



## **WSN's Workplace Excellence Awards Program**

recognizing workplace excellence in health & safety

# **Workplace Self-Assessment**

**Every Worker, home safe and healthy.**

### **Purpose**

Welcome to WSN's Workplace Excellence Awards Program recognizing workplace excellence in health & safety. The purpose of the program is two-fold. One, it allows your company to complete an easy-to-follow assessment of your current health and safety programs. Once completed, it will allow you to clearly see any areas for improvement in your program, and develop an action plan to improve your safety performance. The second purpose of the program is to offer recognition to firms actively engaged in improving their health and safety performance.

### **Award**

If you've scored 80% or more on the self-assessment, you can submit your completed assessment to WSN in order to receive a WSN Workplace Excellence Award 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.

### **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 your firm's statistical performance over 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.

### **Submission Dates**

Submissions can be made at any time throughout the calendar year. For mining companies that would like to be recognized with a plaque at this year's Mining Health and Safety conference, the deadline for submission is **March 15**. To be considered for the President's Award, companies must submit their assessment by **July 1**.

### **For more Information**

For more information, please visit our website to view the program FAQs, or phone 1. 888. 730. 7821 to speak with Dawna Nighbor (x225), [dawnanighbor@workplacesafetynorth.ca](mailto:dawnanighbor@workplacesafetynorth.ca) or Judi Norman (x231), [judinorman@workplacesafetynorth.ca](mailto:judinorman@workplacesafetynorth.ca)

## Before you Begin...

### Management and worker reps must complete the assessment together

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 by the health and safety worker representative and management.

### Required Time

On average, during the pilot of the program, companies took half day to a full day to complete the self-assessment. You may need to reference procedures, policies, training reports and incident investigations to accurately answer all questions.

### Calculating your score

Each question is worth one point, unless otherwise specified. **Please note:** Complete Section 2a **or** 2b, not both. The section you complete depends on if you have a Joint Health and Safety Committee or a worker representative.

**Contact Information**

Please identify the main contact person for your firm. This is the individual WSN will contact to keep you informed of your progress towards an award plaque, President’s Award and final scores.

**Name:**

**Phone:**

**Email:**

**WSN Confidentiality Statement**

WSN recognizes its ethical and legal responsibility as a guardian and manager of client information. WSN will ensure that all reasonable care is taken to safeguard identifying information on a client firm and will only release identifying information with the informed consent of the identified party.

By signing this, I, as company representative, give permission to Workplace Safety North (WSN) to post our company’s name on WSN’s website as a participant and/or winner of WSN’s Workplace Excellence Awards program.

\_\_\_\_\_  
Company Representative (Please print)

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

## 1. Management Responsibility and Commitment

Section 1 Total Available Points = 22

Under the Internal Responsibility System and the Occupational Health and Safety Act, managers play a key role in the company's health and safety program. It is critical that they establish policies and systems and demonstrate their commitment.

