

Evidence Story Template

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| Firm Name: | | |
| WSIB Account Number: | | |
| Topic: Health and Safety Participation | | |
| Situation: Involvement of employees at all levels in the health and safety program | | |
| Situation: Tell your story using the rationale statement. | | Evidence Examples |
| <ol style="list-style-type: none"> 1. Why did you select this topic? 2. Why was this topic important to your workplace? 3. What did you want to achieve? 4. Who did it affect? | <ol style="list-style-type: none"> 1. This topic was selected to have more employees at all levels of the organization involved in the process of identifying, assessing, and controlling hazards. 2. This topic is important in our endeavor to continually reduce hazards in the workplace. 3. The goal is to empower more employees to identify hazards and be involved in the health and safety program and ultimately have a safer workplace. 4. The procedure will affect all employees. The intent is to have much more involvement in the health and safety program and provide a safer workplace for all. | Written standard for this topic |
| Challenge: Think about the steps you took to plan and execute implementation of your topic. | | Evidence Examples |
| <ol style="list-style-type: none"> 1. What was the overall goal? 2. What was the plan to implement the topic? | <ol style="list-style-type: none"> 1. Our overall goal was to enhance employee participation in the health and safety program and have more employee involvement in identifying hazards, assessing risk, and recommending controls for hazards that are identified. Presently, only the JHSC conducts inspections. With more employees involved, we believe the workplace will be much safer. 2. The plan had input from the JHSC to help develop the procedure and have commitment and support from the senior leadership team to provide resources necessary to get this initiative done by September 2020. | <p>Written procedure developed</p> <p>Photo of JHSC representatives and Senior management reviewing/approving procedure</p> |

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| <p>3. What were the challenges or barriers to implementation and how did you overcome them?</p> <p>4. How did you communicate the topic to your staff?</p> <p>5. How did you train your staff on this topic?</p> <p>6. Who was involved in the topic implementation?</p> <p>7. What was the timeframe?</p> <p>8. How did you evaluate the topic implementation? (Tip: This requires evaluation of complete topic)</p> | <p>3. The biggest challenge was to get enough employees trained in a timely manner during the summer months. We overcame this by having our training provider develop a three-hour workplace inspection course specific to our site and we were able to have 40 employees per day (20 people X 2 sessions daily) over a five-day period receive the training. Management agreed to pay overtime to bring employees in on their day off to help get the training initiative completed.</p> <p>4. Communication took place at the superintendent safety meetings throughout the months of June and July.</p> <p>5. See #3</p> <p>6. Our training provider and safety superintendent along with the JHSC all participated in the implementation of this topic.</p> <p>7. Time frame was to develop the procedure by the end of May, have enough employees trained by the end of September and start the new inspection process as outlined in the new inspection schedule.</p> <p>8. JHSC audited the effectiveness of the new inspection process and worker involvement monthly and report to the Manager and at JHSC meetings.</p> | <p>Evidence Examples</p> <p>Copy of training record of selected employees</p> <p>Video of superintendent communicating new procedure at monthly safety meeting</p> <p>Copy of JHSC meeting minutes outlining the review of effectiveness and identified gaps</p> |
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| Solution: Reflect on the implementation of the topic. | | Evidence Examples |
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| 1. What was the goal? Was it achieved? If not, what factors affected achieving the goal? | 1. Our overall goal was to enhance employee participation in the health and safety program and have more employee involvement in identifying hazards, assessing risk, and recommending controls for hazards that are identified. The procedure is working, and it is effective | |
| 2. What has changed? | 2. Not only do we have the JHSC conducting monthly inspections, employees from all levels of our organization from the Plant Manager to the newest hire, are working together to conduct monthly inspections based on the schedule that was developed. | Copies of monthly inspection provided since program implementation. |
| 3. What impacts have you noticed? | 3. Based on JHSC discussions with people in various departments, the word on the floor is that workers see an improvement in getting health and safety issues resolved much quicker and they now have input on how to improve safety in the workplace. | Video of JHSC members discussing the procedure with workers and potential improvements. |
| 4. Based on your evaluation of topic effectiveness have any identified gaps been included in a Continuous Improvement Plan? | 4. JHSC has reviewed previous meeting minutes, where topic effectiveness was reviewed, and noted program gaps in meeting minutes. It was noted that specific department inspection checklists would be more helpful for workers. | Copy of JHSC meeting minutes noting identified program gaps for follow-up. Department specific inspection forms will be created in January and reviewed by the JHSC at their February 2021 meeting. It is expected workers in various departments will have access to updated inspection checklists in March 2021. |