

# Safety Groups

## PROGRAM

### Employer Guidelines

5<sup>th</sup> Edition,

Effective November 2016



**wsib  
cspaat**  
ONTARIO

**Safety  
Groups**  
There's Safety  
in Numbers



## Key Dates for Safety Groups

### Interested New Groups

- ☐ Proposed Business Plan by **June 30** (year prior)
- ☐ Final Business Plan by **September 30** (year prior)

### New Firms (First year in the program)

- ☐ Initial Application completed by **October 31**
- ☐ Initial Workplace Assessment completed by **February 28**

### Returning Firms

- ☐ Annual Renewal Application completed by **October 31**
- ☐ Review Annual Workplace Assessment by **February 28**

### All Firms

- ☐ Elements selected, Action Plan created and submitted to sponsor by **February 28**
- ☐ Senior management/owner attended at least three safety group meetings throughout the year
- ☐ Submitted Progress Reports as requested by your sponsor
- ☐ Complete a Workplace Assessment (end of year)
- ☐ Complete and submit Year-end Achievement Report and Year-end Maintenance Report by **December 15**
- ☐ Participated in 'spot check', if selected.

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

WSIB Account Number: \_\_\_\_\_

WSIB Firm Number: \_\_\_\_\_

Firm Safety Group Contact: \_\_\_\_\_

Safety Groups Program Start Date: \_\_\_\_\_

***Please keep this copy of your Guidelines at the firm. If the Safety Group contact changes, make sure this copy is given to the new contact, and the Safety Group sponsor is advised of the change.***



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## Introduction

Incentive programs play an important role in helping to make prevention an integral part of Ontario workplaces.

The Workplace Safety and Insurance Board's (WSIB) Safety Groups Program (SGP) is designed to recognize businesses that make the prevention of workplace injuries and illnesses a daily habit by building it into their management systems. It is based on the premise that a well-integrated workplace health and safety program is good for business.

Firms from similar or different businesses or rate groups volunteer to join a safety group with a collective purpose: to learn from each other's experience in implementing injury and illness prevention programs. Those that invest and implement effective health and safety programs can benefit from a WSIB financial incentive. The more firms in a group that succeed in integrating the prevention elements into their businesses, the larger the rebate the group as a whole receives. There is no penalty if the group does not succeed. A firm's individual experience rating is not affected by its participation in a safety group.

### Safety Group Sponsors

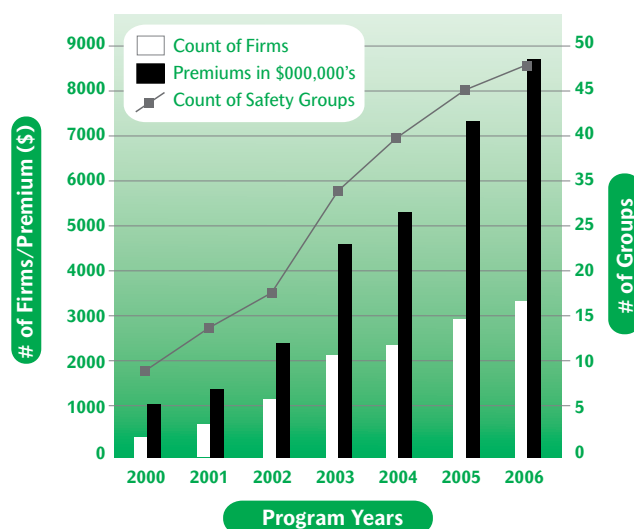
Each safety group is organized and administered by a WSIB-approved sponsor, who helps and supports workplace self-reliance in health and safety and return-to-work programs. They usually come from employer and industry associations, and promote the safety group's interaction and networking by organizing meetings and leadership workshops. They offer guidance on action plan development and track the individual firm's and the group's achievements and performance goals.

The WSIB supports each safety group by providing information, facilitation and links to resources; primarily through its Workplace Health and Safety Services and Service Delivery Divisions and the Health and Safety Associations (HSAs). Current sponsors represent over 40 employer groups which meet throughout Ontario.

## Success of the Safety Groups Program

From the inception of the Safety Groups Program (SGP), there has been tremendous growth of the groups, membership and premium base. This rapid expansion can be attributed to both the ongoing promotion of the program by its members and sponsors and the overall success of the program.

### Growth of Safety Groups Program



### Review of the Safety Groups Program

In 2005, the SGP was selected to participate in a Value for Money (VFM) audit. The VFM audit confirmed the program's general alignment with WSIB fundamentals, but could not confirm the financial value. The WSIB initiated a SGP review to ensure the financial sustainability of the program.

As a result of the VFM audit and review, improvements have been made to the SGP design. This has been a collaborative process, with input and feedback from sponsors, member firms and stakeholders.

## About the Employer Guidelines

Congratulations on joining a safety group. You have taken an important step toward making your workplace health and safety program the best it can be. Together with other members of your group, you will gain valuable knowledge to ensure your employees stay healthy and safe, and contribute to your organization's success.

This edition of the Employer Guidelines provides most of the information you will need to be successful in the Safety Groups Program. Please take the time to read the guidelines when you first start the program.

They include:

- Program rules.
- A description of what is expected of you as the employer, your safety group sponsor and the WSIB.
- The Five Steps to Managing Health and Safety — the foundation of the Safety Groups Program Health and Safety Management System (HSMS).
- Element requirements.
- All necessary templates.

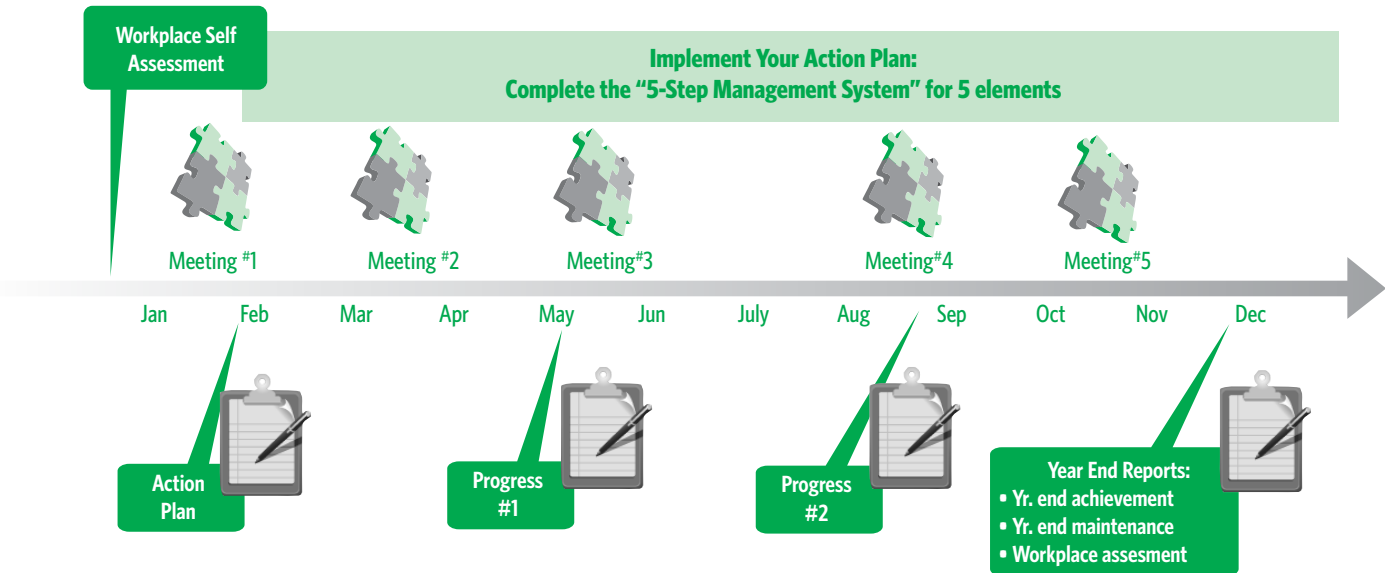
The guidelines are designed so you can easily track your Workplace Assessments over the five years you participate in the Safety Groups Program.

When you enter the program, you will complete an initial Workplace Assessment, which helps you identify the strengths and weaknesses of your health and safety program. You will then use this information to choose the health and safety program elements you need to complete for the year. It's important to keep your copy of the guidelines as the Workplace Assessment builds on the previous year's experience.

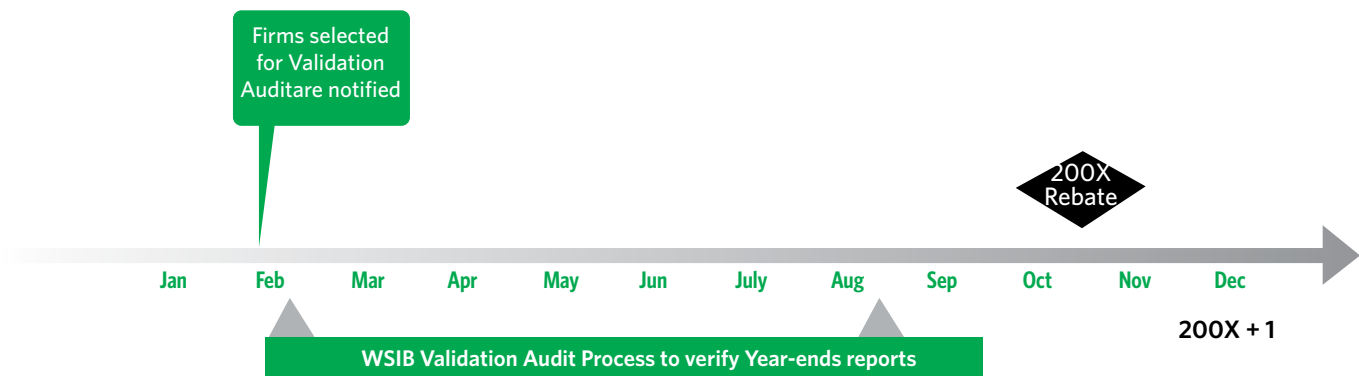
**NOTE:** If the safety group contact for your firm changes, make sure to transfer this booklet to the new contact to help ensure continuity of the program within the firm. Also advise the safety group sponsor.