Section 1 Actual Total Score =

Standard		Guidelines	Score	
One point per checkmark			Available Points	Our Score
<b>1.1</b>	Policy and management participation	<input type="checkbox"/> Health and safety policy is established and posted <input type="checkbox"/> Posted copy is dated, signed by the most senior manager on site and current within past 12 months <input type="checkbox"/> Policy is reviewed annually; contains employer's commitment, and outlines responsibilities of employer, supervisor and worker <input type="checkbox"/> Managers attend/participate in health and safety meetings <input type="checkbox"/> Managers (2 <sup>nd</sup> line or above) participate in workplace inspections at least twice a year <input type="checkbox"/> Managers participate in incident investigation follow-up process <input type="checkbox"/> Managers report unresolved health and safety issues to executive management/board of directors/owner <input type="checkbox"/> Managers set standards for the performance of safe and healthy work <input type="checkbox"/> Policies are communicated to all employees <input type="checkbox"/> Health and safety standards are set for any contractors hired	<b>10</b>	
<b>1.2</b>	Supervisory commitment to health and safety	<input type="checkbox"/> Supervisors have specific written health and safety responsibilities <input type="checkbox"/> Management provides instruction in what supervisors are expected to do, how it should be done, and what constitutes a job well done  Supervisors apply their knowledge and skills by: <ul style="list-style-type: none"> <li><input type="checkbox"/> Holding shift/crew safety meetings at least monthly with records of topics and attendance</li> <li><input type="checkbox"/> Holding tailgate or crew safety meetings weekly and keeping records of meetings</li> <li><input type="checkbox"/> Conducting focused site inspections (e.g. guarding, lockout, etc.) with records of focus and locations inspected</li> <li><input type="checkbox"/> Encouraging workers to report health and safety concerns</li> <li><input type="checkbox"/> Observing the work in progress and providing positive input to workers</li> <li><input type="checkbox"/> Holding other safety meetings – specify _____</li> </ul>	<b>8</b>	

## 1. Management Responsibility and Commitment (continued)

Standard		Guidelines	Score	
One point per checkmark			Available Points	Our Score
<b>1.3</b>	Supervisor safety training	All supervisors/managers are trained in: <ul style="list-style-type: none"> <li><input type="checkbox"/> OH&amp;S Act and applicable regulations</li> <li><input type="checkbox"/> Incident investigation</li> <li><input type="checkbox"/> Planned workplace inspection &amp; hazard recognition</li> <li><input type="checkbox"/> Others – specify _____</li> </ul>	<b>4</b>	

**COMPLETE EITHER QUESTION 2. a. or 2. b.**

**Section 2. a. to be completed by firms with 20 or more employees; Section 2.b. to be completed by firms with fewer than 20 employees.**

<b>2.a. Joint Health and Safety Committee</b>			<b>Section 2 Total Available Points = 11</b>	
The Occupational Health and Safety Act requires <b>all workplaces with 20 employees or more</b> to have a joint health and safety committee. The committee needs to meet regularly and have systems in place to ensure it is effective.			<b>Section 2 Actual Total Score =</b>	
<b>Standard</b>		<b>Guidelines</b>	<b>Score</b>	
<b>DO NOT COMPLETE IF SECTION 2B WILL BE COMPLETED</b>			Available Points	Our score
<b>2.a.1</b>	Joint Health and Safety Committee	<input type="checkbox"/> JHSC meets monthly and is given time to prepare for meetings <input type="checkbox"/> Worker and management JHSC members participate in monthly workplace inspections <input type="checkbox"/> There is a process in place to follow-up on JHSC recommendations <input type="checkbox"/> JHSC members are involved in any incident investigations <input type="checkbox"/> A procedure is in place for employees to refuse unsafe work and this procedure has been communicated to all employees	<b>5</b>	
<b>2.a.2</b>	Documented meetings	<input type="checkbox"/> JHSC agenda is prepared and distributed prior to health and safety meetings <input type="checkbox"/> Minutes are kept and current minutes posted; issues and updates are communicated throughout the organization <input type="checkbox"/> An effective process is in place that reminds those accountable to address concerns not acted upon from previous meetings <input type="checkbox"/> Previous minutes, MOL orders and reports, incident/injury statistics, injury investigation reports and workplace inspection reports are reviewed during these meetings	<b>4</b>	
<b>2.a.3</b>	JHSC training/certification	<input type="checkbox"/> JHSC terms of reference specify training and certification requirements for joint health and safety committee members <input type="checkbox"/> All members have received training in: <ul style="list-style-type: none"> <li>• Planned workplace inspection</li> <li>• Incident investigation, and</li> <li>• OH&amp;S Act and regulations</li> </ul>	<b>2</b>	

