



Workplace Safety North

Risk Management Awards 2023

Applicant guide



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Purpose

You strive to ensure every worker goes home safe and healthy, and so does Workplace Safety North (WSN).

The WSN Risk Management Awards are intended to recognize and celebrate the effective health and safety efforts by forest products and mining firms like yours.

Targeting Industry High-Risk Hazards

The WSN Risk Management Awards takes a targeted risk-based approach to recognize when key practices are in place and functioning to keep workers safe and healthy. The award is not intended to measure legal compliance, replace, or audit a complete health and safety management system.

Based on industry research by subject matter experts in their sector, the Risk Management process focuses on a targeted hazard from the provincial Risk Assessment and Root Cause Analysis process. It also uses the RACE model (recognize, assess, control, and evaluate), which is foundational in the field of occupational health and safety.

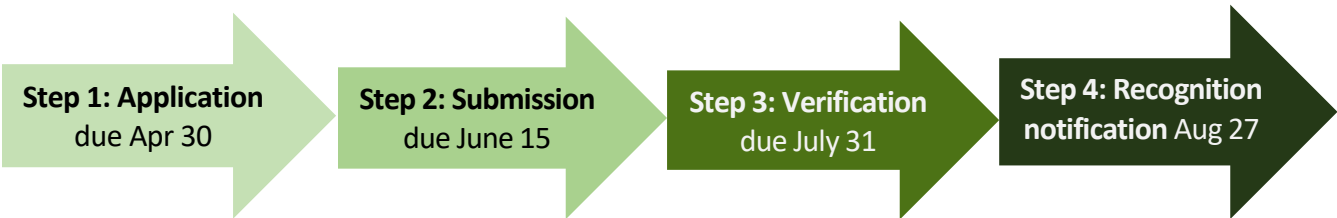
To be eligible for a WSN Risk Management Awards a worker member of the Joint Health and Safety Committee, the Worker Health and Safety Representative, or a designated worker (if less than five employees), must complete the Risk Management Practices Self-Assessment.

Getting Recognized by WSN

To receive a WSN recognition award, a firm must satisfy the following combination:

- 1. Satisfy the Risk Management Practices criteria (documents)
- 2. Satisfy the on-site component (observation/interview)

WSN Risk Management Awards Process



Key Dates and Details

Step 1: Apply to WSN by April 30.*

- Download the application form at workplacesafetynorth.ca/awards
- E-mail completed application to customercare@workplacesafetynorth.ca
- WSN will verify your firm's eligibility to move to step 2 and send you a submission form.

Step 2: Once your application is approved, complete and send your submission by June 15.

- WSN sends a file transfer link AND SharePoint instructions for the electronic fillable Submission Form.
- Applicant uploads their complete self-assessment form along with relevant evidence to the SharePoint link.
- E-mailed documents will not be accepted and incomplete submissions will not be considered.
- WSN will set up an on-site touchpoint meeting where a WSN Health and Safety Specialist will conduct a series of follow-up observations and interviews to corroborate the client submission.

Step 3: On-site Verification by July 31.

- WSN will set up an on-site touchpoint meeting where a Health and Safety Specialist will conduct a series of follow up observations and interviews to corroborate the clients submission. This component is to be completed by July 31.

Step 4: Recognition Notification by August 27.

- Firms eligible for a WSN Risk Management Award will be determined and notified of their status via e-mail by August 27.
- Risk Management Awards will be handed out to successful firms at the WSN Annual General Meeting (AGM) in the fall.

*Qualifying for Application

To be considered for a WSN Risk Management Award a firm must:

- Be a WSN member firm (applications can be made by site)
- Not have experienced (as a business site) a traumatic fatality within the last year prior to the award application year or be awaiting a decision regarding a traumatic workplace fatality under the Occupational Health and Safety Act relating to the high-risk hazard.

WSN Risk Management Awards Application – Sample

- Download the application form at workplacesafetynorth.ca/awards
- E-mail completed application to customercare@workplacesafetynorth.ca
- WSN will verify eligibility of firm to move to phase 2 and provide a submission.