## One Year Program Cycle



## Completion One-Year Program Cycle (in 200x +1)



## Stages of One-year Safety Groups Cycle

Over the course of a one-year cycle, sponsors, member firms and the WSIB have responsibilities that contribute to a safety group's success. The following table shows the stages in a one-year cycle of a safety group.

Safety Groups Annual Cycle

	Sponsor	Firm	WSIB
<b>Application Stage</b> by October 31       by December 15	<ul style="list-style-type: none"> <li>Recruits firms to participate in the program</li> <li>Organizes information sessions for potential participants</li> <li>Completes renewal of existing members</li> <li>Submits all applications to the WSIB</li> </ul>	<ul style="list-style-type: none"> <li>Confirms commitment of owner or senior management in the firm</li> <li>Appoints senior management person as safety group contact</li> <li>Renews their membership if continuing in the program</li> <li>Completes application and submits to safety group sponsor</li> </ul>	<ul style="list-style-type: none"> <li>Provides information to sponsor on firm/group status with the WSIB</li> <li>Assists sponsor with information sessions as needed</li> <li>Assists sponsor with business and marketing plans</li> </ul>
<b>Workplace Assessment and Action Plan</b> by February 28	<b>New Firms</b> <ul style="list-style-type: none"> <li>Distributes the Guidelines and forms to program participants and advises them of deadlines</li> </ul> <b>Returning Firms</b> <ul style="list-style-type: none"> <li>Analyzes firms' Action Plans and identifies group element</li> </ul>	<b>New Firms</b> <ul style="list-style-type: none"> <li>Complete Initial Workplace Assessment</li> </ul> <b>Returning Firms</b> <ul style="list-style-type: none"> <li>Review last Workplace Assessment (end of year) and select new elements</li> </ul> <b>All Firms</b> <ul style="list-style-type: none"> <li>Develop Action Plan by choosing health and safety program elements. Firms are required to select new elements that have not yet been fully implemented in their workplace</li> <li>Submit Action Plan signed by Senior Management to Sponsor</li> </ul>	<ul style="list-style-type: none"> <li>Reviews and analyzes Action Plans and provides feedback to sponsor and firm</li> </ul>

	Sponsor	Firm	WSIB
<b>First Group Meeting</b> January 1 — February 28	<ul style="list-style-type: none"> <li>Discusses selection of group element with the group</li> <li>Describes products and services available to help group</li> <li>Confirms rebate disbursement plan with group</li> <li>Provides seminar/presentation on leadership</li> <li>Encourages networking</li> </ul>	<ul style="list-style-type: none"> <li>Provides safety group contact to participate in meeting</li> <li>Confirms group element with sponsor</li> </ul>	<ul style="list-style-type: none"> <li>Provides overview of Safety Groups Program</li> <li>Provides consultative services to sponsor and group's steering committee regarding start of year activities and requirements</li> </ul>
<b>Implement Action Plans</b> March 1 to November 30	<ul style="list-style-type: none"> <li>Continues to encourage success</li> <li>Receives and reviews progress reports and coaches where problems occur</li> <li>Submits progress reports and attendance records to WSIB</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes resources to implement Action Plan</li> <li>Networks to share, receive ideas and best practices from successful member firms</li> <li>Submits Progress Report to safety group sponsor on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>Attends and participates in group meetings</li> <li>Provides support with claims management and health and safety as needed</li> <li>Reviews progress reports</li> </ul>
<b>2nd and 3rd Group Meetings</b> March 1 to October 31	<ul style="list-style-type: none"> <li>Co-ordinates meetings</li> <li>Identifies topics relevant to health and safety program elements selected by members of the group</li> <li>Ensures topics are formatted using the 'Five Steps' approach</li> <li>Updates group on progress</li> </ul>	<ul style="list-style-type: none"> <li>Firm's safety group contact person participates in meeting</li> <li>Continues to implement Action Plan</li> <li>Contacts sponsor or WSIB for assistance if they are having difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Reviews Action Plan and Progress Reports and provides feedback as needed</li> <li>Coaches sponsors and member firms toward the achievement of Action Plan elements</li> <li>Conducts mid-year visits at selected member firms in new safety groups</li> </ul>
<b>Year-end Reports</b> By December 15	<ul style="list-style-type: none"> <li>Collects Year-end Reports</li> <li>Submits Year-end Reports to WSIB</li> </ul>	<ul style="list-style-type: none"> <li>Completes Year-end Report and submits to sponsor</li> </ul>	<ul style="list-style-type: none"> <li>Reviews Year-end Reports</li> </ul>
<b>Rebates</b> In year following participation in Safety Groups		<ul style="list-style-type: none"> <li>Receives rebate in the fall of following year if all requirements are met</li> </ul>	<ul style="list-style-type: none"> <li>Completes validation audits</li> <li>Calculates achievement scores</li> <li>Calculates and distributes rebates to participating firms</li> </ul>

**NOTE:** If a firm is not meeting Safety Groups Program commitments, it is the sponsor's responsibility to assist them through coaching, mentoring, etc. If the problems continue, the sponsor should remove the firm from the program. The firm and the WSIB must be notified immediately in writing. Removed firms will be encouraged to rejoin the program the following year.

## Participation Requirements for Firms

To participate in the Safety Groups Program, a firm is required to:

- Be a Schedule 1 firm paying premiums to the WSIB.
- Be in good standing with the WSIB without charges or convictions under the *Workplace Safety and Insurance Act*, and have an active account with the WSIB open until December 30 of the program year.
- Have the owner or senior management personally commit to participating in the program for at least one calendar year.
- Complete the safety group application form and submit it to your sponsor.
- Create and nurture a safety culture in the workplace.
- Not be a member of the Safe Communities Incentive Program (SCIP).
- Complete all of the requirements of the Safety Groups Program, which include:
  - Participating in at least three safety group meetings during the year. The person attending should be a senior manager or owner of the firm. Special meetings/conferences may be offered to all groups and attendance credits are provided.
  - Completing a Workplace Assessment of your choice.
  - Developing an Action Plan to implement at least five health and safety program elements.
  - Implementing the Five Steps for Managing Health and Safety for each of the five elements in the Action Plan.
  - Keeping your sponsor informed of your progress and asking for help when needed.
- Submit Year-end Reports, verifying what was completed for each health and safety program element in the Action Plan.
- Participate in a validation audit or progress visit if selected. An employer who declines to participate in a validation audit will receive a zero score and will also be removed from the current program, the year the audit is declined.
- Participate in sharing the group rebate. Firms must complete all five elements to share in the maximum amount of the rebate. Those that complete only three or four elements will affect the group's overall score and reduce the rebate accordingly. To gain any financial incentive, firms must complete at least three elements, and have a minimum 60 per cent achievement score.
- Document all activities related to implementation of the health and safety program elements.
- An employer who experiences a traumatic fatality will be disqualified from participating in the safety group rebate in the same year. Policy #14-02-17, Fatal Claim Premium Adjustment, is available at [www.wsib.on.ca](http://www.wsib.on.ca)

## Special Points to Consider

When reviewing applications, there are four key issues that a sponsor considers and clarifies with the firm.

### 1. Does the firm have multiple WSIB accounts?

Most firms operating in Ontario have only one WSIB account. However, some can elect to have multiple accounts. Those with multiple WSIB accounts have the option to register all, or only some, in the Safety Groups Program. It is important for sponsors to confirm the specific WSIB account number(s) a company is registering in the Safety Groups Program on the application form.

A firm registering multiple accounts appoints a contact person for each separate account. These contacts have the authority to attend the minimum three safety group meetings per year and to implement the program requirements. Exceptions will be considered if the company provides a letter confirming that one designated contact person has the decision-making authority regarding the management of health and safety across all registered accounts.

Each WSIB account registered submits separate documentation (e.g., Application, Action Plan, Progress Reports, Year-end Achievement Report and Maintenance Report) to the sponsor.

### 2. Does the account have multiple locations?

When a firm registers a WSIB account(s) in the Safety Groups Program it is required to implement the program at every location covered by the account. Sponsors must advise prospective applicants of this requirement and request that all locations are listed on the application form.

Safety group rebates are calculated and distributed at the WSIB account level and not for each individual location. It is recommended that each location have a safety group contact person who attends the meetings and reports individual location progress to the account contact person. A multiple-location account submits one set of safety group documentation at the account level. Each location must complete the Five Steps to Managing Health and Safety, and have supporting documentation in order for the account to report completion of an achievement element.

The WSIB maintains the right to conduct Validation Audits at any number of locations under a WSIB account registered in the Safety Groups Program. If a firm needs assistance understanding its WSIB account structure, contact the WSIB Employer Service Centre and/or Account Specialist at (416)344-1000 or 1-800-387-0750.

