



Health and Safety Excellence Program Webinar #2: Developing and Implementing



Health and Safety
Excellence program
Approved provider



2025



Workplace Safety North (WSN)

Making workplaces safer for over 100 years

An independent not-for-profit, WSN is one of four sector-based health and safety associations in Ontario.

Headquartered in Northern Ontario, WSN is a WSIB approved provider for the Health and Safety Excellence program (HSEp).

With over 20 health and safety specialists located in communities across the province, WSN has a strong background in supporting the advancement of the health and safety needs of small and large businesses.



Developing your Health and Safety Topics

The first step is to choose an implementation model

PDCA – Plan/Do/Check/Act

WSIB's 5 Steps to Health and Safety

- Set Standard
- Communicate
- Train
- Evaluate
- Acknowledge success and make improvements

Other models can be used in the development stage.



Comparing the Implementation Models





Plan: Setting the Standard

This is a crucial step in the HSEP process.

Planning needs to be considered early on

With 365 days to work on the process, it is hard to take it seriously for the first six months.

Two main activities in this phase:

Creating an action plan.

Creating a written standard/procedure specific to each topic.





Creating an Action Plan (Template 2)

Key points include:

Assigning responsibilities to team members detailing who will oversee various aspects of implementation.

Establishing a clear goal that communicates why this initiative is essential—for example, reducing incidents and enhancing workplace wellbeing.

Outlining a list of actionable steps on how you want to implement what you develop.

Template 2 is not required to be submitted to the portal, but if you developed it and followed it, why not show the validator that you had a plan.





WSN Template 2: WSIB HSEp Implementation Plan

Follow the instructions provided in:

- WSN Client Guide for Using WSN Template 2: Implementation Plan

Develop a Topic Implementation Plan

A topic implementation plan must be completed. The purpose of this document is to **provide a clear plan** for your selected topic and overall program requirements. **Each selected topic will need to have a completed implementation plan uploaded to the WSIB portal.**

HSEp Topic Name:							
Planning for Topic Implementation	Implementation Model			Determine the Following	Activity (What/How)	Responsibility (Who)	Target Date (When)
	S	Plan	1	What is the plan to implement the topic in terms of setting the standard? (Ensure your response aligns with topic requirements.)			
	C	Do	2	What is the plan to implement the topic when it comes to communication?			



Planning for Topic Implementation	Implementation Model			Determine the Following	Activity (What/How)	Responsibility (Who)	Target Date (When)
	T	Do	3	What is the plan to implement the topic when it comes to training ?			
	E	Check	4	How do you plan to evaluate (or check) all steps involved with the implementation of the topic?			
	AI	Act	5	How do you plan to address any gaps as a result of the evaluation? (<u>Note:</u> Think ahead to how you will develop your continuous improvement plan. See WSN Template 3, CIP table for more information.)			
			6	How do you plan to acknowledge the successes (Act) discovered as a result of the evaluation?			



Developing a Written Standard

A procedure/policy/standard.

Signed, dated and approved by the senior management group to show commitment to the topic requirements.

Upload the procedure/policy/standard to the portal.

All requirements for each topic must be included on the portal.





This sample procedure should be customized to fit the needs of your company. It should be integrated into other procedures and processes, such as internal audits, and H&S objectives.

This procedure is not meant to be used as-is.

LEADERSHIP & COMMITMENT

Date of Issue: choose issue date	Review Date: choose date for review
Written by: person(s) who wrote document	Date: insert date written
Reviewed by: person(s) who reviewed	Date: insert date written
Approved by: person responsible for process	Date: insert date written

PURPOSE
To define the health and safety responsibilities of Senior Management with various levels of authority in the organization, following obligations established in health and safety legislation, the Certificate of Recognition (COR) program, and The Companies Health and Safety Management System (HSMS). Effective leadership and commitment from Senior Management for the health and well-being of everyone in the workplace is essential. Senior management has the ultimate responsibility for the health and safety of all workers. Senior Management will ensure a Health and Safety Policy is developed annually in accordance with OHSA legislation and to reflect our companies' commitment to health and safety.



