



Health and Safety Excellence Program Webinar #1: The Foundation



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.

Health and Safety Excellence program

Supporting clients with safety training discounts

Participating in the Health and Safety Excellence program supports the development of a strong and functional health and safety program for your business. Participating firms can create safer workplaces and earn both financial and non-financial recognition

Take advantage of 50 percent off one of our e-learning courses designed to educate workers on key health and safety topics.

JHSC Part 1

Health and Safety Rep

Enter code **HPSAFETY** by January 31, 2026, for a 50% discount on any one of these e-learning courses.



2025 HSEp Program Manual

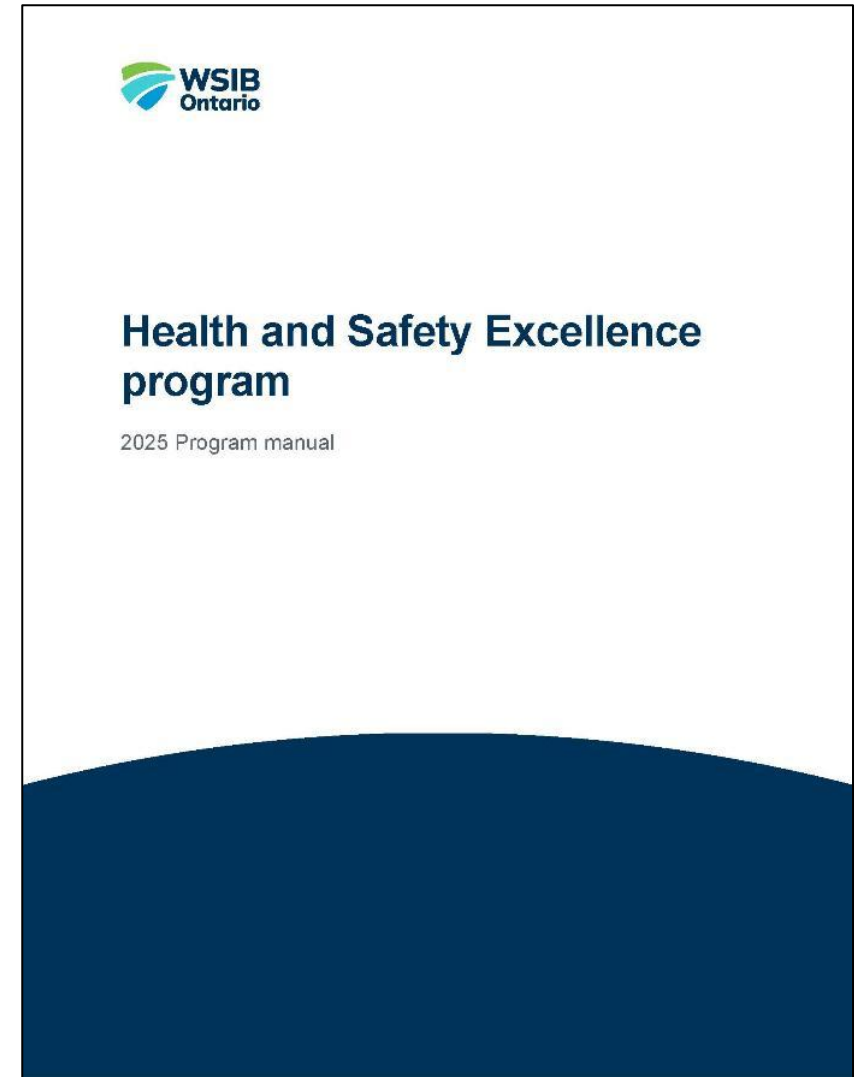
Updated manual at the start of this year.

Combined several documents into one package.

Easy to read document that includes all the steps needed to complete the HSEp process.

You will receive a link to be able to access the program manual.

Keep a copy on your computer or print it out for easy access.





WSIB Health and Safety Assessment

When accessing the WSIB portal for the first time and prior to selecting topics, you will be required to complete the **HSEp Health and Safety Assessment**.

Online questionnaire to help identify gaps in your current health and safety program and the topics your business still needs to develop.