3. What happens when a firm is sold, or when a transfer, amalgamation, merger or change in ownership occurs?

When a new account is opened and the old account number becomes inactive, a new account number is established. With a new account number, the firm restarts in the first year of the Safety Groups program.

In cases when a company is sold or there is some other transfer of ownership and the firm maintains the original account number, the number of years in the Safety Groups program must be maintained; these count toward the five-year limit on participation. It is the firm's responsibility to be aware of administrative changes and to inform both their Sponsor and their WSIB Safety Groups program consultant.

4. What happens when a firm changes sponsors?

Firms may change Safety Groups sponsors during the five years they spend in the program. It is the firm's responsibility to tell the new sponsor about the previous one, and the firm is required to submit previous years' maintenance reports to the new sponsor.

## Five Steps to Managing Health & Safety



**The Five Steps To Managing Health and Safety are applied to each element of a health and safety program.**

### Step 1: Set Standards

'Standards' are written statements outlining expectations, policies, procedures and workplace rules for health and safety. Each health and safety program element must have a standard or a set of rules that tells everyone in the workplace what to do, how to do it and when.

Why set standards?

The standards determine your program. They make it clear what is expected — how, when and from whom. They also clarify what employees can expect from management.

Standards provide the 'bar' or 'starting point' against which you can evaluate whether your health and safety program is working. Implementing clear, effective, approved standards is an indication of the strong leadership that is essential for an effective health and safety program.

How can you set standards?

Start with what you must do — comply with the law. The law sets out the minimum standards. Included in the legislation are the requirements for Joint Health and Safety Committees (JHSC) or health and safety representatives, workplace inspections, investigations and reporting requirements. Here are some examples of legislation you should refer to:

- *Occupational Health and Safety Act* and any applicable industry regulations that apply to your workplace for provincially regulated workplaces.
- *Canada Labour Code, Part II* for federally regulated workplaces.
- *Workplace Safety and Insurance Act*.
- Regulation 1101, First Aid requirements.
- Fire Code.
- Building Code.
- Criminal Code of Canada.

In addition, a workplace may set its own standards in the form of rules, policies and procedures. Examples include:

- Use and care of personal protective equipment.
- Specific machine lock-out procedures.
- Require scheduled daily clean-up procedures.
- Other rules, such as “No eating allowed in work area” or “All employees will receive first aid training”.

Here are some tips for getting started on setting standards that you may consider:

- Review the Safety Groups Program Elements chart later in this document. This will help you understand the minimum expectations for the Safety Groups Program.
- Show support by having senior management approve all standards and demonstrate their commitment to health and safety.
- Include creation, review and revision dates on all standards.
- Keep your expectations doable and reasonable.
- Go beyond the legal requirements where you can. For example, you might be required to train one person in first aid, but may choose to go beyond the legal minimum and train all of your workers.
- Network with other firms in your safety group to share examples of similar standards or talk to your sponsor.
- Include things you can quantify or measure to make it easier to determine whether your standard is being followed. For example, if you state in the standard that you will train 10 people in first aid, then later on you can check your records to see if you have 10 people trained.
- Refer to the Health and Safety Ontario website for technical assistance and information (<http://www.healthandsafetyontario.ca/>).



## Step 2: Communicate

Communicating standards means ensuring that all appropriate people in your workplace have a clear understanding of what is expected of them as employees, and what they can expect from others regarding health and safety. Communication increases awareness of health and safety in your organization. It also encourages employees to give you feedback and tell you their observations about health and safety and how it can be improved.

What needs to be communicated?

- Specific information, rules or workplace expectations that have been set for each element in your Action Plan to appropriate employees.
- Updates on improvements to prior elements completed in the Safety Groups Program.

You may also want to communicate:

- What the Safety Groups Program is, and that your firm is participating in it.
- The five elements you are working on this year.
- The five steps required to implement each element in your workplace.

How should you communicate?

Use your most effective means of communication to ensure that everyone in the workplace knows what is expected of them. That can mean notices on bulletin boards, email, meetings, safety talks, newsletters, posters, pictures, memos, or guest speakers. Make sure that literacy and language issues are accommodated.

One of the best ways to communicate positive messages about health and safety is by actively participating in the health and safety program. This shows that they value the effort put into health and safety.

To whom should you communicate?

You need to communicate to employees as identified in your standard. This may include all employees or a selection of them. You may need to communicate different information to different employees. Think about what they need to know and when they need to know it.

- Maintain copies of communication records (notices, memos, etc.) as part of your documentation.
- Make communication two-way — give information and ask for feedback. Make adjustments when employees offer good suggestions and then show them how you used their suggestions.
- Pay attention to your audience. Formulate the information in a language and manner that they will understand, and deliver it at a time and place that will maximize their comprehension.
- Vary the ways that you communicate so that new information is noticed and does not become mundane.
- Include meeting minutes when health and safety program elements are discussed.

### EXAMPLE — Communicating Inspection Element

- Post inspection schedule
- Post sample inspection checklist and/or completed inspection
- Post Joint Health and Safety Committee minutes, including their action items
- Make presentations at staff meetings
- Encourage employees to communicate their concerns to those doing the inspection

### Step 3: Training

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Training means that management, supervisors and workers all attain the knowledge and skills appropriate for their jobs. For each Safety Groups element, you must determine who needs what knowledge and skills, and how they will be developed (in a classroom, on the job, from job shadowing, etc.). To meet Safety Groups Program requirements, training must be completed, or verified, within each program year (January 1 to December 31).

How should training be done?

Workplace training can be delivered in classroom training sessions, in demonstrations by a supervisor, or from a colleague. What is important is that the knowledge and skills needed to work in a healthy and safe manner are learned and practiced.

Good health and safety training:

- Follows adult learning principles.
- Is delivered in the way that allows your employees to benefit most. For example, classroom training works where group discussion and sharing of ideas is important. Shop-floor or field training works where practical hands-on experience using tools or equipment is needed. Computer-based training works where independent learning is needed.
- Includes opportunities to practice and demonstrate what is learned.
- Is relevant and applicable to the learner's duties.

What training should be done?

Training on your standards for each element must be provided to those who have responsibility and accountability for knowing and using the information. For example, orientation training is important for everyone when they are first hired, when they change locations or jobs, or after a long absence from the workplace. Training or retraining in safe work procedures for each element must be ongoing.

- Keep written records of who was trained in what and when the training occurred.
- Vary the ways that you do training to help keep it interesting.
- Use visual aids and real-life case studies as tools for learning.
- Plan a safety day and organize company-wide training.
- Discuss your training needs with other group members to create opportunities to share resources or minimize costs by receiving volume discounts from training providers.
- Look at training offered by your Health and Safety Association.
- Consider train-the-trainer courses, so you can have a qualified trainer to deliver programs on-site.
- Provide a training checklist and sign-off sheet for the supervisor and workers so you can be sure each topic is covered and acknowledged.
- If you are using an external training provider, book early and don't wait until the end of the year.
- Keep training records, meeting notes, sign-off sheets, attendance forms, certificates or record of training with your Safety Groups documentation.

#### EXAMPLE — Training Inspection Element

People completing inspections have been trained on how to recognize hazards, how to report them and how to follow up on implementation of solutions.

## Step 4: Evaluate

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### Evaluating a Safety Groups Program element

Evaluating each element is an important process; it helps you make sure you are carrying out the standard, the element is properly communicated, and effective training has taken place. It is also an opportunity to see if the standard is working — is it effective and up-to-date? Are the first three steps working as part of your health and safety management system?

Evaluating your health and safety program elements helps you to see where the strengths and weaknesses are. You will be better able to make effective improvements with the feedback you receive.

Going through the process of evaluation also helps keep your program fresh and top-of-mind for workers and supervisors as you ask questions and check to see the status of the various elements. This is a good time to give positive feedback, which will encourage more good work.

### How and when do you evaluate?

Once Steps 1, 2 and 3 have been completed, the evaluation may begin. For Safety Groups purposes, the evaluation step should be completed during the program year. However, it may not be practical to evaluate an element near the end of the year if it was very recently implemented. If you have a plan for how and when you will evaluate, you will be credited for this step. You will be expected to have followed your evaluation plan and to have implemented it by March 30 of the following year.

There are many ways to evaluate, including:

- Observing: Walk around to see if a process or task is being completed according to the standard. This can be done during your regular workplace inspections.
- Looking for trends: Examine workplace records such as first aid reports and WSIB claims.
- Asking questions about the implementation of the standard: employees will often give the best feedback.
- Asking a third party: have them look at the work processes and give you feedback.

### Here are tips for evaluating your elements:

- Get an early start. Set timelines for evaluating the element at the beginning of the year, ideally when the Action Plan is developed.
- Develop an evaluation template or checklist with your safety group.
- Ask your sponsor to put 'evaluation' of the group element on a safety group meeting agenda during the year — brainstorm ways to evaluate it.
- Ask your sponsor to set meetings around the Five Steps for different elements. Give examples of how you would do each one of the steps, including evaluation. Present specific standards for different elements at safety group meetings and discuss ways to evaluate them. For example,

#### Some questions to ask:

- Has legislation changed? Are there new best practices in the industry?
- Is the health and safety standard being implemented?
- Are the health and safety goals being met?
- Is communication about the standards, both to and from employees, clear and understood?
- Is training to the standards being completed and are employees benefiting from it?
- Are employees following safe work procedures?

ask safety group members to jot down the three most important things they know about evaluation and share them with the other members.

