



# Health and Safety Excellence Program - WSIB

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## Workplace Safety North

*Business Plan*



## **Introduction**

- Understand the program and business case for health and safety



## **Join -Step 1**

- Register with WSN an approved WSIB
- How can employers contact WSN or find out more about the WSIB's Excellence program?
- Information about WSN as an Excellence Program Provider
- WSN resources for delivery, marketing and support
- Registration and Fee Structure for the Excellence Program through WSN



## **Develop - Step 2**

- Complete the online health and safety, program information and support



## **Demonstrate - Step 3**

- Select 1-5 health and safety topics for your action plan
- Program Implementation Model
- Services, Resources and Support provided by WSN

# INTRODUCTION

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### What is the Health and Safety Excellence program?

- WSIB incentive program that gives you a roadmap to improve the health and safety of your workplace
- Delivered by a network of WSIB-approved providers with industry expertise which includes Workplace Safety North
- Flexible, rolling entry, simple requirements and services across the province

### Why should you join?



Earn **rebates** and **recognition** for your health and safety improvements



Receive **dedicated support** from Workplace Safety North to address your health and safety challenges



Improve your workplace health and safety culture to **enhance productivity** and **innovation**

### Step 1: Register with a WSIB approved provider

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Visit the WSIB website at [wsib.ca/healthandsafety](http://wsib.ca/healthandsafety) to view Workplace Safety North's profile to help you choose the right provider.

### How can employers contact WSN or find out more about WSIB's Excellence program?

**Website:** [Workplace Safety North](#) and [WSIB Health and Safety Excellence Program](#)

**Social media:** [Twitter](#), [LinkedIn](#), [Facebook](#) and [Instagram](#)

**Newsletter:** <https://www.workplacesafetynorth.ca/every-worker-magazine>

**Email** WSN at [info@workplacesafetynorth.ca](mailto:info@workplacesafetynorth.ca)

**WSN website** at [www.workplacesafetynorth.ca](http://www.workplacesafetynorth.ca)

**Phone #:** 705 474 7233 ext. 291

**E-mail:** [rosebedard@workplacesafetynorth.ca](mailto:rosebedard@workplacesafetynorth.ca)

- Firms can also contact their local Workplace Safety North (WSN) Health and Safety Specialist to obtain more information.

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### Information about Workplace Safety North (WSN)

- ➔ WSN serves all of Ontario (Primarily the North East region however WSN have some exposure in the Central West region)
- ➔ WSN sector/industry's it serves is the following,
  - X Mining
  - X Forestry
  - X Paper, Printing and Converting Industries
  - X Agriculture
  - X Construction
  - X Food
  - X Health care
  - X Manufacturing

- X Municipal
- X Services
- X Transportation

**There is support for all sizes of businesses.**

- X Small (50 or less employees)
- X Medium (51-100 employees)
- X Large (101 + employees)

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### **WSN resources for delivering the WSIB health and safety program (i.e. marketing, administration, competency development to support topic completion)**

**Marketing:** WSN has specialized marketing and promotion staff who will create a focused approach to the promotion of the WSIB Excellence program. This will be achieved through newsletters, website and social media. Several joint meetings are scheduled with WSIB and the Northern Ontario Safety Group (NOSG) in the fall of 2019 to promote the WSIB Excellence program at Safety Group meetings and Information sessions.

**Consulting and Training Field Staff:** WSN staff represents of more than 15 front-line facing staff available to support the WSIB Excellence program by providing sector-specific support in consulting, training and specialized services, including ergonomics and industrial hygiene.

All staff are health and safety professionals with specialized training and health and safety background.

**Administrative Support Staff:** WSN provides and co-ordinates support through the position of the WSN Prevention Services Assistant. All presentation material and meeting support documentation are provided to field staff by this Assistant as well as administrative coordination and tracking of related reports and required submissions.

**Competency Development:** Joint meetings and staff training jointly with WSIB are planned for the fall of 2019. These include WSIB staff providing introductory information on the WSIB Excellence Program at all third Safety Group meetings and through scheduled information session. A redeveloped WSIB Excellence Program website with program templates, sample completed templates and resources will support staff coaching of participants. Ongoing training throughout the year will be planned to assist

# Workplace Safety North

## Business Plan

in advancing staff competency. Program resource binder and Excellence program website will be additional resources.