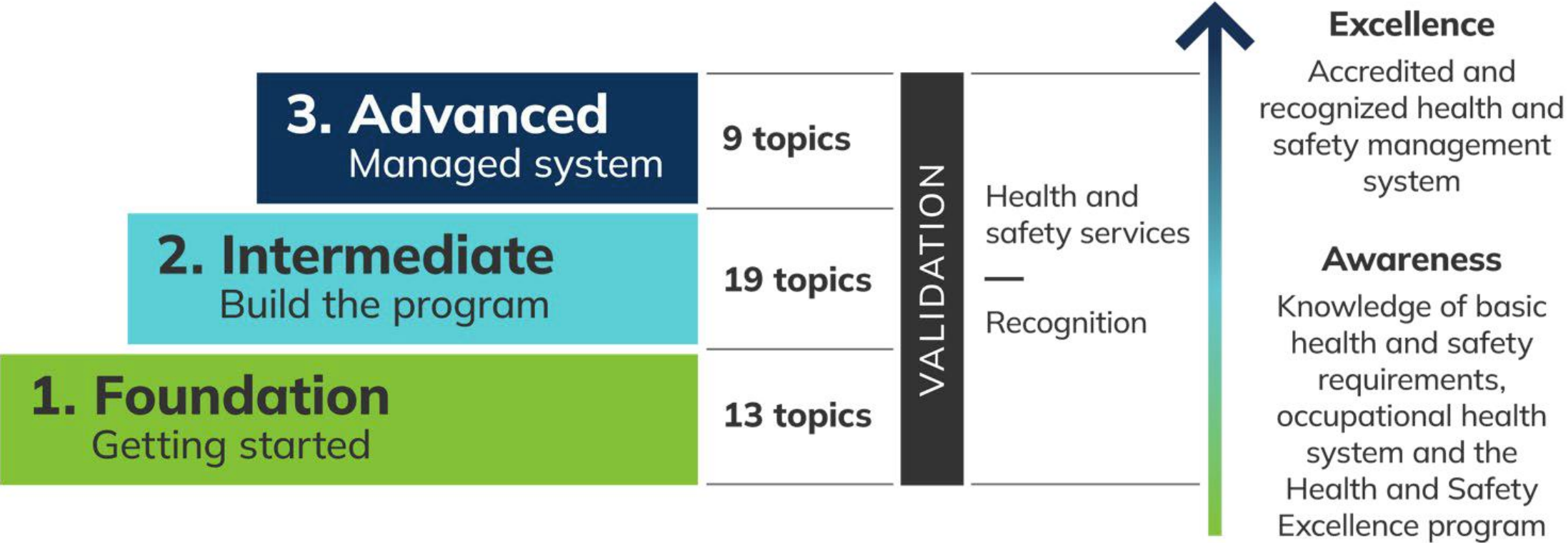
Quick and easy to complete!

Based on responses, the system assigns your business to a program level and generates a list of recommended health and safety topics.

Recommended topics are not mandatory.



Program Levels





Foundation Level (13 Topics)

- Leadership and commitment
- Health and safety responsibilities
- Health and safety communication
- Health and safety participation
- Hazard identification
- Hazard reporting
- Workplace inspections
- Risk assessment
- Control of hazards (basics)
- Control of hazards
- Injury, illness and incident reporting
- Incident investigation and analysis
- First aid



Intermediate Level (19 Topics)

- Competency
- Health and safety training
- Legal and other requirements
- Emergency prevention and preparedness
- Emergency response
- Psychological health and safety 1: Assessing your risk
- Psychological health and safety 2: Reducing your risk
- Return-to-work program requirements, forms and tools
- Health and safety accountabilities
- Return-to-work roles and responsibilities



Intermediate Level (19 Topics)

- Accommodation and return to work
- Pre-use inspections
- Preventative maintenance
- Health and safety objectives
- Corrective action
- Control of documents
- Control of records
- Contractor management program
- Workplace health promotion



Advanced Level (9 Topics)

- Monitoring, measurement and analysis
- Review health and safety trends
- Management review
- Health and safety continual improvement planning
- Internal audit
- External audit
- Change management and procurement
- Networking and peer learning
- Corporate social responsibility



Topic Requirements

Each topic in the three levels will have topic requirements that must be included with the submission to the WSIB and included on the portal.

You will not get approved for any topic that does not include all the requirements.

You will find the requirements here - [Health and Safety Excellence program: Topic requirements | WSIB](#)



Timelines for the HSEp Process

From the day your topics are approved by your WSN Health and Safety Specialist, you will have 365 days to submit your evidence for validation using the portal.

You can submit earlier but will need time to gather evidence and demonstrate that the topic is **living and breathing**.

Once you submit, if the validator marks it as **Additional Evidence Required**, you will have 60 days to provide that additional evidence.

If your topic submission is successful, you will receive a rebate from WSIB.