- Ask supervisors to keep logbooks that you can refer to at evaluation time. Record the good practices, as well as those needing improvement.
- Keep notes throughout the year. For example, if you do training, inspections, or if there are incidents (close calls), then write them down as you go so that when it is time to evaluate you can refer to your notes.
- Build your confidence. Keep expectations reasonable. Standards, and ways to evaluate them, will be improved over time.
- Don't be afraid of negative results. You will still get credit for Safety Groups, providing you take action at improving the element, even if the evaluation results show problems.

#### EXAMPLE — Evaluating Inspection Element

- Review inspection checklist and ensure it is up-to-date
- Ask a third party to do an inspection and see if they identify different hazards
- Create a simple quiz for employees to complete two to three months after the element is implemented
- Summarize the results.

## Step 5: Make Improvements and Acknowledge Success

Based on the results of your evaluation, look for opportunities for improvement and create a documented plan or recommendations to implement changes.

When evaluation indicates a need for improvement, you can use co-operative mechanisms to significantly improve your company's performance. Your objectives might include:

- Raise performance to company standards.
- Raise company standards and expectations.
- Improve application of the health and safety management system.

#### Keep everyone informed of the plans for improving the health and safety program:

- Send a letter from the owner/senior management congratulating all staff for their contribution to health and safety.
- Run an article in the company newsletter highlighting successes.
- Include commendations in minutes of annual meeting.

Acknowledge and congratulate those who have contributed to your health and safety program. You can do this by publicly recognizing the firm's overall performance and improvements and individual contributions to improved performance. You may also wish to explore employer recognition, incentive programs and performance appraisals.

#### EXAMPLE — Acknowledging Success and Making Improvements Inspection Element

- Congratulate those completing inspections and carrying out action items.
- Revise inspection checklist.
- Revise inspection schedule.
- Train more people to do inspections.


**Make sure you keep written records of all steps of the five-step management system for Safety Groups documentation and validation audits.**

# Safety Groups

## Program Element Requirements

## Safety Groups Program Element Requirements

- You may use these element requirements to assess your firm at the beginning and end of the year to ensure you understand what is required prior to selecting an element. You can also use them for the important task of judging whether your firm has met the minimum criteria at the end of the year.
- The Element Requirements will be used in the Safety Group Validation Audit Process. Firms will be measured against the requirements.
- Following is a chart listing the Safety Group (SG) Elements. An Element is one area of health and safety achievement.
- Each Element includes Resources to help you develop your standards and your Health and Safety Program. They are for reference only.
- The Requirements chart outlines the requirements. We encourage you, when and if possible, to exceed the minimum requirements by incorporating best practices and improving your workplace safety culture.
- Each Element is broken down into the basic Requirements in order to complete each of the Five Steps to Managing Health & Safety.
- The Minimum Requirements chart is designed to help you know in advance what each written standard must include.
- Some Elements indicate how they can be communicated, trained, evaluated, or improved. When the steps are blank, this allows each firm the flexibility to determine and describe what methods work best for your workplace. All five steps of the management system are required to be documented.
- **Note:** The firm is required to apply all applicable health and safety legislation, and sets the standard in writing in compliance with that legislation.
  - Firms should consult their Health and Safety Association and/or [www.healthandsafetyontario.ca](http://www.healthandsafetyontario.ca) for specific health and safety information.
  - The chart called Element Requirements (on the right side of the page) contains the important Safety Group requirements.
  - The information called Managing Health and Safety Resources (on the left side of the page) is provided for reference only. This is a starting point, not an exclusive resource list. Additional resources may be sought, shared and utilized.
  - All Element documents must be dated, current and in writing.
  - Firms may use the Sample Template (see Appendix) to develop or update their standards or health and safety program.

Firms are expected to implement their selected Action Plan elements with employees in all of the firm's workplace(s). However, elements with this symbol  may be "scoped" by the firm based on a workplace assessment, needs and resources. A firm shall assess their workplace needs and determine the specific workplace scope to be implemented in the current program year. This process shall continue as part of the firm's maintenance of elements in future years.

**“Other” Health and Safety Program Elements** may be added to the list prior to the program year as priorities are identified at a provincial, program, or industry level. These elements will usually be accompanied by program materials and resources. New elements on the list are intended to focus on specific health and safety program elements that may align with other provincial initiatives and priorities.

Groups or firms may request permission to do specific elements that are not already listed if:

- The elements are recognized as health and safety program elements and not sub-parts of other program elements.
- The firm indicates how the elements relate to a specific hazard in the workplace.
- The firm provides an outline of the requirements for implementing the Five Steps to Managing Health & Safety for the elements to the sponsor and the WSIB.
- The firm uses the “Other Elements” form (see Appendix) and sends it to their sponsor for approval. If the sponsor approves it, the sponsor then sends it to the WSIB Safety Groups consultant.
- The firm receives approval from either the sponsor or the WSIB Safety Groups consultant.

Work should not begin on “other” elements prior to receiving approval from the WSIB.

(NOTE: The firm is required to retain their approved form for purposes of a validation audit.)

## Safety Groups Program Elements List

MANAGING HEALTH AND SAFETY RESOURCES	ELEMENT REQUIREMENT CHART
<b>A. LEADERSHIP</b>	
<p><b>A.1</b> <b>Health &amp; Safety Policy Statement</b></p> <p><i>WSIB Reference:</i></p> <ul style="list-style-type: none"> <li>■ Workwell Core Health &amp; Safety Audit 1.1</li> <li>■ Prevention Fact Sheet: Your Guide to Developing a Workplace Health and Safety Policy and Program</li> </ul> <p><u>Best practice may include:</u></p> <ul style="list-style-type: none"> <li>▪ Who is accountable</li> <li>▪ Internal Responsibility System (IRS) commitment</li> <li>▪ Health and Safety policy is jointly developed by employer and worker</li> </ul>	<p><b>Step 1</b> — Written standard / Health and Safety Policy Statement</p> <ul style="list-style-type: none"> <li>▪ Confirms employer commitment to H&amp;S in the workplace</li> <li>▪ Is signed by the most senior management person on site</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>▪ Health and Safety policy is posted in workplace, in high traffic area</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>▪ All documents reviewed annually, dated and current</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul>
<p><b>A.2</b> <b>Health &amp; Safety Objectives</b></p> <p><i>WSIB References:</i></p> <ul style="list-style-type: none"> <li>■ Workwell Core Health &amp; Safety Audit</li> <li>■ 11.1 (a) — Continuous Improvement Plan, pg. 49</li> </ul> <p>Example, specific objectives could be:</p> <ul style="list-style-type: none"> <li>▪ To reduce work-related injuries by 10% in a year, or</li> <li>▪ To achieve 100% compliance with your Personal Protective Equipment (PPE) program.</li> </ul>	<p><b>Step 1</b> — Written standard / Plan</p> <ul style="list-style-type: none"> <li>▪ Identifies specific health and safety objectives and/or targets. The objectives and targets need to be focused on reducing harmful and/or risky exposures, occupational injuries and/or occupational diseases in your workplace.</li> </ul> <p>Your written objectives and/or targets need to :</p> <ul style="list-style-type: none"> <li>▪ Be practical and achievable</li> <li>▪ Contain time frames</li> <li>▪ Be clear and measurable</li> <li>▪ Identify responsibilities</li> <li>▪ Have documented approval by senior management</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>▪ Documented method, and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>▪ Documented method, record of training and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul>



<p><b>A.3</b> <b>Networking</b></p>	<p><b>Step 1</b> — Written standard / Plan</p> <ul style="list-style-type: none"> <li>▪ Identifies who will participate in networking and who the information is shared with</li> <li>▪ Identifies the company networked with at least two other companies for Safety Group purposes on a relevant health and safety topic, using any two of the following mechanisms: <ul style="list-style-type: none"> <li>- E-mail / newsgroups (other than regular safety group meetings)</li> <li>- Adoption, adaptation or creation of best practices found on the WSIB's website</li> <li>- Personal contacts / visits / phone calls</li> <li>- Exchange policies / documents / guidelines with another company</li> <li>- Access external industry-specific information</li> <li>- Consult with professional associations</li> <li>- Health &amp; Safety Associations (HSA) events/training</li> <li>- Other _____</li> </ul> </li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul>
<p><b>A.4</b> <b>Health and Safety Orientation</b></p> <p><i>WSIB References:</i></p> <ul style="list-style-type: none"> <li>■ Workwell Core Health &amp; Safety Audit 6.1 (g — i)</li> <li>■ Launching a Safe Start: A Worker's Guide</li> <li>■ Prevention Fact Sheet: Your Guide to Developing a Workplace Health and Safety Policy and Program</li> </ul>	<p><b>Step 1</b> — Written standard:</p> <ul style="list-style-type: none"> <li>▪ Who requires health and safety orientation training</li> <li>▪ Responsibilities for training, testing and supervision assigned</li> <li>▪ Training information which includes: <ul style="list-style-type: none"> <li>- Health &amp; Safety Policy</li> <li>- Employee role and responsibilities</li> <li>- Hazards specific to the job</li> <li>- Reporting work-related injuries, illnesses, and /or diseases</li> <li>- Reporting existing hazards and potentially unhealthy or unsafe conditions</li> <li>- Emergency plan</li> <li>- Return to Work (RTW)</li> <li>- Joint Health and Safety Committee (JHSC)/Health and Safety Worker Representative</li> <li>- Supervisor role and responsibilities</li> </ul> </li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul>

