

Workplace Safety North

# Guide to WSN Workplace Excellence Awards Program

Frequently Asked Questions

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## Completing the Self-Assessment

### Who can participate?

Any firm with predominant business activities in one of Workplace Safety North's WSIB rate groups, or a firm based in northern Ontario with predominant business activities outside WSN rate groups can participate in the Workplace Excellence awards program.

#### Forestry

- 030 – Logging
- 033 – Mill Products and Forestry Services
- 036 – Veneer, Plywood and Wood Preservation

#### Mining

- 110 - Gold Mines
- 113 – Nickel Mines
- 119 – Other Mines
- 352 – Steel and Other Smelting and Refining Industries

#### Paper, Printing and Converting

- 039 – Pulp, Newsprint and Specialty Papers
- 041 – Corrugated Boxes
- 333 – Printing, Platemaking and Binding
- 338 – Folding Cartons
- 341 – Paper Products

#### Northern Ontario Business

- All other (non-WSN) business sectors within northern Ontario

### 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 (JHSC). For companies with less than 20 employees, the assessment **must** be completed with the JHSC member or worker representative and management.

### How do I complete the self-assessment?

Management and worker representatives complete the WSN Workplace Excellence Awards Program 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 a half to a full day to complete the self-assessment.

## **Recognition Plaque**

### **How do I qualify for a Recognition plaque?**

If you've scored 80 per cent or more on the self-assessment, you can submit your completed assessment to WSN in order to receive a 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 Health and Safety Specialist to ensure self-assessment scores are accurate and valid. The audit will include a thorough review of documentation and a physical inspection of the workplace which may include discussions of your safety program with select employees.

### **When will I know if my company will receive an award?**

WSN will take up to two months to review the self-assessment. You will then be contacted regarding one of the following next steps:

- You have qualified for an award, where should the plaque and your scorecard be delivered to?
- You have been randomly selected for an on-site visit from a WSN Health and Safety Specialist to verify the findings of the self-assessment. Once results are verified, you will receive your plaque.
- WSN has calculated your self-assessment and the score is less than 80%. We will provide you with a scorecard and encourage you to resubmit once you have improved your health and safety program in support of an improved assessment score.

Your firm's statistical performance will be calculated in June and your final scorecard will be sent to you in July.

## **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, small business, and northern Ontario business will be presented with the President's Award at the WSN Annual General Meeting in September.

## How many President's Awards are there?

Every calendar year, WSN will recognize five 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 (fewer than 50 employees with predominant business activities in one of Workplace Safety North's WSIB rate groups)
- Northern Ontario Business (predominant business activities outside of WSN rate groups)

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

Statistical performance for the President's Award is 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 year-over-year percent reduction in Lost-time Injury Rate
- Company's year-over-year percent reduction in Total Injury Rate
- Company Total Injury Rate Percentage below the Major Rate Group Total Injury Rate

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 company's health and safety performance. The breakdown is as follows:

Self-Assessment:	up to 120 points
Health & Safety Performance:	<u>up to 30 points</u>
<b>Final Score:</b>	<b>up to 150 points</b>

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

Yes. Every submission will receive a scorecard confirming:

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

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

WSN Health and Safety Specialists will validate scores before award winners are named. WSN will then be contacting the successful firms in late August or 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**  
Workplace Excellence Awards  
690 McKeown Avenue  
P.O. Box 2050, Station Main  
North Bay, Ontario P1B 9P1

Or you can email a copy to:

[judinorman@workplacesafetynorth.ca](mailto:judinorman@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?

Submissions can be made at any time throughout the calendar year. To be considered for the President's Award, companies must submit their assessment by June 1.

**Mining Firms:** For mining firms 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.

**Northwestern Forestry Firms:** For forestry firms in Northwestern Ontario who wish to be recognized at the Lakehead Regional Safety Council spring awards banquet, the deadline for submission is March 15.

## For More Information

### If I have any questions, who do I contact?

For more information, phone. 888. 730. 7821 to speak with Judi Norman (x231),  
[judinorman@workplacesafetynorth.ca](mailto: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 Injury Rates (LTI) - 5 points

Points for LTI rates are calculated based on your company’s performance last year compared to your company’s performance the previous year. 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 performance last year compared to your company’s performance the previous year. 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 a year.

Percent Below Company Rate	Points Assigned
No reduction	0 points
Less than 5%	2 points
5 – 25%	4 points
26 – 49%	6 points

Percent below Company Rate	Points Assigned
50 – 79%	8 points
80% or greater	10 points
Or 0 TIR	10 points

### Part 3: 2013 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 last year. 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