ROLES & RESPONSIBILITIES

President & CEO

- Ultimately responsible for the Health and Safety of all employees.
- Ultimately responsible for ensuring all employees and management are protected from personal injury and liability.
- Ultimately accountable for the health and safety management system (e.g., a system of policies and procedures) and ensuring it addresses and complies with all provincial acts, regulations, and requirements.
- Ultimately responsible for legislative and regulatory requirements on behalf of the Company and assumes the responsibilities of the employer in legislation.
- Ultimately responsible for the proper functioning of the Internal Responsibility System (IRS).
- Ultimately responsible for establishing the Health and Safety Policy Statement for the organization (signed and dated annually), including the setting of safety objectives and ensuring those actions are appropriately resourced.
- Ultimately responsible for setting the company safety rules, ensuring a program to ensure rules are followed, and for the performance of the health and safety system.
- Ultimately responsible for ensuring the implementation and maintenance of a program for managing and evaluating sub-contractors performing work under the organization.
- Responsible for reviewing and endorsing the company Workplace Violence and Harassment Program and ensuring that program is appropriately resourced. The President & CEO is responsible for taking the appropriate actions to prevent incidents of violence and harassment in the workplace.
-  • Responsible for reviewing and endorsing the company Return to Work and Re-Employment Program to manage the procedures surrounding employee return to work following a workplace injury.
- Responsible for participating in the Annual Corporate Health and Safety Management Review process.
- Responsible for promoting, sponsoring, and supporting the Health and Safety Management System. Holds ultimate accountability to employees, management, and regulatory authorities for health and safety.



Do: Communicate and Train

Communication

Determine who needs to know what, when, how often and how information will be shared.

Make communication two-way – always ask for feedback or ideas from employees.

Encourage employees to ask questions or to repeat something if they do not understand.

When communication occurs, records need to be included in the submission to show it has been done.





COMMUNICATION:

The company encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- ★• Health & Safety responsibilities will be communicated to all management during their health and safety management training program (completed within 3 days of hire).
- The Health & Safety Policy Statement will be posted in high traffic areas in all facilities. A safety meeting will be held to explain and subsequently review the Policy annually. The Policy will be introduced to new staff and reviewed with recently promoted during orientation.
- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- ★• Health and safety comments will be reviewed by Senior Management/Health and Safety Manager. The Senior Management & HSO will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or Health & Safety Manager of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written, oral or electronic and may be anonymous, if so desired.



Do: Communicate and Train

Training

Everyone needs training, including the owner and senior managers.

Keep attendance and training records, meeting notes, sign-off sheets and certificates (like communication).

These records form part of the requirements to be submitted in the portal.

Train supervisors first so they can play a coaching role and hold employees accountable.

Communication and training are not the same.

Communication involves telling your team about the changes that are being made, when they can expect training, and what the results of the work are expected to be. Training involves learning new skills and knowledge.





Check: Evaluate

The overall purpose of this step is to answer the following questions: Did you do what you set out to do, and is it working?

You'll need to monitor how you're doing along the way.

Perform a formal, documented evaluation in this step. This step is done after a sufficient time has passed after the “do (communicate and train)” step.





Check: Evaluate

Use an evaluation template/checklist and involve your joint health and safety committee members and management in reviewing and analyzing topics.

Observe a process or task to see if it's completed according to the procedure.

Review forms for content and completion in a timely manner.

Ask someone outside your department or a third party to review work processes and give feedback.





TRAINING:

- ★ • All management requires training on their legislative and internal health and safety responsibilities.
- Each manager must sign the training record at the completion of the management health and safety training session.
- All records of any health and safety training must be kept in their personnel file.

EVALUATION:

- ★ Annually the Health and Safety Manager will evaluate through surveys, interviews and observations to ensure all procedures outlined in the policy are conducted.

FORMS/RECORDS:

Health and Safety Policy Statement

REFERENCE MATERIALS:

Occupational Health and Safety Act (OHSA) - section 8 Representative and / or
Occupational Health and Safety Act (OHSA) - section 9 for the JHSC
Occupational Health and Safety Act (OHSA) – section 25 and 26