<p><b>A.5</b> <b>Procurement</b></p> <p><i>WSIB References:</i></p> <ul style="list-style-type: none"> <li>■ Workwell Core Health &amp; Safety Audit</li> <li>4.2 (i) — Process and Equipment Purchase and/or Modification</li> <li>■ Occupational Health &amp; Safety Act (OHSA) Section 7- Industrial Regulations</li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• Ensure any goods and equipment purchased are assessed for existing or potential hazards and ensuring that appropriate controls are put in place</li> <li>• Assessment applies to any modifications of existing processes or equipment</li> <li>• Any health and safety risks the proposed purchase may pose</li> <li>• Identify if and what training is required, and for whom</li> <li>• To be done in consultation with the end user and/or Joint Health and Safety Committee (JHSC)</li> <li>• Addresses if a safe operating procedure (SOP) is needed</li> <li>• Industrial establishments to include pre-start reviews</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>
<p><b>A.6</b> <b>Health &amp; Safety Management Review Document (Internal Audit)</b></p>	<p><b>Owner/Senior Management</b> ensures that an audit of the organization's Health and Safety Management System (HSMS) is conducted, using an internal audit tool, to ensure the HSMS is meeting its objectives, is up-to-date, and is implemented and effective.</p> <p>The review, completed by a qualified person or qualified people, identifies non-conformities and opportunities for improvement in the firm's HSMS and its Health and Safety Program. The determination of the qualified person or people is defined in the written standard.</p> <p>The completed audit is examined by the Owner/Senior Management. The examination determines the level of implementation and effectiveness of the HSMS and Health and Safety Program.</p> <p>As a result of the examination, Owner/Senior Management prepares and initiates an action plan to improve any failures to conform to the HSMS, and recognizes successful achievements of the HSMS goals and program.</p> <p>The findings of the review, action plan and formal communication to all appropriate parties are recorded.</p>
	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• The provided HSMS Review Form is completed and documented.</li> <li>• An action plan is developed from the non-conformities identified in the review and action is initiated.</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Communication to all appropriate parties is documented, including method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Training record for the qualified person(s) conducting the review is verified. Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Evaluation of steps 1, 2, &amp; 3 for effectiveness and program compliance is documented including method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>

**A.7****Legal Requirements***WSIB References:*

- Workwell Core Health and Safety Audit, 1.1, 2.1, 4.2, 6.1, 8.1, 11.1
- Fact Sheets for Prevention

*Other References:*

- Occupational Health and Safety Act

**Step 1 — Written standard**

The employer establishes and implements a process that:

- Identifies all applicable Health & Safety legal requirements
- Incorporates legal requirements into the health and safety management system (e.g. how to incorporate into other standards) and,
- Evaluates that legal requirements are consistently met

NOTE: Other requirements include Canadian Standards Association standards, Ministry of Labour Guidelines, etc.

**Step 2 — Communication**

- Documented method, type and date \_\_\_\_\_

**Step 3 — Training**

- Documented method, type and date \_\_\_\_\_

**Step 4 — Evaluation**

- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

## B. ORGANIZATION

### B.1

#### Roles and Responsibilities for All Workplace Parties

##### WSIB References:

- Workwell Core Health & Safety Audit
  - 2.1 (a) Employer, pg 29-31
  - Managers, pg 39
  - 2.1 (c) Supervisor, pg 37
  - 2.1 (e) Worker, pg 41
- Prevention Fact Sheets:
  - Internal Responsibility System
  - What does the law say about duties of employers and other persons?
  - What does the law say about worker rights and obligations on workplace health and safety?

##### Other References:

- Occupational Health & Safety Act (OHSA) Sections 25, 26 , 27 & 28
- Definition of Supervisor OHSA Sec. 1.1

#### Step 1 — Written standard

- Employer Responsibilities:
  - appointing “competent” persons as supervisors
  - establishing and maintaining JHSC or H&S Representatives as required
  - giving appropriate people the support, resources and authority to carry out their duties and responsibilities
  - ensuring machinery and equipment are used safely
  - ensuring hazardous materials are stored, labelled, transported and used safely and providing equipment and devices needed to protect the worker
  - providing a safe and healthy workplace
  - providing healthy and safe work processes, ensuring safety policies, procedures and practices are developed, communicated and followed, posting and sharing appropriate information and reports, and designing processes to control or eliminate hazards
- Supervisor Responsibilities:
  - performing workplace inspections
  - conducting information sessions
  - conducting incident investigations
  - conducting or arranging for employee health and safety and hazard-specific training
  - correcting substandard acts or conditions
  - commending employee health and safety performance
  - performing employee health and safety observations
- Worker Responsibilities:
  - Section 28 of the OHSA
  - the employer may include health and safety rules specific to their workplace

#### Step 2 — Communication

- Documented method, type and date \_\_\_\_\_

#### Step 3 — Training

- Documented method, type and date \_\_\_\_\_

#### Step 4 — Evaluation

- Documented method, type and date \_\_\_\_\_

#### Step 5 — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

**B.2****Joint Health & Safety Committee  
or Health & Safety Representative***WSIB References:*

- Workwell Core Health & Safety Audit
- 5.1, 5.2, 6.1(I)
- Prevention Fact Sheet: Joint health and safety committees and health and safety representatives

**Step 1 — Written Standard:**

Health &amp; Safety Representatives (HSR):

- Selection process
  - Monthly inspections
  - Process for identification of hazards and for recommendations to employer
- OR

Joint Health &amp; Safety Committees (JHSC):

- Composition
- Selection
- Meeting schedule and frequency
- Monthly inspections
- Process for worker member participation in accident investigations
- Process for identification of hazards and for recommendations to employer

**Step 2 — Communication**

- Documented method, type and date \_\_\_\_\_
- Posting of minutes and inspections / Member names and work location

**Step 3 — Training**

- Certification training completed (Basic and Hazard-Specific) for minimum of one management representative and one worker representative (when required by applicable legislation)
- If Certification training not required by legislation, include documented method, type and date \_\_\_\_\_

**Step 4 — Evaluation**

- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

**B.3****Supervisory Competency***WSIB References:*

- Workwell Core Health & Safety Audit
  - 2.1 (c) Supervisor, pg 37
- Prevention Fact Sheets:
  - Accident investigations
  - Developing an inspection plan
  - Internal responsibility system
  - Musculoskeletal disorders (MSD)
  - Occupational health & safety orientation
  - Personal protective equipment (PPE)
  - Recognize, assess, control workplace hazards
  - What does the law say about duties of employers and other persons?
  - What does the law say about worker rights and obligations on workplace health and safety?
  - WHMIS
  - Workplace inspections overview
  - Your guide to developing a workplace health and safety policy and program

*Other References:*

- OHSA — Definition of “Competent Person” Sec 1.(1)
- “Duties of Supervisor” Sec 27

**Step 1** — Written standard

- Will include as a minimum the following competencies in supervisors:
- Has awareness of all actual and potential health and safety hazards in their area of responsibility
- Provides information to workers of all actual and potential hazards in the workplace
- Has knowledge of written instructions as to the measures and procedures to be taken for the protection of a worker and ensures workers are knowledgeable about their H&S-related roles and responsibilities

**Step 2** — Communication \_\_\_\_\_

- Documented method, type and date

## Step 3 — Training \_\_\_\_\_

- Documented method, type and date

**Step 4** — Evaluation \_\_\_\_\_

- Documented method, type and date

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

## B.4

### Worker Wellbeing

#### Step 1 — Written standard

- Promotes health and safety as an overall cultural benefit, not just a work-related benefit
- Promotes worker health and general wellbeing in the workplace by considering the impact on workers when establishing workplace standards and procedures

Must address at least one of the following:

(Note: The examples listed are provided only to suggest ideas — they are not requirements)

- **Wellness initiatives:** such as shiftwork support, fatigue and stress management, cessation of smoking and substance abuse, nutrition, weight control, and/or fitness
- **Employee Assistance Program:** such as promoting the use of available mental health services
- **Personal health and safety:** such as parenting and elder care advice, work-life balance, etc.
- **Recreational health and safety:** such as using protective equipment, avoiding heat stress and sunburn.
- **Off-the-job health and safety:** such as driving, cycling, water safety, first aid courses
- **Immunizations:** such as seasonal influenza vaccination
- Other: \_\_\_\_\_

#### Step 2 — Communication

- Documented method, type and date \_\_\_\_\_

#### Step 3 — Training

- Documented method, type and date \_\_\_\_\_

#### Step 4 — Evaluation

- Documented method, type and date \_\_\_\_\_

#### Step 5 — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

## C. HAZARD RECOGNITION AND ASSESSMENT

### C.1

#### Incident Investigations

WSIB References:

- Workwell Core Health & Safety Audit
- Workwell Core Health & Safety Audit 6.1(k), 10.1

#### Step 1 — Written standard

- Immediate investigation of, as required by the OHSA, when applicable:
  - fatalities
  - critical injuries, hazardous occurrences and “close calls”
  - lost-time injuries
  - occupational illnesses
  - property damage
  - fires
  - environmental releases
- Identifies the role of the investigators
- Defines timelines for investigation
- Includes assessment of the scene
- Describes interviewing methods
- Identifies contributing factors
- Describes what reporting is required and on what forms
- Includes steps for immediate action required
- Includes follow-up to recommendations for corrective action
- Includes notification procedures (JHSC, Ministry of Labour (MOL), WSIB, Ministry of Environment (MOE) or Human Resources and Development Canada (HRDC))
- Describes written report to MOL for critical or fatal injuries