1.	Application Date:		
2.	Organization/Firm Name and Address:		
3.	Site (if applicable, to determine scope):		
4.	Organization/Firm Management Contact*	4A. Name	
		4B. Position	
		4C. Email	
		4D. Tel	
*Statement of attestation for organization/firm management contact: I certify that our organization/site has not experienced a traumatic fatality within the last year prior to the award application year, nor are we awaiting a decision regarding a traumatic workplace fatality, under the Occupational Health and Safety Act related to the targeted high-risk hazard.			
		Signature of organization/firm management designate	
5.	Worker JHSC member/ Worker Rep or Worker (if less than 5 FTE) who will be completing this submission**	5A. Name	
		5B. Position	
		5C. Email	
		5D. Tel	
**Statement of attestation for worker: I certify that the information contained in the submission will be collected by me, and the submission will be completed by me.			
		Signature of worker designate	
6.	WSIB Firm Number:		
7.	Sector:		

Risk Management Awards Requirement

Step 2 for Qualifying Firms: Complete the WSN Risk Management Self-Assessment and Submission by June 15

Based on the annual targeted sector hazard (high-risk hazard) selected by WSN, the worker Health and Safety Representative, a worker member of the Joint Health and Safety Committee, or a designated worker (if less than five employees) will complete the Risk Management Practices Self-Assessment.

This involves telling your organization's story as it relates to the risk management award requirements, and supplying support for your story with **two forms of evidence**, such as documents, observations, records, or interviews as described below.

Evidence is a form of proof to demonstrate something is true. Examples of evidence types a firm must provide to WSN are:

Evidence Type	Details	Evidence Type	Details
1. Document	<p>A written process, procedure, policy, or program typically setting out expectation, providing direction, providing information to the user including steps to be taken or what to do.</p> <p>Typically addresses the questions of what, when, why, who, how and where.</p>	3. Observation	<p>Visual observation or verification of an action or event.</p> <p>In the context of this process (online submission), the firm would need to provide three records of observations, following the record requirements.*</p>
2. Record*	<p>Documented proof of an occurrence, demonstration that something took place.</p> <p>When submitting records, firms must submit three records to ensure the verifying party can establish a trend to maintain integrity in the verification process.</p>	4. Interview	<p>Confirmation through a verbal discussion with a workplace party that the relevant event or action occurred, or a concept or required action is understood.</p> <p>In the context of this process (online submission), the firm would need to provide three records of interviews, following the record requirements.*</p>

*Records must be dated and cannot be older than 12 months from the date of application, April 30, 2022.

Overview of Submission Requirements

1. Recognize and Assess Hazard		
Goal	Item	Requirement
The award aims to ensure: The hazard recognition and the risk assessment portion of the Risk Management process are established and implemented. Workplace parties are engaged in the hazard identification and risk assessment process to ensure the IRS is functioning at all levels.	1	The targeted high-risk hazard has been identified at the workplace.
	2	The risk level of the targeted high-risk hazard is assessed.
	3	Workers (including the JHSC/rep) understand the associated risks of the targeted high-risk hazard .
2. Hazard Control		
Goal	Item	Requirement
The award aims to ensure: The hazard control portion of the Risk Management process is established and implemented. Workplace parties are engaged in the hazard control process to ensure the IRS is functioning at all levels.	4	Controls have been determined and applied to the targeted high-risk hazard .
	5	Accountability for the targeted high-risk hazard controls has been assigned.
	6	Workers (including the JHSC/rep) know how to protect themselves from harm when it comes to interacting with the targeted high-risk hazard .
	7	Workers apply/use the controls for the targeted high-risk hazard .
3. Hazard Control Effectiveness Assessment		
Goal	Item	Requirement
The award aims to ensure: The control evaluation portion of the Risk Management process is established and implemented. Workplace parties are engaged in the control effectiveness and assessment process to ensure the IRS is functioning at all levels	8	The effectiveness of the controls used to mitigate the risk associated with the targeted high-risk hazard is assessed.
	9	Workers (including the JHSC/rep) are involved in the control effectiveness assessment of the targeted high-risk hazard .
	10	Action is taken to improve health and safety outcomes relating to the targeted high-risk hazard as a result of control effectiveness assurance.

Qualifying applicants will complete the submission form based on the above requirements. Your information will be used to guide WSN during step three, the field verification.

WSN Recognition Awards Submission Form - Sample

For your firm to enter the annual awards process, your submission will be made using the SharePoint weblink you receive after your application is approved. It is your responsibility to ensure all information is accurate and complete as WSN will not seek out additional information. Incomplete submissions will not be considered for the annual award. All three sections and all fields of this submission form must be completed and provided to Workplace Safety North by **June 15**.

Firm section (applicant to complete)		Assigned Sector Hazard/ Focus:	
1.	Submission Date:		
2.	Sector:		
3.	Organization/Firm Name:		
4.	Site (if applicable, to determine scope):		
5.	Submitted by	5A. Name	
		5B. Position	
		5C. Email	
		5D. Tel	
Workplace Safety North section (to be completed by WSN HSS)			
6.	WSN Health and Safety Specialist Assigned		
7.	Date of Review/Verification		
8.	HSS Findings	Submission Score	

Sections A – you provide your risk management story and tell us about how the requirement is met.