**Section 2 b to be completed by firms of less than 20 employees.**

<b>2.b. Worker Health and Safety Representative</b> The Occupational Health and Safety Act requires all workplaces with 6 -19 employees to have a worker health and safety representative. The worker health and safety representative needs to inspect the workplace monthly and have systems in place to ensure it is effective.			<b>Section 2 Total Available Points = 11</b> <b>Section 2b Actual Total Score =</b>	
<b>Standard</b>		<b>Guidelines</b>	<b>Score</b>	
<b>DO NOT COMPLETE IF SECTION 2A HAS BEEN COMPLETED</b>			Available points	Our score
<b>2.b.1</b>	Health and Safety Representative	<input type="checkbox"/> Health and Safety Representative has been chosen by workers <input type="checkbox"/> HS Representative inspects workplace monthly (OH&S Act section 8(6)) <input type="checkbox"/> HS Representative meets regularly with management and makes recommendations to employer <input type="checkbox"/> HS Representative participates in incident investigations <input type="checkbox"/> A procedure is in place for employees to refuse unsafe work and this procedure has been communicated to all employees	<b>5</b>	
<b>2.b.2</b>	Documented meetings	<input type="checkbox"/> HS Representative monthly workplace inspections are documented <input type="checkbox"/> Recommendations to the employer are documented on the inspection report or other documentation <input type="checkbox"/> An effective process is in place to address concerns not acted upon from previous inspections <input type="checkbox"/> Health and safety issues and updates are communicated across the organization	<b>4</b>	
<b>2.b.3</b>	HS Representative training	<input type="checkbox"/> HS Representative has received basic training <input type="checkbox"/> Training includes the following: <ul style="list-style-type: none"> <li>• Planned workplace inspection</li> <li>• Incident investigation, and</li> <li>• OH&amp;S Act and regulations</li> </ul>	<b>2</b>	



### 3. Training Programs

An effective training program identifies the specific needs of employees for knowledge or skills, maintains up-to-date records of training provided and evaluates training and trainers to ensure quality.

**Section 3 Total Available Points = 24**

**Section 3 Actual Total Score =**

Standard		Guidelines	Score	
			Available points	Our score
<b>3.1</b>	Job-specific safety training conducted	Required job-specific safety training is identified, recorded and provided to appropriate employees: <ul style="list-style-type: none"> <li><input type="checkbox"/> Mobile equipment/safe driver training</li> <li><input type="checkbox"/> Fall protection</li> <li><input type="checkbox"/> Lockout/machine hazards</li> <li><input type="checkbox"/> MSD hazards</li> <li><input type="checkbox"/> WHMIS</li> <li><input type="checkbox"/> Workplace violence</li> <li><input type="checkbox"/> Legislated worker training (Bill 160)</li> <li><input type="checkbox"/> Workplace/Hazard training</li> </ul>	<b>8</b>	
<b>3.2</b>	Job-specific safety training records	<ul style="list-style-type: none"> <li><input type="checkbox"/> Training attendance/records are kept</li> <li><input type="checkbox"/> Training files are properly maintained, tracking system is in place to ensure all employees have required training (e.g. transferred employees, relieving for holidays, etc.)</li> </ul> <p><b><i>(3 points per check = 6 available points)</i></b></p>	<b>6</b>	
<b>3.3</b>	Worker training on posted documents	All workers know the location of and understand the importance of the following legislated postings in the workplace: <ul style="list-style-type: none"> <li><input type="checkbox"/> Health and safety policy</li> <li><input type="checkbox"/> OH&amp;S Act and Regulations</li> <li><input type="checkbox"/> WSIB Poster (0082C)</li> <li><input type="checkbox"/> WSIB First Aid Requirements, Regulation 1101</li> <li><input type="checkbox"/> JHSC member names and job locations/HS Representative</li> <li><input type="checkbox"/> MOL Reports</li> </ul>	<b>6</b>	