#### Step 2 — Communication

- Documented method, type and date \_\_\_\_\_

#### Step 3 — Training

- Documented method, type and date \_\_\_\_\_

#### Step 4 — Evaluation

- Documented method, type and date \_\_\_\_\_

#### Step 5 — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_



## C.2 Workplace Inspections

WSIB References:

- Workwell Core Health & Safety Audit
- 8.1, 8.2, 8.3
- Prevention Fact Sheets:
  - Developing an inspection plan
  - Workplace inspections overview

### Step 1 — Written standard

- Responsibilities assigned
- Schedule established and areas identified for inspection
- Identifies who will do inspections
- Requires employee contacts and/or activity observations during inspections
- Use of a standard inspection report, including area for recommendation to management and sign-off
- Identifies rating system (eg. minor, moderate or major hazard)
- Includes follow-up and posts / shares information from inspection
- JHSC inspection reports are reviewed by senior management
- Resolution process for unresolved issues

### Step 2 — Communication

- Documented method, type and date \_\_\_\_\_
- Post completed inspection reports in the workplace

### Step 3 — Training

- Documented method, type and date \_\_\_\_\_

### Step 4 — Evaluation

- Documented method, type and date \_\_\_\_\_

### Step 5 — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

## C.3 Hazard Reporting

WSIB References:

- Workwell Core Health & Safety Audit
- 4.2(b)
- Prevention Fact Sheets:
  - Recognize, assess, control workplace hazards
  - What does the law say about duties of employers and other persons?
  - What does the law say about hazard recognition?
  - Workplace inspections overview

### Step 1 — Written standard

- Defines a hazardous condition or act
- Specifies when to report (time frames)
- Explains how to report (form)
- Identifies who should be notified (Supervisor, JHSC, worker H&S Rep.)
- Rates hazardous condition or act (eg. major, moderate or minor hazard)
- Says what actions will be initiated, by whom and when
- Requires follow-up on any actions taken / responses needed
- Provides for further investigation if hazard is not satisfactorily controlled

### Step 2 — Communication

- Documented method, type and date \_\_\_\_\_

### Step 3 — Training

- Documented method, type and date \_\_\_\_\_

### Step 4 — Evaluation

- Documented method, type and date \_\_\_\_\_

### Step 5 — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

**C.4****Task Analysis****Step 1** — Written standard

- Includes risk assessment: to identify and focus on higher risk task hazards in the jobs, practices, and/or work methods that have actual or potential evidence of physical or mental harm to workers
- Requires breaking down the job task into smaller steps
- Includes identifying and recording existing or potential health and safety hazards within jobs, tasks, practices and/or work methods
- Requires determining the best way to eliminate or control the task hazards

Documented through:

- Listing the jobs, practices, or work methods
- Listing the main activities of each job, practice or work method
- Listing the health or safety hazards for the main activities
- Rating each hazard for loss potential, for example: potential to cause Musculo-skeletal Disorder (MSD)
- Developing and implementing controls to prevent the health and safety hazards identified
- Plans to update if the job changes, and after a specified period of time

**Step 2** — Communication

- Documented method, records required for all workers within scope, type and date \_\_\_\_\_

**Step 3** — Training

- Documented method, type and date \_\_\_\_\_

**Step 4** — Evaluation

- Documented method, type and date \_\_\_\_\_

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

**C.5****Records Review and Analysis**

WSIB References:

- Workwell Core Health & Safety Audit 11.1 (b)
- Review of Health & Safety Trends, pg 149-152

**Step 1** — Written standard to regularly review the following that apply (minimum of five) and take action:

- Hazard reports
- Accident investigations
- Close call reports and incident reports
- First aid reports
- No lost time injury reports
- Lost time injury reports
- Maintenance reports
- Ministry of Labour (MOL) orders
- JHSC minutes and any outstanding items
- Other \_\_\_\_\_

The standard states who is responsible to complete the review and what steps will be taken to correct any issues

**Step 2** — Communication

- Documented method, type and date \_\_\_\_\_

**Step 3** — Training

- Documented method, type and date \_\_\_\_\_

**Step 4** — Evaluation

- Documented method, type and date \_\_\_\_\_

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

**C.6****Indoor Air Quality Testing****Step 1 — Written standard**

- Risk assessment to identify priority areas to test
- Defines what is going to be measured
- System of who is responsible, what they will be testing for, where in the workplace the testing is required, how the testing will be conducted, and when the testing will occur
- JHSC Representatives or H&S Representative available during testing
- Process to follow-up on necessary action identified

**Step 2 — Communication**

- Documented method, type and date \_\_\_\_\_
- Results made available to JHSC or H&S Representative and workplace

**Step 3 — Training**

- Documented method, type and date \_\_\_\_\_

**Step 4 — Evaluation**

- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

**C.7****Sound Exposure Testing***Reference:*

- Ontario Regulation 851/90, Regulation for Industrial Establishments, s.139

**Step 1 — Written standard**

- Risk assessment to identify problem areas, to include study of previous records, equipment upgrades, accidents / injuries where difficulty hearing instructions or moving equipment could have been a factor, hearing loss claims, and worker complaints
- Establish expectations for recognizing, assessing and controlling noise
- Noise surveys / measurements and monitoring protocols
- Recommendations and follow-up actions

**Step 2 — Communication**

- Documented method, type and date \_\_\_\_\_
- Reporting of results to appropriate workplace parties

**Step 3 — Training**

- Documented method, type and date \_\_\_\_\_

**Step 4 — Evaluation**

- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

**C.8****Ergonomic Assessments***Reference:*

- Occupational Health and Safety Council of Ontario (OHSCO) — MSD Prevention Guideline, Resource Manual, and the three MSD Prevention Toolboxes. (Available on the WSIB website)

**Step 1 — Written standard**

An ergonomic assessment is an evaluation of the biomechanics of the work environment.

The standard defines:

- The process to assess ergonomic hazards.
- A requirement for the use of an assessment form.
- Completion of the ergonomic assessment.
- Factors that must be assessed, including forces, postures and repetitive activities.

**Step 2 — Communication**

- Documented method, type and date \_\_\_\_\_

**Step 3 — Training**

- Qualifications of the person performing the assessment, documented method, type and date \_\_\_\_\_

**Step 4 — Evaluation**

- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

**C.9**
**Ergonomics / MSD Prevention Program (Completion of Element C.8 is recommended first)**
*Reference:*

- MSD Prevention Guideline for Ontario (Available on the WSIB website)

**Step 1 — Written standard**

A statement of Management commitment to the prevention of MSDs

- Define the roles of employers, managers, supervisors, JHSC or H&S reps, and workers in preventing MSDs
- Create an MSD prevention plan that outlines the objectives for, methods to be used and expectations of any MSD prevention activity implemented in the workplace.
- Workers being involved in planning and implementing changes to work tasks or jobs, and reporting MSD hazards, pain or discomfort, etc., to management.

**Step 2 — Communication**

- Documented method, including frequent communication with all workers and the JHSC or H&S rep about MSD prevention efforts, type and date \_\_\_\_\_

**Step 3 — Training**

- Participation in training to recognize the symptoms of MSDs and the work-related hazards that might contribute to their development
- Participation in training on how to use controls that have been implemented to reduce MSDs
- Documented method, type and date \_\_\_\_\_

**Step 4 — Evaluation**

- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

**C.10****Physical Demand Analysis***Reference:*

- [www.ohcow.on.ca/resources/handbooks/pda/PDA.pdf](http://www.ohcow.on.ca/resources/handbooks/pda/PDA.pdf)

**Step 1 — Written standard**

A Physical Demands Analysis is a systematic procedure to quantify, and evaluate all of the physical, cognitive and environmental demand components of all essential and non-essential tasks of a job.

The procedure includes:

- Identifying the job or task
- Quantify physical demands of the job or task (posture, force repetition and duration)
- Records the information on a form
- Analysis of the information
- Controls defined and implemented (can choose Ergonomic/MSD Prevention element)

**NOTE:**

The PDA is completed as a prevention tool pre-injury for jobs/tasks. It is not the same as Physical Demands Information, which is related to return to work and directly to an injured worker post-injury.