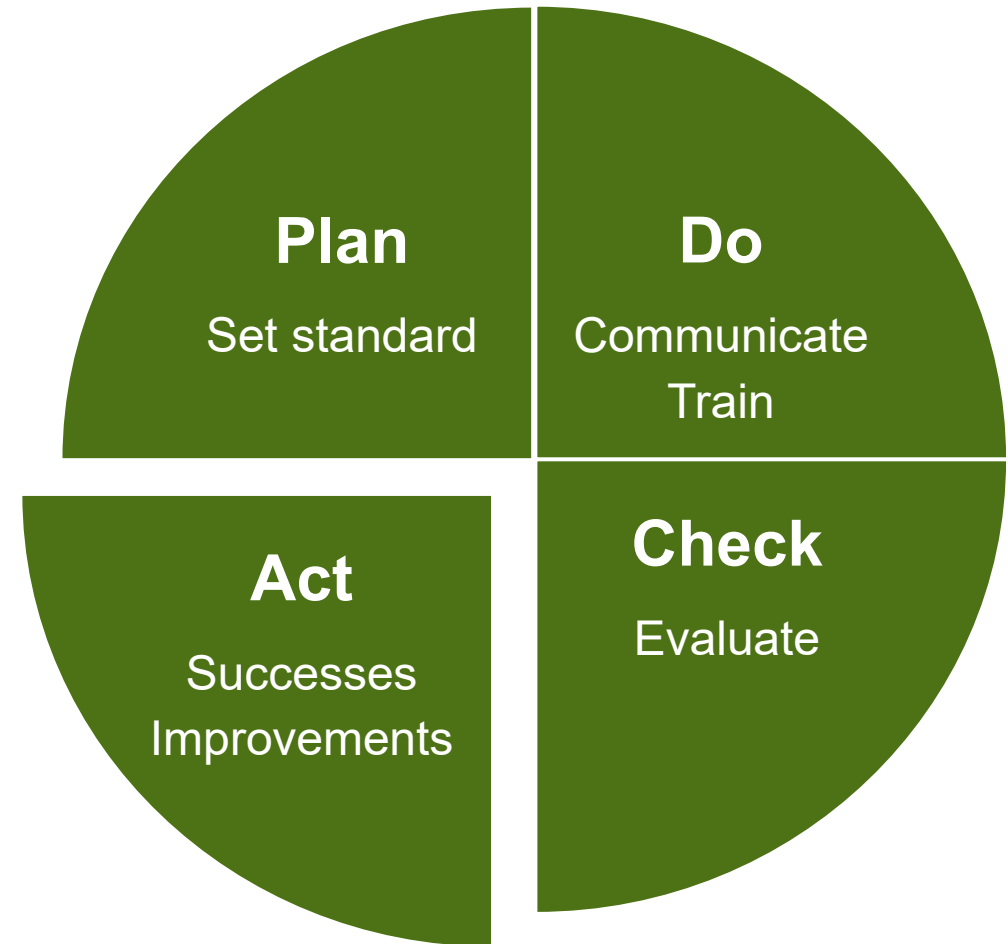


Act: Successes and Improvements

This step involves reviewing the results of the “**check**” or “**evaluation**” you performed in the last step.

You can achieve this by creating an **improvement plan** to fill the gaps you identified and act on any lessons you’ve learned.

In the future, you’ll want to routinely evaluate and improve **based on observations, feedback and analysis**.



