**Workplace Safety North**

**SWO/Small Company Program Timelines**

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| **Timeline** | **SFL**  | **Overlapping Licensee** **and/or** **Harvest Contractors** | **WSN**  |
| January 1 | H & S Policy reviewed and approved by SFL BoardPosted on website | H & S Policy reviewed and posted on each work siteCommence internal review of their H&S programs and submission of completed Self Evaluation reports | **Provide SWO/Small Company Status Report to SFL Board** Distributes notice to program participants that have been selected for: a) full audit with tentative meeting date orb) are required to complete self- evaluation  |
| April 30 | Coordinates with WSN on the delivery of missing information from all program participants | **Submission deadline for Self-Evaluation Reports** | Commence review of self-evaluations and meets with SFL to provide list of participating companies that have not provided self-evaluation reports |
| May 1 | Coordinates with WSN on the scheduling of SWO/SCHSP field audits for missing program participants Confirms meeting date with WSN for presentation of previous years trends to SFL Board  | **Confirm scheduled meeting dates for Full SWO/Small Company WSN audit site visit**  | Meets with SFL and provides list of participating companies that have not scheduled a field visit meeting date for full audit with WSN representative – commence field audits as scheduledDirector, Prevention Services prepares summary of previous calendar year trends and industry perspective with SFL Board |
| May 30 | - | Submission of any missing or outstanding self-evaluation information requested by WSN  | - |
| June 30 | - | - | **Deadline of Self Evaluation Certification/Endorsement** |
| September 1 | Distributes Joint SFL/WSN reminder bulletin to program participants to complete any outstanding action items from WSN full audit findings | Commence alterations and implementation of program improvements based on audit review findings | Complete all field inspections for Full AuditsProvides review recommendations and advises individual program participants of gaps in obtaining recognition  |
| September 15 | Distributes Joint SFL/WSN reminder bulletin to program participants to submit any missing information from field audits | Submission of any missing or outstanding full audit information requested by WSN | Provides Draft SWO/Small Company Status Report to SFL Board – ‘pending’ status is permitted on report |
| September 30 | Coordinates delivery of missing information from program participants  | Program participants complete any outstanding action items from WSN review of full audit findings | **Deadline of Full Audit Recognition** *Note: WSN at their sole discretion provides an extension to program participants to allow for submission of any outstanding supporting documentation to obtain certification* |
| November 1 | Joint meeting with SFL/WSN  | - | Meets with SFL and completes a Program level gap analysis for Board. Includes improvements, training, legislative changes |
| November 15 | Reviews draft SWO/Small Company Status Report and communicates default in status and/or confirms WSN extension in place where eligible | - | Provides Draft SWO/Small Company Status Report to SFL Board – ‘pending’ status is permitted on report |
| December 15 | Develop and forward list to WSN of companies expected to be active for next calendar year  | - | **Prepare Final SWO/Small Company Status Report and Gap Analysis to SFL Board confirms current year completion**  |
| December 31  | **Confirm certification of active companies for upcoming operating season prior to operations** | Program participants receive WSN Recognition for upcoming year | End of annual program  |