**Step 2 — Communication**

- Documented method, type and date \_\_\_\_\_

**Step 3 — Training**

- Documented method, type and date \_\_\_\_\_

**Step 4 — Evaluation**

- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

**D. CONTROL ACTIVITIES****D.1****Lockout / Tagout***WSIB References:*

- Workwell Core Health & Safety Audit  
4.2 (f)

**Step 1 — Written standard**

- Establish expectations for identifying which machines must be locked out, and when they must be locked out
- Develop safe operating procedures (or SOPs) for locking out machines
- Ensure that safe operating procedures are known, understood and used
- Provide and confirm ongoing availability of lockout equipment

**Step 2 — Communication**

- Post procedures at each machine or appropriate locations

**Step 3 — Training**

- Documented method, type and date \_\_\_\_\_
- Authorized persons record of training \_\_\_\_\_

**Step 4 — Evaluation**

- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

<p><b>D.2</b> <b>Confined Space Entry</b></p> <p><i>WSIB Reference:</i></p> <ul style="list-style-type: none"> <li>■ Workwell Core Health &amp; Safety Audit 4.2 (g)</li> </ul> <p><i>Other Reference:</i></p> <ul style="list-style-type: none"> <li>■ Ontario Regulation 85/190 s.67-71; Ontario Regulation 834 s. 60-63</li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>▪ Identify all confined spaces in the workplace</li> <li>▪ Develop safe operating procedures for confined space entry</li> <li>▪ Ensure safe operating procedures are known, understood and used</li> <li>▪ Establish expectation for circumstances when confined space entry procedure must be used</li> <li>▪ Ensure appropriate emergency procedures are learned, practiced and reviewed</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> <li>▪ Authorized person's record of training _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul>
<p><b>D.3</b> <b>Forklift / Lift Trucks Procedures</b></p> <p><i>WSIB References:</i></p> <ul style="list-style-type: none"> <li>■ Workwell Core Health &amp; Safety Audit 6.1 (d), (f) — Guideline for Element Training, pg 110</li> </ul> <p><i>Other Reference:</i></p> <ul style="list-style-type: none"> <li>■ MOL Guideline for the Safe Operation and Maintenance of Powered Lift Trucks</li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>▪ Develop safe operating procedures</li> <li>▪ Ensure safe operating procedures are known, understood and used</li> <li>▪ Ensure all safety equipment is available and appropriately used, eg. seatbelts</li> <li>▪ Barriers, warning signs, or other safeguards put in place</li> <li>▪ Outlines pre-shift inspection procedure</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> <li>▪ Authorized person's record of training _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul>

<p><b>D.4</b> <b>Lifting Devices</b></p>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• Ensure lifting devices appropriate to the task are available and used properly — eg. hand trucks, carts, dollies, scissor tables, elevators</li> <li>• Include proper material handling methods when using lifting devices</li> <li>• Ensure proper methods are known, understood and used</li> <li>• Identify roles and responsibilities for regular inspection and maintenance schedule</li> <li>• Establish a follow-up process to ensure substandard items are satisfactorily addressed</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Authorized person's record of training _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>
<p><b>D.5</b> <b>Propane Handling</b></p> <p><i>Other Reference:</i></p> <ul style="list-style-type: none"> <li>■ Ontario Regulation 851/90, Regulation for Industrial Establishment, s. 49 &amp; 66</li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• Process and safe procedures for safe handling, storing and transportation of propane</li> <li>• Ensure safe procedures are known, understood and used</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Authorized person's record of training _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>

**D.6****Slips, Trips & Falls***WSIB Reference:*

- Prevention Fact Sheet: Slips, trips and falls

**Step 1** — Written standard includes responsibilities and procedures to:

- Ensure spills are cleaned up safely, with appropriate Personal Protective Equipment (PPE), and without delay
- Keep workplace free of debris that may impede movement, or present trip and fall hazard
- Keep all access areas, emergency exits, stairs and loading docks clear of unnecessary material and equipment
- Schedule time during each workday to:
  - restore materials and equipment to proper locations
  - organize work areas for next shift or workday, and
  - prepare waste for disposal or recycling

**Step 2** — Communication

- Documented method, type and date \_\_\_\_\_

**Step 3** — Training

- Documented method, type and date \_\_\_\_\_

**Step 4** — Evaluation

- Documented method, type and date \_\_\_\_\_

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

**D.7****WHMIS (Workplace Hazardous Materials Information System)***WSIB References:*

- Workwell Core Health & Safety Audit  
3.1 (c), 6.1 (c)
- Prevention Fact Sheet: WHMIS

*Other Reference:*

- Ontario WHMIS Regulation 860/  
Federal WHMIS
- WHMIS Reference Manual  
(Available from the Health Canada website)

**Step 1** — Written standard includes responsibilities and procedures for:

- WHMIS training
- Material Safety Data Sheet (MSDS) maintenance (are dated within the last three years)
- Labelling or identifying controlled workplace products
- Ensure responsibilities and procedures are known, understood and used

**Step 2** — Communication

- Ensure that controlled products are labelled or identified
- Ensure unexpired copies of MSDSs are readily available to workers
- Documented method, type and date \_\_\_\_\_

**Step 3** — Training

- Documented method, type and date \_\_\_\_\_

**Step 4** — Evaluation

- Ensure the WHMIS education program is reviewed at least annually in consultation with the JHSC or H&S rep.
- Documented method, type and date \_\_\_\_\_

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_



**D.8****Ventilation**

*WSIB Reference:*

- CCOHS “Indoor Air Quality H&S Guide” [www.ccohs.on.ca](http://www.ccohs.on.ca)

**Step 1 — Written standard**

- Ensure local exhaust ventilation (hood enclosure, ducts, exhaust fan) and general ventilation meets appropriate standards
- Identify work areas where Personal Protective Equipment (PPE) is required and implement PPE program
- Include inspection and maintenance schedule for ventilation equipment

**Step 2 — Communication**

- Documented method, type and date \_\_\_\_\_

**Step 3 — Training**

- Documented method, type and date \_\_\_\_\_

**Step 4 — Evaluation**

- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

**D.9****Designated Substance Policy**

*WSIB References:*

- Workwell Core Health & Safety Audit  
6.1 (d)
- OHSA Ontario Regulation 278 (Asbestos in Construction) & and Regulations 835 -837, 839-846

Compliance with Ontario Designated Substances Regulations legislation is an essential part of fulfilling this Element. There are Designated Substances Regulations for:

- Acrylonitrile
- Arsenic
- Asbestos
- Asbestos in construction projects and in building and repair operations
- Benzene
- Coke Oven Emissions
- Ethylene Oxide
- Isocyanates
- Lead
- Mercury
- Silica and
- Vinyl Chloride.

**Step 1 — Written standard:**

- Assessment of need for use of Designated Substance, and possible substitution of safer materials, control program, identification of need for PPE, air monitoring and exposure records, and medical surveillance programs

**Step 2 — Communication**

- Documented method, type and date \_\_\_\_\_

**Step 3 — Training**

- Documented method, type and date \_\_\_\_\_


**Step 4 — Evaluation**

- Monitor implementation of control program and PPE to ensure it is being followed
- Documented method, type and date \_\_\_\_\_

**Step 5 — Acknowledge Success/Make Improvements**

- Documented method, type and date \_\_\_\_\_

<p><b>D.10</b> <b>Contractor/Subcontractor(s)</b></p> <p><i>WSIB References:</i></p> <ul style="list-style-type: none"> <li>■ Workwell Core Health &amp; Safety Audit 2.1 (i, j)</li> <li>■ Prevention Fact Sheets: <ul style="list-style-type: none"> <li>• Occupational health &amp; safety orientation</li> <li>• What does the law say about duties of employers and other persons?</li> </ul> </li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• Ensure all contractors have a good health and safety program</li> <li>• Ensure all contractors comply with your health and safety program when working on your premises and specify this in contracts</li> <li>• Include asking for a WSIB Clearance Certificate to ensure contractor's employees are covered by WSIB</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>
<p><b>D.11</b> <b>Machine Guarding</b></p> <p><i>References:</i></p> <ul style="list-style-type: none"> <li>■ Manufacturers' Operating Manuals</li> <li>■ Occupational Health and Safety Act (OHSA) s.25, s.27, s.28</li> <li>■ Canadian Standards Association (CSA)</li> <li>■ CAN/CSA-2432-94 Safeguarding of Machinery</li> <li>■ CAN/CSA- 2142-M90 Code for Punch Press &amp; Brake Press Operation</li> <li>■ Ontario Regulations 851/90 s.22-44</li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• Ensure all machine guards meet CSA (Canadian Standards Association) standard, are in place, in good repair and are used properly</li> <li>• Monitor and inspect machine guards regularly to ensure they are maintained to required standards, and to ensure they continue to adequately protect workers</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> <li>• Authorized person's record of training _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>
<p><b>D.12</b> <b>(Preventive) Maintenance Programs</b></p> <p><i>WSIB References:</i></p> <ul style="list-style-type: none"> <li>■ Workwell Core Health &amp; Safety Audit 9.1 (a-f) — Vehicles</li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• Maintenance program for tools, equipment and/or vehicles</li> <li>• Ensure maintenance schedules are being followed</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>

<p><b>D.13</b> <b>Personal Protective Equipment (PPE)</b></p> <p><i>WSIB References:</i></p> <ul style="list-style-type: none"> <li>■ Workwell Core Health &amp; Safety Audit 4.2 (j)</li> <li>■ Prevention Fact Sheet: Personal protective equipment (PPE)</li> </ul> <p><i>Other Reference:</i></p> <ul style="list-style-type: none"> <li>■ CSA (Canadian Standards Association) PPE standards</li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• PPE policy in place</li> <li>• Appropriate, comfortable and fitting PPE is available</li> <li>• Ensure PPE is cleaned and maintained properly</li> <li>• Ensure PPE is stored properly</li> <li>• Ensure workers are trained in use and care of PPE</li> <li>• Ensure supervisors are regularly monitoring and enforcing PPE Requirements</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>
<p><b>D.14</b> <b>Hazardous Waste Program</b></p> <ul style="list-style-type: none"> <li>■ Ministry of Environment, <a href="http://www.ene.gov.on.ca/en/land/hazardouswaste/hazardouswaste.php">http://www.ene.gov.on.ca/en/land/hazardouswaste/hazardouswaste.php</a></li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• Follow manufacturers' suggested guidelines</li> <li>• Proper handling, PPE, identification for disposal of hazardous waste</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>
<p> <b>D.15</b> <b>Noise Abatement Program</b></p> <p><i>WSIB Reference:</i></p> <ul style="list-style-type: none"> <li>■ Prevention Fact Sheet: Preventing occupational illness in your workplace</li> </ul> <p><i>Other References:</i></p> <ul style="list-style-type: none"> <li>■ Ontario Reg. 851, Industrial Establishments, s. 139</li> <li>■ CCOHS "Noise Control in Industry: A Basic Guide"</li> <li>■ Canadian Hearing Society</li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>• Process to recognize, assess and control noise exposure</li> <li>• Provide adequate training for workers on control measures</li> <li>• Monitor implementation of controls to ensure they remain effective</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>