Sections B – you specify the file name with the associated evidence you uploaded in SharePoint to support your story.

Targeted High-Risk Hazard – The assigned sector hazard for this year’s award.

Section 1: Recognize and Assess Hazard

1A	How has the targeted high-risk hazard been identified at your workplace?			
	<p>Applicant story</p> <p>What this could look like:</p> <ul style="list-style-type: none"> Applicant explains their process for identifying hazards (risk registry, workplace inspection (WPI), supervisor walk throughs, field level risk assessment (FLRA), crew talks, walkabouts, pre-shift, pre-op, etc.). 			
	Evidence Provided: please specify the file name that corresponds to the evidence			
1B	Document (policy, procedure, process, program, form)	Record 1 of targeted hazard being identified	Record 2 of targeted hazard being identified	Record 3 of targeted hazard being identified
2A	How is the risk level of the targeted high-risk hazard assessed?			
	<p>Applicant story</p> <p>What this could look like:</p> <ul style="list-style-type: none"> Applicant explains their process for determining risk (hazard classification system (quantitative/qualitative) via risk registry, workplace inspections (WPI), supervisor walk throughs, field level risk assessment (FLRA), crew talks, walkabouts, pre-shift, pre-op, etc.). 			
	Evidence Provided: please specify the file name that corresponds to the evidence			
	Document (policy, procedure, process, program, form)	Record 1 of risk assessment for targeted hazard	Record 2 of risk assessment for targeted hazard	Record 3 of risk assessment for targeted hazard
3A1	How do you ensure workers understand the associated risks of the targeted high-risk hazard?			

	Applicant story What this could look like: <ul style="list-style-type: none"> Applicant explains how they educate their workers in understanding the risks of the hazard (training record, communication) or how workers perform their own risk assessment of the hazard (hazard classification system FLRA, crew talks, pre-shift, pre-op, etc. where the worker lists the risks) 		
	Evidence Provided: please specify the file name that corresponds to the evidence		
3B1	Record 1 of risk communication and/or training to workers for the targeted hazard	Record 2 of risk communication and/or training to workers for targeted hazard	Record 3 of risk communication and/or training to workers for targeted hazard
3A2	How do you ensure the JHSC/rep understands the associated risks of the targeted high-risk hazard?		
	Applicant story What this could look like: <ul style="list-style-type: none"> Applicant explains how they educate their Joint Health and Safety Committee/ Health and Safety Representative (JHSC/Rep) in understanding the risks of the hazard (training record, communication) or how workers perform their own risk assessment of the hazard (hazard classification system, crew talks, pre-shift, pre-op, etc. where the worker lists the risks) 		
	Evidence Provided: please specific the file name that corresponds to the evidence		
3B2	Record 1 of risk communication and/or training to JHSC/rep for targeted hazard	Record 2 of risk communication and/or training to JHSC/rep for targeted hazard	Record 3 of risk communication and/or training to JHSC/rep for targeted hazard

Section 2: Hazard Controls				
4A	How have controls been determined and applied to the targeted high-risk hazard?			
	<p>Applicant story</p> <p>What this could look like:</p> <ul style="list-style-type: none"> Applicant explains how controls are determined (look for hierarchy thinking here - this could be done through a registry, FLRA, WPI, pre-op, etc.) and what controls are in place for the targeted high hazard. 			
4B	Evidence Provided: please specific the file name that corresponds to the evidence			
	Document (policy, procedure, process, program, form)	Record 1 of control determination/application to targeted hazard	Record 2 of control determination/application to targeted hazard	Record 3 of control determination/application to targeted hazard
5A	How is accountability for the targeted high-risk hazard controls determined and assigned?			
	<p>Applicant story</p> <p>What this could look like:</p> <ul style="list-style-type: none"> Applicant explains their process for assigning accountability (this could be captured in the risk registry, WPI, supervisor walk-throughs, FLRA, crew talks, walkabouts, pre-shift, pre-op, etc.). 			
5B	Evidence Provided: please specify the file name that corresponds to the evidence.			
	Document (policy, procedure, process, program, form)	Record 1 of control accountability for targeted hazard	Record 2 of control accountability for targeted hazard	Record 3 of control accountability for targeted hazard