HSEp Timelines

Step One

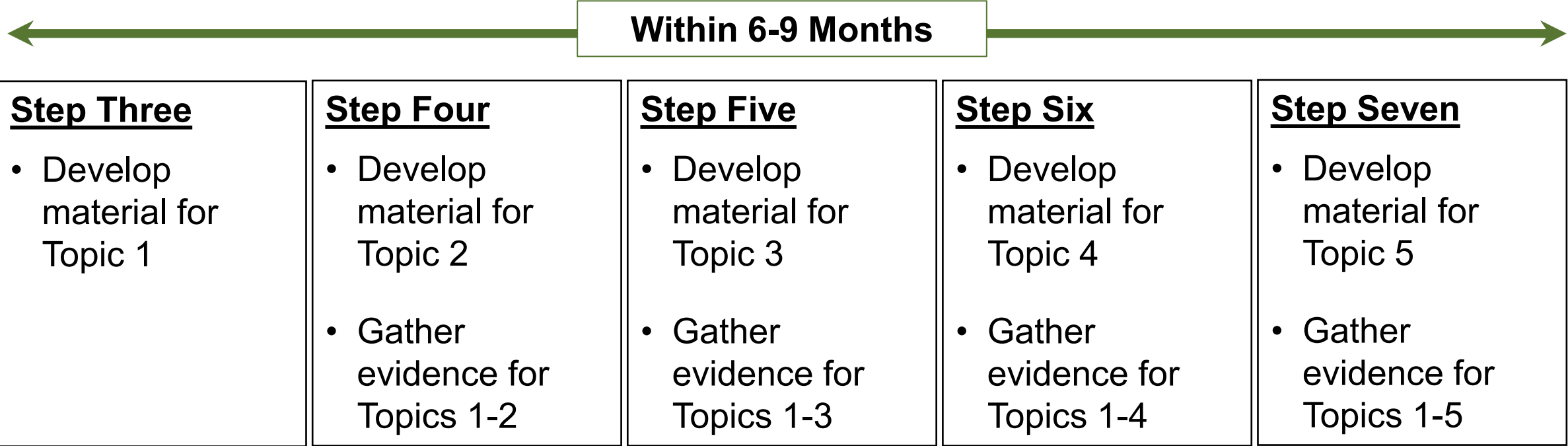
- Register with WSN
- Pay WSN invoice
- Register with WSIB and the portal
- Complete the health and safety assessment

Step Two

- Review topics and requirements
- Select topics
- Get approval from senior management
- Enter the topics into the WSIB portal
- WSN approves the topics – **clock starts**

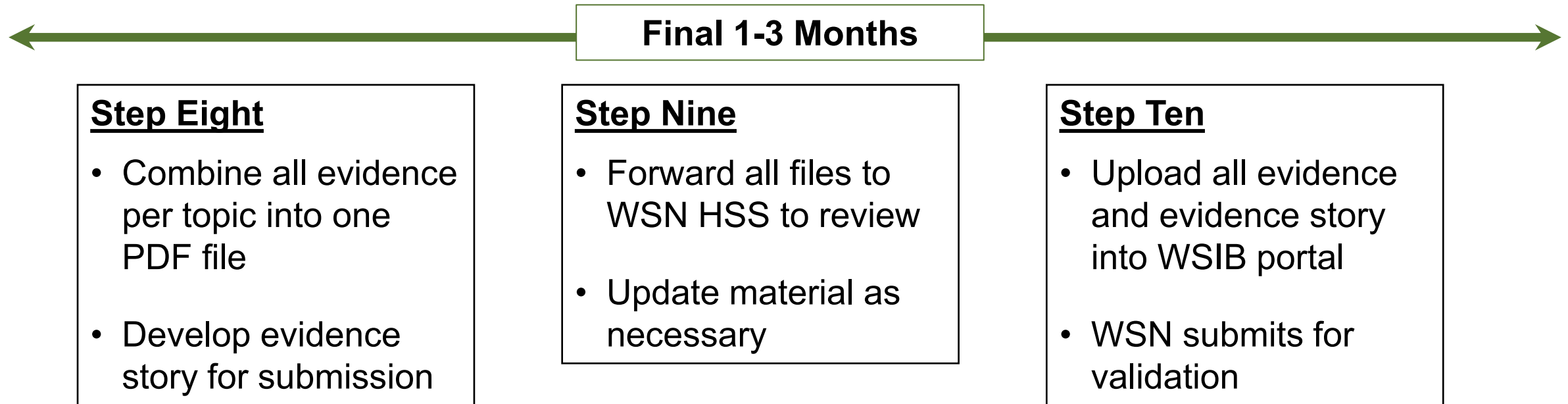


HSEp Timelines (Based on Five Topics)





HSEp Timelines





Choosing Topics and the Action Plan

New for 2025

Topics selected must be **new to the organization**.

Template 1 (rationale for topic selection) is no longer required.

