

Workplace Safety North

WSN's Workplace Excellence Awards

Frequently Asked Questions

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Completing the Self-Assessment

Who can participate?

Any firm with a major WSIB rate group with Workplace Safety North can participate in our Workplace Excellence Awards. Our rate groups are:

Forestry

- 30 – Logging
- 33 – Sawmills/Reforestation
- 36 – Veneer/Plywood

Mining

- 110 - Gold Mines
- 113 – Nickel Mines
- 119 – Other Mines
- 352 – Primary Smelter Industries

Paper, Printing and Converting

- 39 – Pulp, Newsprint and Board Industries
- 41 – Corrugated Boxes
- 333 – Printing, Platemaking and Binding
- 338 – Folding Cartons
- 341 – Paper Products

Please Note: Companies must have zero traumatic fatalities in the year they wish to be recognized.

Who completes the self-assessment?

It is important the self-assessment reflect both the input of workers and management. To be recognized, the company **must** complete the self-assessment with the Joint Health and Safety Committee. For companies with less than 20 employees, the assessment **must** be completed with the health and safety worker representative.

How do I complete the self-assessment?

Management and worker representatives complete WSN's Workplace Excellence self-assessment form. Each question is worth one point, unless otherwise specified. You may need to reference procedures, policies, training reports and incident investigations to accurately answer all questions.

How much time will it take to complete the self-assessment?

On average, during the pilot of the program, companies took half day to a full day to complete the self-assessment.

Recognition Plaque

How do I qualify for a Recognition plaque?

If you've scored over 80% on the self-assessment, you can submit your completed assessment to WSN in order to receive a Recognition plaque that can be displayed at your workplace. WSN will review the self-assessment and scores may be validated by an on-site visit from a WSN Field Consultant.

When will I know if my company will receive a Recognition plaque?

WSN will take up to two months to review the self-assessment and calculate your firm's statistical performance. You will then be contacted regarding one of the following next steps:

- You have qualified for a Recognition plaque, where should the plaque and your scorecard be delivered to?
- You have been randomly selected for an on-site visit from a WSN field consultant to verify the findings of the self-assessment. Once results are verified you will receive your recognition plaque and scorecard.
- WSN has calculated your self-assessment and the score does not exceed 80%. We will provide you with a scorecard and encourage you to resubmit next year.

President's Award

What is the President's Award?

All submitted assessments will automatically be considered for the President's Award. Scoring for the President's Award is based on the results of the self-assessment in combination with statistical performance of the past two calendar years. The top scoring firm in forestry, mining, paper, printing and converting and small business will be presented with the President's Award at WSN's Annual General Meeting in September 2013.

How many Presidents' Awards are there?

Every calendar year, WSN will recognize four companies with the President's Award. The top performer in each of the below categories will receive the President's Award:

- Forestry
- Mining
- Paper, Printing and Converting
- Small Business (less than 20 full-time employees)

How are the statistics calculated for the President's Award?

Statistical performance for the Presidents' Awards are calculated by WSN using WSIB statistics for your firm's performance and your rate group's performance. The statistical analysis looks at three parts:

- Company's percent reduction in Lost-time Injuries
- Company's percent reduction in Total Injury Rate
- Company Total Injury Rate Percentage below Major Rate Group

For a complete breakdown of the point system and definitions, see the chart in Appendix A.

How is the final score calculated for the President's Award?

The final score is based on the results of the self-assessment and the statistical analysis. The breakdown is as follows:

Self-Assessment:	up to 120 points
Statistical Analysis:	<u>up to 30 points</u>
Final Score:	up to 150 points

If I don't win the President's Award, will I know how I scored?

Yes. Every submission will receive a score card confirming:

- Final score on the self-assessment (after a WSN review and possible on-site visit from a WSN Field Consultant)
- How your company ranked on statistical performance

When will I know if my company will receive the President's Award?

WSN will be contacting firms who have received the President's Award in early September.

Representatives from the firm will be invited to our Annual General Meeting to receive the award.

Submitting the Self-Assessment

How do I submit my self-assessment?

You can mail a hard copy of your assessment to:

Workplace Safety North

Re: Workplace Excellence Awards
690 McKeown Avenue
P.O. Box 2050, Station Main
North Bay, Ontario P1B 9P1

Or you can email a copy to:

To: dawnanighbor@workplacesafetynorth.ca

Subject Line: Workplace Excellence Awards

How will I know my self-assessment has been received?

You will receive a confirmation email from WSN within five business days of submitting your self-assessment. Please ensure an accurate email address is submitted with your self-assessment.

What are the submission dates?

For mining companies that would like to be recognized with a Recognition plaque at this year's Mining Health and Safety conference, the deadline for submission is **March 15, 2013**. For all other sectors, submissions for the recognition plaque can take place at any time throughout the calendar year.

To be considered for the 2013 President's Award, companies from all major WSN rate groups must submit their assessment by **August 15, 2013**.

For More Information

If I have any questions, who do I contact?

For more information, phone 1. 888. 730. 7821 to speak with Dawna Nighbor (x225), dawnanighbor@workplacesafetynorth.ca or Judi Norman (x231), judinorman@workplacesafetynorth.ca

Appendix A – Statistical Performance – Breakdown of Calculations

This Statistical performance section will be completed by Workplace Safety North using WSIB statistics for your company’s safety performance. **Companies can receive up to 30 additional points in this section.** You will be contacted with the marks you receive from this section and provided with your total score.

The statistical calculation takes into account the following three elements:

Part 1: Company’s percent reduction in Lost-Time Injuries (LTI) - 5 points

Points for LTI rates are calculated based on your company’s 2011 performance compared to your company’s 2012 performance. The greater the reduction in LTI (by percentage), the greater the number of points.

Lost-time injury: Injury that results in lost workdays away from work. It includes fatal injuries.

Lost-time injury rate: (Allowed lost-time injuries X 200,000)/Derived hours for year.

Percent Below Company Rate	Points Assigned
No reduction	0 points
Less than 7%	1 point
7 – 25%	2 points
26 – 49%	3 points

Percent below Company Rate	Points Assigned
50 – 79%	4 points
80% or greater	5 points
Or 0 LTI	5 points

Part 2: Company’s percent reduction in Total Injury Rate (TIR) – 10 points

Points for TIR rates are calculated based on your company’s 2011 performance compared to your company’s 2012 performance. The greater the reduction in TIR (by percentage), the greater the number of points.

Total injuries: Allowed fatal, lost-time and medical aid injuries for year

Total Injury Rate: (Total allowed injuries X 200,000)/Derived hours work in 2012.

Percent Below Company Rate	Points Assigned
No reduction	0 points

Percent below Company Rate	Points Assigned
50 – 79%	8 points

Less than 5%	2 points
5 – 25%	4 points
26 – 49%	6 points

80% or greater	10 points
Or 0 TIR	10 points

Part 3: 2012 Company Total Injury Rate Percentage below Major Rate Group - 15 points

Points for TIR of major Rate Group are calculated based on the company’s TIR rate and TIR rate for your major rate group in 2012. The further below the major rate group rate, the more points are assigned.

Percent Below Major Rate Group TIR	Points Assigned
No Reduction	0 points
Less than 5%	3 points
5 – 25%	6 points
26 – 49%	9 points

Percent Below Major Rate Group TIR	Points Assigned
50 - 79%	12 points
80% or greater	15 points
Or 0 TIR	15 points