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### WSN Outreach and marketing efforts:

Workplace Safety North has a focus on Northern Ontario communities and encourage all sectors to participate in the program.

Marketing plans will be coordinated through utilizing a community-based approach, including mail outs, e-mail blasts, social media, promotion in newsletters, promotion at northern Ontario conferences and on all websites. Field staff will also be provided with both electronic and hard copies of promotional materials which they will be able to share with clients during regular consulting or training activities.

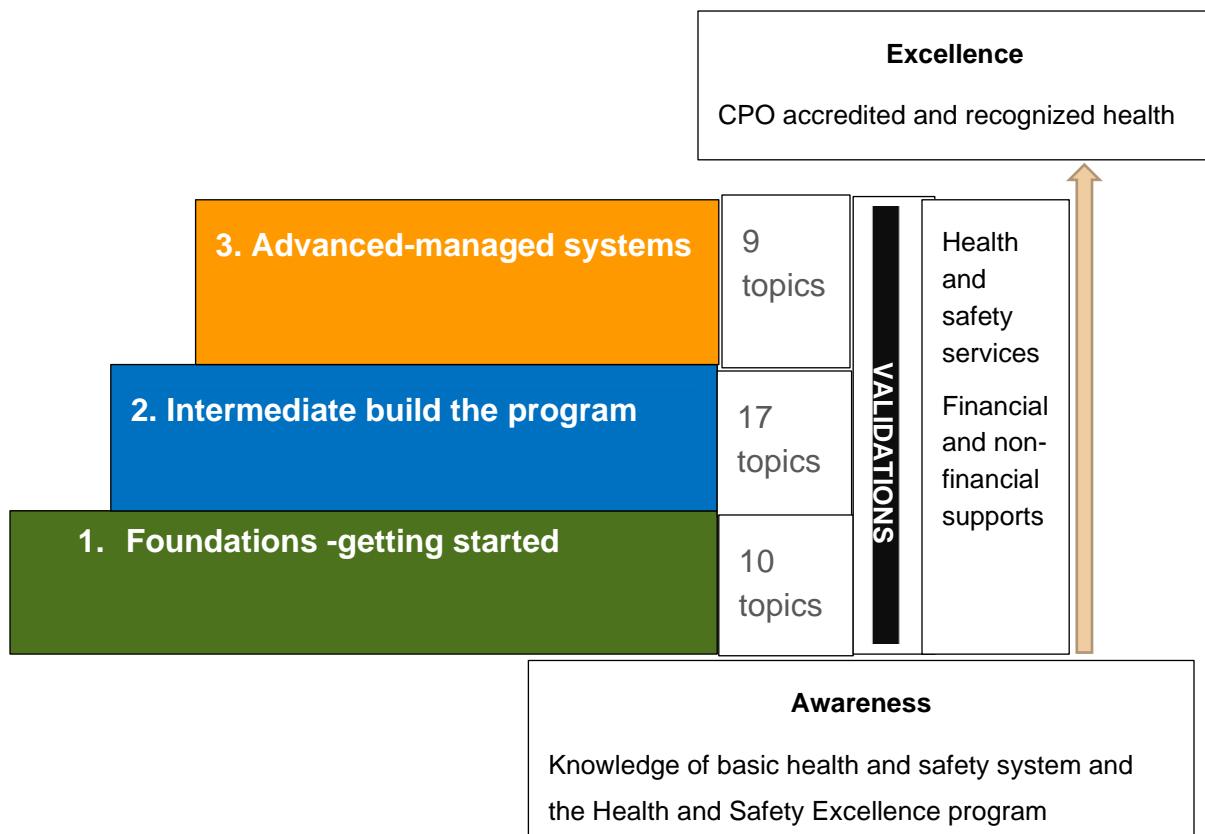
Coaching of field staff with regards to the 2020 WSIB Excellence program will be conducted during WSN staff meetings scheduled for Sudbury and Thunder Bay in the fall of 2019 and throughout the year with regular webinars and 2020 WSN staff meetings. These efforts will be supplemented with manager and peer coaching and support.