6A1	How do workers know how to protect themselves from harm when it comes to interacting with the targeted high-risk hazard?		
	<p>Applicant story</p> <p>What this could look like:</p> <ul style="list-style-type: none"> Applicant explains how they make sure their workers know how to protect themselves from harm (this could be captured in supervisory discussion notes, processes, training, pre-starts, FLRA, crew talks, walkabouts, pre-shift, pre-op, etc.). 		
6B1	Evidence Provided: please specify the file name that corresponds to the evidence		
	Record 1 of worker knowledge for protection against targeted hazard	Record 2 of worker knowledge for protection against targeted hazard	Record 3 of worker knowledge for protection against targeted hazard
6A2	How do JHSC/ reps know how to protect themselves from harm when it comes to interacting with the targeted high-risk hazard?		
	<p>Applicant story</p> <p>What this could look like:</p> <ul style="list-style-type: none"> Applicant explains what how they make sure their JHSC/Reps know how workers protect themselves from harm (this could be captured in supervisory discussion notes, processes, training, pre starts, FLRA, crew talks, walkabouts, pre-shift, pre-op, etc.) 		
6B2	Evidence Provided: please specify the file name that corresponds to the evidence		
	Record 1 of JHSC/Rep knowledge for protection against targeted hazard	Record 2 of JHSC/Rep knowledge for protection against targeted hazard	Record 3 of JHSC/Rep knowledge for protection against targeted hazard
7A	How do you ensure workers apply or use the controls for the targeted high-risk hazard?		

7B	Applicant story What this could look like: <ul style="list-style-type: none"> Applicant explains what their process is for control use assurance (this could be captured in supervisory notes, processes, training, pre-starts, FLRA, crew talks, walkabouts, pre-shift, pre-op, etc.). 			
	Evidence Provided: please specify the file name that corresponds to the evidence			
	Document (policy, procedure, process, program, form)	Record 1 of control application by workers regarding targeted hazard	Record 2 of control application by workers regarding targeted hazard	Record 3 of control application by workers regarding targeted hazard

Section 3: Hazard Control Effectiveness Assessment				
8A	How do you assess the effectiveness of the controls being used to reduce the risk associated with the targeted high-risk hazard?			
8B	Applicant story What this could look like: <ul style="list-style-type: none"> Applicant can explain the process for control effectiveness assurance or how they make sure that what they have in place is working. Could be in the form of follow-up inspections, hazard reporting, testing, annual review of procedure, process, incident reports, health and safety statistics, standards, worker/JHSC/rep feedback, etc. 			
	Evidence Provided: please specify the file name that corresponds to the evidence.			
	Document (policy, procedure, process, program, form)	Record 1 of targeted hazard control effectiveness assessment	Record 2 of targeted hazard control effectiveness assessment	Record 3 of targeted hazard control effectiveness assessment

9A1	How are workers involved in the control effectiveness assessment of the targeted high-risk hazard?		
	<p>Applicant story</p> <p>What this could look like:</p> <ul style="list-style-type: none"> • Applicant can explain the process for engagement in control effectiveness assurance. • Could be in the form of engaging with workers during follow up inspections, testing, annual review of procedure, process, or by having workers participate in hazard reporting, incident reports, etc. 		
9B1	Evidence Provided: please specify the file name that corresponds to the evidence		
	Record 1 of worker involvement in control effectiveness assessment of targeted hazard	Record 2 of worker involvement in control effectiveness assessment of targeted hazard	Record 3 of worker involvement in control effectiveness assessment of targeted hazard
9A2	How are JHSC/Reps involved in the control effectiveness assessment of the targeted high-risk hazard?		
	<p>Applicant story</p> <p>What this could look like:</p> <ul style="list-style-type: none"> • Applicant can explain the process for engagement in control effectiveness assurance. • Could be in the form of engaging with JHSC/Rep during follow-up inspections, testing, annual review of procedure, process, or by having workers participate in hazard reporting, incident reports, etc. 		
9B2	Evidence Provided: please specify the file name that corresponds to the evidence		
	Record 1 of JHSC/Rep involvement in control effectiveness assessment of targeted hazard	Record 2 of JHSC/Rep involvement in control effectiveness assessment of targeted hazard	Record 3 of JHSC/Rep involvement in control effectiveness assessment of targeted hazard

10A	How does the process of control effectiveness assurance lead to improved health and safety outcomes relating to the targeted high-risk hazard?			
	<p>Applicant story</p> <p>What this could look like:</p> <ul style="list-style-type: none"> applicant can explain what happens after the feedback or verification process (example: adjustment to standard and retraining, management of change with crew prior to adjusting control, retraining, goal/target setting to reduce injuries with strategy on how to achieve this, etc. 			
10B	Evidence Provided: please specify the file name that corresponds to the evidence			
	Document (policy, procedure, process, program, form)	Record 1 of continuous improvement (or acknowledgment of effectiveness) for managing targeted hazard	Record 2 of continuous improvement (or acknowledgment of effectiveness) for managing targeted hazard	Record 3 of continuous improvement (or acknowledgment of effectiveness) for managing targeted hazard