Action Plan

WSIB's action plan is **selecting topics**.

WSN's action plan is utilizing Template 2 to **set up a plan on getting to the finish line and being successful**.

Template 2 is not required to be uploaded to the portal, but WSN strongly recommends you do so to show concrete plan of action to validator.



Control of Hazards (Topic Focus)

Control of Hazards is a unique topic (two routes)

Control of Hazards Basic

Topic where you develop a generic control of hazard requirements.

Control of Hazards (Specific)

Cover a variety of workplace-specific topics.

Lockout, Guarding, MSDs, Confined Space, Working alone, etc.



Control of Hazards

Control of Hazards (Specific)

You can do this topic repeatedly (focusing on different hazards).

These topics must be new to your workplace.

For firms with 1-99 employees (exemption)

You are addressing a hazard that **hasn't been controlled**.

You are implementing **new control measures**.



Considerations for Control of Hazards

Members can't use this topic to control the same hazard in different ways.

Members must describe control measures using the hierarchy of controls.

Members must apply the control measures they develop in the topic to all areas of their business where the hazard is present.

Members must show how they'll monitor implemented controls to ensure they're working as intended.



Tips for Validation Success (Control of Hazards)

Does the submission describe how the hazard(s) was not controlled?

Does the submission demonstrate application of the hierarchy of controls?

Does the submission describe existing and new control measures?

Were existing and new control measures evaluated for effectiveness?



The WSIB Digital Tool

Once you register with Workplace Safety North:

Rose Bedard will provide you with a link to the WSIB online portal.

You will create a user account.

Complete the workplace assessment

This will gauge your involvement in health and safety and provide you with a program level.

A list of recommended topics will be provided (not mandatory).

Work with your Health and Safety Specialist to select topics and get them approved.



Online services: Businesses

Log in to your online services account

[Log in](#)

Are you a person with an injury or illness? [Log in](#)

Sign up for an online services account

[Sign up](#)

Use our online services to:

- View your claims
- Track the status of an appeal
- Report and pay premiums
- View your statement

[Register your business for WSIB coverage](#)[Complete your reconciliation](#)[Submit claim documents](#)[Update your address](#)[Use quick-access clearance](#)



View your balance, account activities and statements

Access your statements of account, premium rate statements, claim detail statements or current account balance

Go

Complete your reconciliation online

Confirm you've reported the right amount in premiums if you're a monthly reporting business

Go

Account management

Submit account documents, view statements and send messages

You can submit account management-related documents, access previous submissions, view statements and send messages about your account

Go

Select 'View your claims' to submit documents and send messages about existing claims, or 'Report an injury or illness' to start a new claim

Submit an account-related document if you don't have an account number

Submit documents to complete your registration, if you're an independent operator or don't have an account number

Go

Find or obtain a clearance

Obtain a clearance, sign up for automatic clearances or find, view and download your clearance history

Go

Register with us

Complete your WSIB coverage registration or register another account

Go

Business activity change

Report a workplace injury, illness, exposure incident or fatality through your account

Go

Access existing draft and submitted reports

Complete or view reports submitted through our previous online service.

Note: you won't be able to start a new report through this service



We have a new online service for injury and or illness reporting. You will still be able to access your draft reports for up to 30 days after the date you started and view reports up to 90 days after submission.

Go

Submit a claim-related document

Submit any claim document, including forms, letters, reports and receipts

Go

Analyze your rates and past claims

Use Compass to access rate and claim information and your Workplace Injury Summary Report

Go

Access health and safety programs

Manage your activities for businesses enrolled in our health and safety programs

Go

New

Access free health and safety resources

Use the Canadian Centre for Occupational Health and Safety's Business Safety Portal resources to help improve your workplace safety

Go

View your balance, account activities and statements

Access your statements of account, premium rate statements, claim detail statements or current account balance

Go



Dashboard



[View](#) [Edit](#) [Dashboard](#) [Notifications](#) [Email Notifications](#)

Assessment

Culture survey

Copy culture survey link 

Action plan status

No action plan(s) to display.

Topic and level progress

Level 1 - Foundation



Level 2 - Intermediate



Level 3 - Advanced



Assessment results

Level 1 - Foundation



Action plan history

No action plan history to display.



Key Benchmarks

WSN Health and Safety Specialists can help with the following:

1. During the topic selection phase to create an action plan.
2. During topic implementation (meetings, tools, resources, templates, implementation plans).
3. Review of your evidence prior to WSIB submission (evidence story and supporting evidence).
4. Assistance with uploading of evidence on WSIB digital portal.
5. After your desk validation (if required).
6. Before and during onsite validation (if required).



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