### 3. Training Programs (continued)

Standard		Guidelines	Score	
			Available points	Our score
<b>3.4</b>	Training evaluation system	<input type="checkbox"/> Training needs are monitored and training of all employees is up to date <input type="checkbox"/> System is in place to ensure trainers are competent <input type="checkbox"/> Training effectiveness is monitored through auditing and observation <input type="checkbox"/> Supervisors (and/or other competent person) conduct and document follow-up to training to ensure employees understand standards, safe operating procedures and communication procedures	<b>4</b>	

#### 4. Workplace Inspections

**Section 4 Total Available Points = 8**

Regular inspections of the workplace are required by law and help to ensure hazards are identified and controlled. Documentation is important to the inspection program.

**Section 4 Actual Score =**

Standard		Guidelines	Score	
			Available Points	Actual
<b>4.1</b>	Planned workplace inspections	<input type="checkbox"/> Workplace inspections are carried out monthly. If not practical to inspect the entire workplace at least once a month, JHSC worker representative inspects the entire workplace at least once a year, inspecting at least a part of the workplace once a month  <input type="checkbox"/> Workplace inspection schedule is established and followed	<b>2</b>	
<b>4.2</b>	Inspection processes	<input type="checkbox"/> Inspectors are trained <input type="checkbox"/> A standard procedure for inspections is established and followed <input type="checkbox"/> Identified hazards are classified (e.g. A, B, C) <input type="checkbox"/> A system is in place to ensure recommendations are assigned to the appropriate people <input type="checkbox"/> A follow-up system is in place to ensure corrective measures have been taken <input type="checkbox"/> Inspections are reviewed periodically (at least annually) to identify trends and ensure appropriate corrective measures have been taken	<b>6</b>	

## 5. Safe Work Practices and Standard Operating Procedures (SOPs)

Section 5 Total Available Points = 9

Written SOPs document the safest and most effective way to complete a task. They should be developed in consultation with workers, the JHSC, the safety department and any manufacturer's requirements. They must be reviewed and updated regularly and employees must be trained to follow them.

Section 5 Actual Total Score =

Standard		Guidelines	Score	
			Available points	Our score
5.1	SOP standards	<input type="checkbox"/> An inventory of all occupations and/or jobs has been prepared <input type="checkbox"/> All jobs have been reviewed to identify hazards. Method used (e.g. task analysis, risk assessment) _____ <input type="checkbox"/> Analysis identifies all sources of hazards, assesses the risk of each hazard, and provides appropriate controls, with an initial focus on engineering controls, for each hazard <input type="checkbox"/> Where required, proper written operating procedures for occupations/jobs involving hazards to workers are established and current <input type="checkbox"/> A procedure is in place to review hazards and standards whenever changes are made to processes or equipment, which adheres to pre-start review legislation	5	
5.2	Training	<input type="checkbox"/> All workers are trained in safe operating procedures for their work <input type="checkbox"/> Training on SOPs is established for new employees and transferring employees	2	
5.3	Monitoring	<input type="checkbox"/> Systems are in place to ensure compliance with SOPs by all workplace parties	1	
5.4	Evaluation	<input type="checkbox"/> Policy, standards and procedures are reviewed frequently to ensure effectiveness, legal compliance, and to make improvements	1	

## 6. Injury/Incident Investigation

Section 6 Total Available Points = 10

To prevent recurrence of incidents or injuries, workplaces require a policy and program of investigating all incidents. Employees must be encouraged to report even "near miss" incidents (those without injury or damage) as these can help to identify hazards and gaps in the health and safety program.