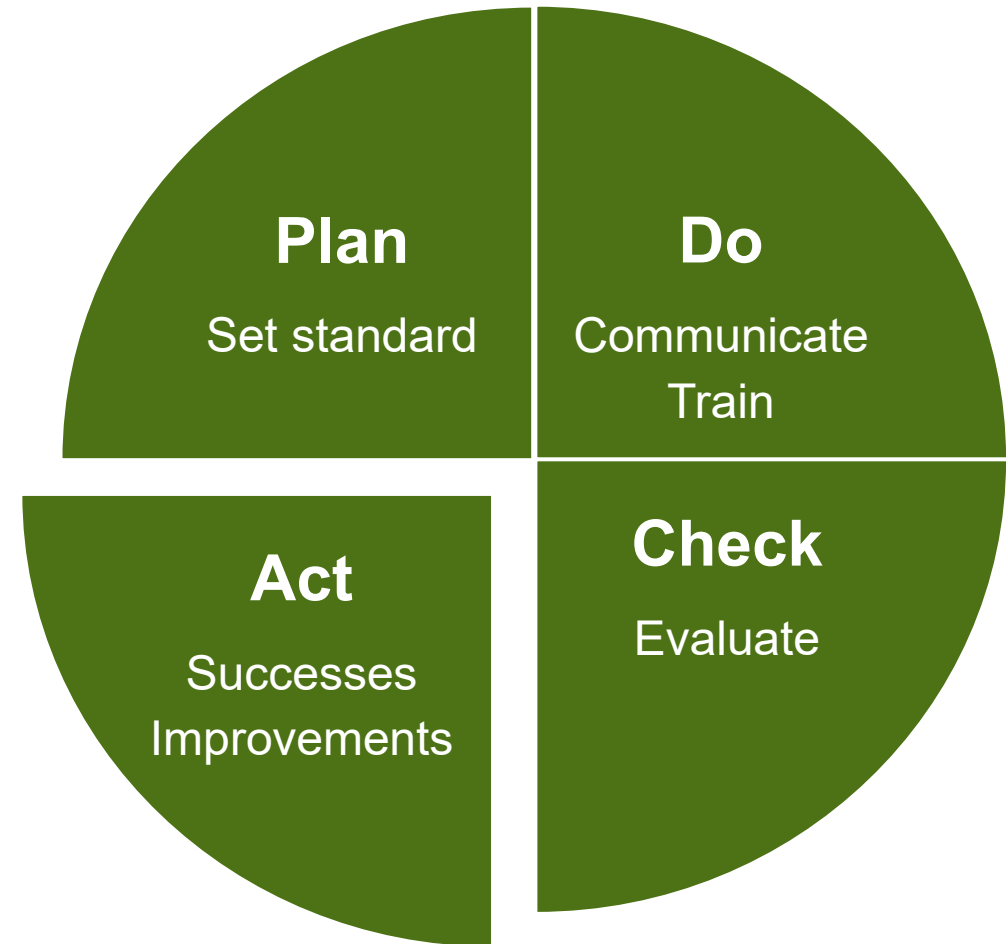


Act: Successes and Improvements

While implementing all items on your improvement plan is ideal, you must show that **at least one fix** has been completed when you submit your evidence.

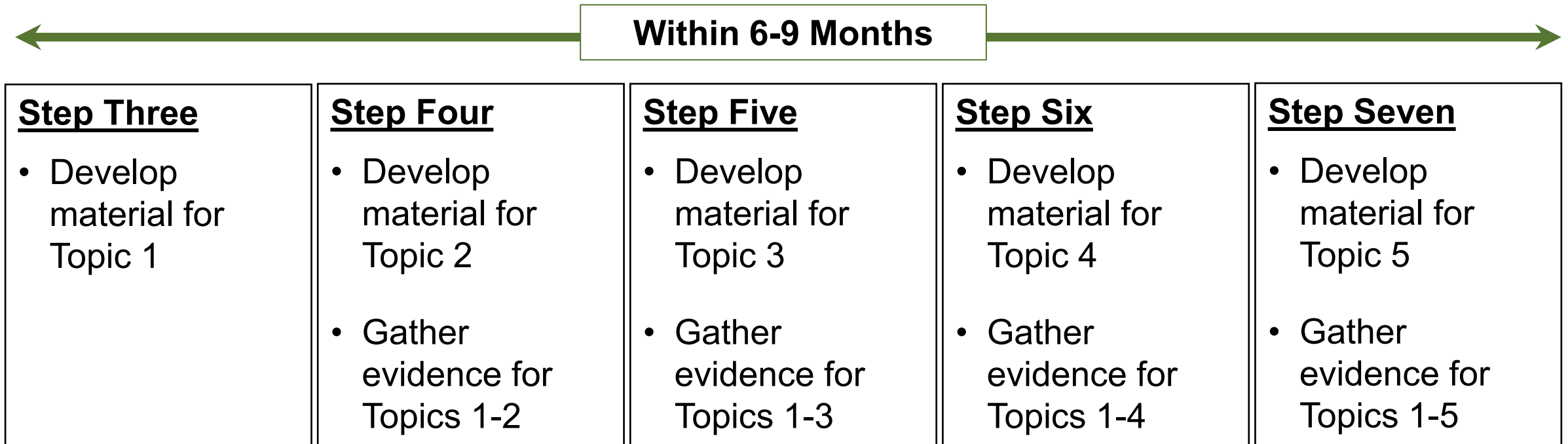
This step also includes recognizing all employees who helped to implement the topic and acknowledging their input.

Employees need to know you **value their contributions** to ensure the continued success of your health and safety program.





HSEp Timelines (For Five Topics Selected)





info@workplacesafetynorth.ca
workplacesafetynorth.ca

Health and Safety
Excellence program
Approved provider



2025