Focus areas							
Forestry	Mining	Paper, Printing and Converting Industries	Construction	Health care	Manufacturing	Small business	Transportation
<b>Marketing activities</b>				<b>Competency development approach</b>			
Mail outs, e-mail blasts, promotion in newsletters and social media, promotion at northern Ontario meetings/conferences and on all websites.				Knowledge Exchange meetings, webinars, manager and peer coaching and support.			

### Step 2: Complete the online health and safety assessment

To complete the online assessment you will need to contact your provider, WSN the primary contact is Rose Bédard Prevention Services Assistant, [rosebedard@workplacesafetynorth.ca](mailto:rosebedard@workplacesafetynorth.ca) tel: 705 474 7233 ext. 291. She will send you the link to access the online platform and complete the workplace assessment.

The workplace assessment results will recommend topics based on program levels.



### Step 3: Select 1 to 5 health and safety topics for your action plan

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Once you chosen your topics, WSN will review and help you finalize your action plan. Your action plan must be finalized within 90 days of creating your profile on the online platform. WSN will continue to guide you through the journey

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### Program Implementation Model

WSN will be promoting the five-step implementation model with WSN firms in the program. WSN will also be exploring using the Plan, Do, Check, Act model to develop a sector specific model for small business (primary focus will be the logging industry).

### **WSN will ensure networking and best practice sharing among WSN Excellence Program registered participants by:**

Our group will continue to provide two networking meetings throughout the year where guest speakers, best practice sharing sessions and a program requirements presentation (virtual training webinar format) supplemented with program material review workshops supported by on-site staff. These sessions will be considered optional for program participants however will be promoted as beneficial for firms to participate.

In addition to the networking meetings WSN will provide several virtual training sessions in a webinar format. These will include an introductory session welcoming members, member additional program material review sessions, as well as additional program support sessions.

All virtual training sessions will be audio taped to allow access by members throughout the year.



#### What type of services will be provided?

X Both individual and group.

Details below:

- ➔ All firms participating in the 2020 Excellence program receive a resource binder including resource documents and program material tabs which will provide a convenient location to maintain WSN Excellence company program documentation and reference supporting resource material.
- ➔ Each optional meeting will include a workshop activity where firms have an opportunity to network, review, and share their program status with other participating firms and WSN staff. This provides an effective forum to address questions regarding the program, share best practices, and obtain support from other program participants.
- ➔ Participating firms are required to bring their resource binder to each meeting to allow WSN staff to provide guidance and support throughout workshop activities.
- ➔ Virtual training sessions will be held throughout the year and will support program orientation, support and explanation of program requirements and supplemental support to assist firms with guidance with program development

Local onsite meeting locations:

- Dryden
- Thunder Bay
- Hearst
- Timmins
- Chapleau
- New Liskeard
- Sault Ste. Marie
- Sudbury
- North Bay
- GTA/Guelph

Location restrictions: The group focuses primarily on northern Ontario except for one chapter in the GTA/Guelph

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### Registration

WSN will be accepting registrations throughout the year? Yes

#### What is the fee structure for WSN participants?

Annual registration fee paid by clients upfront covers the costs of meeting rooms, refreshments and material support costs; the fees range from \$400 for firms selecting one or two program topics, \$700 for firms selecting three or four program topics, and \$950 for firms selecting 5 program topics requiring completion within 12 months from registration in the program.

- ➔ An employer can select a minimum of one topic to a maximum number of five topics per year to receive a rebate for a 12-month period.
- ➔ Businesses with less ability to impact their premium (<20% predictability) receive 2% of their total WSIB premiums per health and safety topic successfully completed and verified by WSIB validation.
- ➔ Businesses with more ability to impact their premium (>20% predictability) receive 1.4% of their total WSIB premiums per health and safety topic successfully completed and verified by WSIB validation.
  - Rebate floor (minimum) of \$1,000 per completed topic; up to 75% of WSIB annual premiums and cap (maximum) of \$50,000 per completed topic.

#### Are there any other fees participants should be aware of?

Five per cent of the individual firm rebate goes to support the position of Prevention Services Assistant. Each participating firm in the Excellence program provides 5 per cent of their rebate funds to the sponsor to support this position.

#### For more information contact:

Rose Bédard

Prevention Services Assistant

**Phone:** 705 474 7233 ext. 291

**E-mail:** [rosebedard@workplacesafetynorth.ca](mailto:rosebedard@workplacesafetynorth.ca)

