	Boart Longyear Manufacturing Canada Ltd.	Health and Safety Excellence **Member**	

Classification

Class/ Subclass	E5 - Machinery, Electrical Equipment And Miscellaneous Manufacturing
NAICS Code	333120 - Construction Machinery Manufacturing

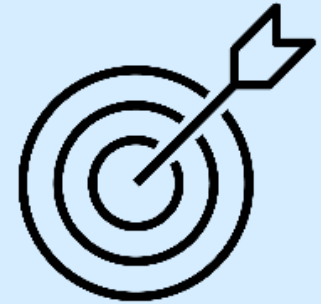| Business Size	Large Business (100 Or More Employees)

Excellence program | **Why Join?**

Receive support from **approved workplace health and safety providers**

Participate anywhere using an **online program portal**

Get access to a free **culture assessment tool**

Flexible program options along a **roadmap** to excellence

Risk based program that is aligned with the Ministry of Labour, Training and Skills Development Accreditation program

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COVID-19 reporting l **Tips and reminders**

When to report a claim to WSIB?

- Your employee tells you **they believe they contracted COVID-19** in the workplace
- You believe there was a **potential workplace exposure** (e.g. other employees in the workplace have tested positive for COVID-19)
- The WSIB informed you that **a claim has been set up based on a Form 6** (Worker's Report of Injury/Disease) or a **Form 8** (Health Professional's Report)
- You should make all reasonable efforts to report any injuries/illnesses within the three-day time limit unless you are prevented from doing so because of the state of emergency

When NOT to report a claim to WSIB?

- If someone does not have a diagnosis or symptoms of COVID-19
  - You may choose to file an exposure incident form through our Program for Exposure Incident Reporting or Construction Exposure Incident Reporting program

Impacts on 2020 premium rates:

- Costs associated with COVID-19 related claims will not be allocated at an employer or class level. It will be allocated on a schedule-wide basis

- There will be **no change in premium rates for 2020**

How does WSIB adjudicate COVID-19 claims:

- All claims submitted will be adjudicated on a case by case basis
- WSIB will review based on submissions from the person with an injury or illness and their employer
- In cases where businesses are not able to meet the three-day reporting time limit, the WSIB will use our discretion on a case-by-case basis to extend time limits for reporting work-related injuries or illnesses
- You can read more about how we make decisions about COVID-19 claims (PDF)

Excellence program webinar for CDDA members

WSIB will be hosting a 1 hour webinar to provide CDDA members interested in learning more about the Excellence program (HSEp).

Date: Tuesday, March 23rd from 10:30-11:30 am.

Invitation to follow from Louise

Next steps: email Lisa/Louise with WSIB account # for potential rebate calculation and provider selection and/or participate in upcoming webinar .

Attachments: HSEp Enrollment Guides for small and med/large businesses

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