Section 6 Actual Total Score =

Standard		Guidelines	Score	
			Available points	Our score
6.1	Investigation	<input type="checkbox"/> All injuries are investigated <input type="checkbox"/> All critical and fatal injuries are investigated jointly by certified members and reported as per the OH&S Act <input type="checkbox"/> All incidents are investigated <input type="checkbox"/> System is in place to encourage employees to report incidents (including non-injury or damage)	4	
6.2	Investigation program	<input type="checkbox"/> Policy specifies what will be investigated and the purpose (discovery and prevention) of conducting investigations <input type="checkbox"/> Investigation procedure sets out responsibilities for each party and steps to follow <input type="checkbox"/> All investigators are trained <input type="checkbox"/> Standard form is used for investigations <input type="checkbox"/> Investigators make recommendations to prevent recurrence <input type="checkbox"/> One person is assigned to ensure follow-up on corrective action	6	

## 7. Emergency Response Plan

Section 7 Total Available Points = 6

A good emergency response plan will identify the most likely emergencies and set out the key steps and responsibilities for responding to each, in order to minimize potential injury and loss.

Section 7 Actual Total Score =

Standard		Guidelines	Score	
			Available points	Our score
<b>7.1</b>	Procedure	<input type="checkbox"/> A detailed program/process has been developed and documented <input type="checkbox"/> Information is posted and communicated to all employees <input type="checkbox"/> Detailed area plans are posted for evacuation	<b>3</b>	
<b>7.2</b>	Training	<input type="checkbox"/> All employees (workers and supervisors) have been trained <input type="checkbox"/> All employees are knowledgeable about their responsibilities in the event of an emergency	<b>2</b>	
<b>7.3</b>	Yearly test	<input type="checkbox"/> Emergency plan is tested and evaluated every year	<b>1</b>	

## 8. Health and Safety Initiatives

Section 8 Total Available Points = 30

The safest and healthiest companies go beyond compliance with the legislation and take initiative to learn more about health and safety and share their knowledge with others.

Section 8 Actual Total Score =

Standard		Guidelines	Score	
			Available points	Our score
8.1	Audit	<input type="checkbox"/> Firm has audited its health and safety program, either internally or by a third party (3 points)	3	
		<input type="checkbox"/> Audit included document review (1 point) <input type="checkbox"/> Audit included site inspections (1 point) <input type="checkbox"/> Audit included interviews with employees (1 point) List elements audited (1 point each – total 5 points available) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Audit results have been analysed to assess effectiveness of health and safety program and management system (1 point)		9
		<input type="checkbox"/> Action plan is in place to address any gaps identified (3 points)	3	

## 8. Health and Safety Initiatives (continued)

Standard		Guidelines	Score	
			Available points	Our score
8.2	Other health and safety initiatives	<p>In addition to the health and safety program, the company</p> <ul style="list-style-type: none"> <li data-bbox="680 412 1482 513"> <input type="checkbox"/> Participates in volunteer H&amp;S organizations (district committee, regional safety group, volunteer committee, technical advisory committee)           </li> <li data-bbox="726 553 1436 581">Specify _____ (3 points)</li> <li data-bbox="680 621 1493 649"> <input type="checkbox"/> Participates in WSIB incentive program (e.g. SCIP, Safety Groups)           </li> <li data-bbox="726 690 1436 717">Specify _____ (3 points)</li> <li data-bbox="680 758 1514 821"> <input type="checkbox"/> Organizes employee health and safety events and campaigns (e.g. safety day, safety picnic, employee recognition program)           </li> <li data-bbox="726 862 1436 889">Specify _____ (3 points)</li> <li data-bbox="680 930 1528 1026"> <input type="checkbox"/> Focuses on off the job safety, and family health and safety (e.g. safe driving campaign, off-the-job safety meetings, family fitness memberships)           </li> <li data-bbox="726 1066 1436 1094">Specify _____ (3 points)</li> <li data-bbox="680 1135 1514 1230"> <input type="checkbox"/> Demonstrates community health and safety leadership (e.g. Young Worker Awareness Program, school presentations, conference presentations)           </li> <li data-bbox="726 1271 1436 1299">Specify _____ (3 points)</li> </ul>	<b>15</b>	



<b>9. Improvement in injury rates</b> (Applicant indicates points earned by checking the appropriate box.)			<b>Section 9 Total Available Points = 30</b>	
			<b>Section 9 Actual Total Score =</b>	
Standard	Guidelines	Score		
		Available points	Our score	
<b>9.1</b>	Lost-time injury rates	<input type="checkbox"/> Zero lost-time injuries in previous calendar year	<b>5</b>	
		<input type="checkbox"/> 80% or greater reduction in lost-time injury rate	<b>5</b>	
		<input type="checkbox"/> 50% to 79% reduction in lost-time injury rate	<b>4</b>	
		<input type="checkbox"/> 26% to 49% reductions in lost-time injury rate	<b>3</b>	
		<input type="checkbox"/> 7% to 25% reductions in lost-time injury rate	<b>2</b>	
		<input type="checkbox"/> Less than 7% reductions in lost-time injury rate	<b>1</b>	
		<input type="checkbox"/> No reduction in lost-time injury rates	<b>0</b>	
<b>9.2</b>	Total injury rate	<input type="checkbox"/> Zero total injury rate in previous calendar year	<b>10</b>	
		<input type="checkbox"/> 80% or greater reduction in total injury rate	<b>10</b>	
		<input type="checkbox"/> 50% to 79% reduction in total injury rate	<b>8</b>	
		<input type="checkbox"/> 26% to 49% reduction in total injury rate	<b>6</b>	
		<input type="checkbox"/> 5% to 25% reduction in total injury rate	<b>4</b>	
		<input type="checkbox"/> Less than 5% reduction in total injury rate	<b>2</b>	
		<input type="checkbox"/> No reduction in total injury rate	<b>0</b>	
<b>9.3</b>	Total injury rate percentage below major rate group	<input type="checkbox"/> Zero total injury rate in previous calendar year	<b>15</b>	
		<input type="checkbox"/> 80% or greater reduction in total injury rate below major rate group	<b>15</b>	
		<input type="checkbox"/> 50% to 79% reduction in total injury rate below major rate group	<b>12</b>	
		<input type="checkbox"/> 26% to 49% reduction in total injury rate below major rate group	<b>9</b>	
		<input type="checkbox"/> 5% to 25% reduction in total injury rate below major rate group	<b>6</b>	
		<input type="checkbox"/> Less than 5% reduction in total injury rate below major rate group	<b>3</b>	
		<input type="checkbox"/> No reduction in total injury rate	<b>0</b>	
			<b>Total Section 9 (out of 30)</b>	
			<b>Total Sections 1 to 8 (out of 120)</b>	
			<b>Total Score (out of 150)</b>	

Does your company have outstanding Ministry of Labour orders? If yes, please outline your action plan to respond and progress made on the action plan

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General Comments:

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We certify this submission to be accurate:

JHSC Co-Chairs

\_\_\_\_\_  
(Please print - Worker Co-Chair)

\_\_\_\_\_  
(Signature – Worker Co-Chair)

\_\_\_\_\_  
(Please print - Management Co-Chair)

\_\_\_\_\_  
(Signature - Management Co-Chair)

or

H&S Rep/Manager

\_\_\_\_\_  
(Please print – H&S Rep)

\_\_\_\_\_  
(Signature – H&S Rep)

\_\_\_\_\_  
(Please print - Manager)

\_\_\_\_\_  
(Signature - Manager)

Firm Name: \_\_\_\_\_ Firm Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Number of Employees \_\_\_\_\_

**Please send your completed self-assessment to:**

**Workplace Safety North  
Workplace Excellence Awards Program  
690 McKeown Ave.  
PO Box 2050 Station Main  
NORTH BAY ON P1B 9P1**

**Or email a copy to:**

[DawnaNighbor@workplacesafetynorth.ca](mailto:DawnaNighbor@workplacesafetynorth.ca)

Subject Line: Workplace Excellence Awards Program

You will receive a confirmation email within five business days.