<p><b>D.16</b> <b>Housekeeping and Organizing</b></p>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>Responsibilities and procedures for maintenance, housekeeping and clearance of walkways to prevent slips, trips and falls</li> <li>Ensuring emergency exits are not obstructed</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul>
<p><b>D.17</b> <b>Proper Lighting for Tasks</b></p> <p>Reference:</p> <ul style="list-style-type: none"> <li>Ontario Reg. 851, Industrial Establishments, s. 21</li> </ul>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>Ensure proper lighting in all areas of property is provided</li> <li>Regularly inspect and maintain lighting</li> <li>Consider lighting issues when making changes to workplace</li> <li>Assessment of individual worker need, workstation or task requirement for better lighting</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul>
<p><b>D.18</b> <b>Transfers, Lifts and Carries</b></p>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>Ensure proper equipment is available and used properly</li> <li>Ensure training is completed and workers adequately trained</li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>Documented method, type and date _____</li> </ul>

## D.19 Violence and Harassment

### Reference:

- CCOHS publications, "Violence in the Workplace Prevention Guide"
- Canada Labour Code
- H&S Regulations, Part 20, Violence Prevention in the Workplace

### WSIB Resources

- [www.wsib.on.ca](http://www.wsib.on.ca)
  - OHSA  
Definition of Workplace Violence & Workplace Harassment
  - CCOHS Fact Sheet : Violence in the Workplace
  - [www.labour.gov.on.ca.health\\_and\\_safety/workplace\\_violence\\_and\\_workplace\\_harassment](http://www.labour.gov.on.ca.health_and_safety/workplace_violence_and_workplace_harassment)
  - [www.labour.gov.on.ca.health\\_and\\_safety/Code\\_of\\_Practice](http://www.labour.gov.on.ca.health_and_safety/Code_of_Practice)
  - Sec 1.(1)
  - Section 32 OHSA and all subsections
  - Section 25 (2)(a) OHSA
  - Section 27(2)(a) OHSA
  - Section 28
  - Section 43 OHSA
- Occupational Health & Safety Council of Ontario:
- A Workplace Resource: Developing Workplace Violence & Harassment Policies and Programs
  - Workplace Violence Assessments
  - Domestic Violence Doesn't Stop when Your Worker Arrives at Work: What Employers Need to know to help.

- **Note** as of Sep 8 2016 harassment includes sexual harassment

Compliance with applicable legislation

All documents dated and current

### Step 1 — Written Standard to include:

- Workplace policy for workplace violence and workplace harassment (including sexual harassment)
- Definition of workplace policy of workplace violence and workplace harassment
- Outline Roles and Responsibilities in supporting policy and program for senior management, managers/supervisors, workers, workplace health and safety committee

Documented Workplace Violence Procedures To:

- **Assess** and re-assess risks of workplace violence to ensure continued protection of workers
- Develop controls for all risks identified in the risk assessment
- Ensure the protection of workers from domestic violence in the workplace
- Deal with warning signs, incidents and complaints-including reporting obligations

### Documented Workplace Harassment Procedures To:

- In consultation with the committee or a health and safety representative, if any, develop and maintain a written program to implement the policy with respect to workplace harassment
- Include measures and procedures for workers to report incidents of workplace harassment to the employer or supervisor
- Include measures and procedures for workers to report incidents of workplace harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser
- Set out how incidents or complaints of workplace harassment will be investigated and dealt with
- **Set** out how information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law
- Set out how a worker who has allegedly experienced workplace harassment and the alleged harasser, if he or she is a worker of the employer, will be informed of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation

### Step 2 — Communication

- Policy posted at a conspicuous place in the workplace
- Workers are formally made aware of the Workplace Violence & Harassment Program
- Employer to provide results and copy of workplace violence risk assessment to JHSC and/or worker representative
- Documented method, type and date

### Step 3 — Training

- **Documented** training program and attendance records for all workplace parties
- Documented method, type and date

### Step 4 — Evaluation

- Annual policy and program review by JHSC (and/or worker representative if less than 20 employees)
- Evaluation the standard/procedures for implementation of program for effectiveness and compliance noting deficiencies
- Documented method, type and date

	<p><b>Step 5 — Acknowledge Success/Make Improvements</b></p> <ul style="list-style-type: none"> <li>• Develop an improvement plan to address area of deficiencies noted in the evaluation</li> <li>• Acknowledge success of the program</li> <li>• Documented method, type and date</li> </ul>
<p><b>D.20</b> <b>Radiation Hazards</b></p> <p><i>References:</i> Ministry of Labour (MOL) Publications</p> <ul style="list-style-type: none"> <li>■ Ultraviolet Radiation in the Workplace</li> <li>■ Radio Frequency and Microwave Radiation in the Workplace</li> </ul>	<p><b>Step 1 — Written standard</b></p> <ul style="list-style-type: none"> <li>• Recognize, assess and control radiation hazards</li> </ul> <p><b>Step 2 — Communication</b></p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3 — Training</b></p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 4 — Evaluation</b></p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5 — Acknowledge Success/Make Improvements</b></p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>
<p><b>D.21</b> <b>Preventing Heat Stress</b></p> <p><i>WSIB Resources:</i></p> <ul style="list-style-type: none"> <li>■ Heat Stress Awareness Guide</li> <li>■ Heat Stress Alert</li> <li>■ Heat Stress Calculator</li> <li>■ Working in Extreme Hot or Cold Temperature Conditions</li> <li>■ Working in Hot Environments - Control Measures</li> <li>■ Working in Hot Environments - Health Effects</li> </ul> <p><i>Other Resources:</i></p> <ul style="list-style-type: none"> <li>■ Ministry of Labour <ul style="list-style-type: none"> <li>• Heat stress health and safety guideline</li> </ul> </li> </ul>	<p><b>Step 1 — Written standard:</b></p> <ul style="list-style-type: none"> <li>• Identifies all hot environment hazards due to hot processes (i.e. hot furnaces, ovens) and/or hot weather.</li> <li>• <b>Defines</b> Heat Stress and heat-related illnesses, causes and symptoms.</li> <li>• Identifies a monitoring method or criteria (e.g., self-regulation, Humidex, WBGT measurements).</li> <li>• Sets a sampling strategy (e.g., location, frequency, time, trigger to start monitoring).</li> <li>• Includes employee training to recognize the signs and symptoms of heat stress, trained first aid personnel and reporting procedures</li> <li>• Establishes and implements controls: Acclimatization, Engineering and Administrative controls (e.g., shielding heat sources, ventilation, fans, air conditioning, reducing metabolic workload, acclimatization, work scheduling, rotation, work/rest regimen, water, personal protective equipment)</li> <li>• Includes Water-supply coordination (ensuring workers have sufficient quantities of water available).</li> </ul> <p><b>Step 2 — Communication</b></p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 3 — Training</b></p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 4 — Evaluation</b></p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul> <p><b>Step 5 — Acknowledge Success/Make Improvements</b></p> <ul style="list-style-type: none"> <li>• Documented method, type and date _____</li> </ul>

**D.22****Emergency Response Plan***WSIB References:*

- Workwell Core Health & Safety Audit
- 4.2 (c-d)

*Other References:*

- CCOHS Publication “Emergency Response Planning Guide”
- www.ccohs.ca
  - Emergency planning
  - Emergency management checklist

**Step 1** — Written standard

- Defines all possible emergencies (eg. fire, power, outage, theft, bomb threat) and includes:
- Written procedures
- Detailed lists of personnel, including their home/cell/work telephone numbers, their duties and responsibilities
- Floor plans
- Large scale maps showing evacuation routes and service conduits (such as gas and water lines)

**Step 2** — Communication

- Documented method, type and date \_\_\_\_\_

**Step 3** — Training

- Documented method, type and date \_\_\_\_\_

**Step 4** — Evaluation

- Documented method, type and date \_\_\_\_\_

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

**D.23****Fall Protection***WSIB References:*

- www.wsib.on.ca: Injury Hotspots — Falls
- Prevention Fact Sheet: Slips, trips and falls

*Other References:*

- CSAO: Basics of Fall Protection Training Program
- www.healthandsafetyontario.ca

*Legislative References:*

- Occupational Health and Safety Act, section: 25, 27, 28
- Construction Regulation (O. Reg. 213/91, section 26)
- Industrial Regulation (O. Reg. 851, sections 85, 86)
- Health Care (O. Reg. 67/93, sections 13, 91)
- Diving Ops (O. Reg. 629/94, section 21)
- Window Cleaning (O. Reg. 859, section 31)

**Step 1** — Written standard

## Defines:

- When fall protection is to be used
- What type of fall protection is to be used
- What type of set-up is required
- When and how fall protection equipment is maintained, inspected and exchanged.

**Step 2** — Communication

- Documented method, type and date \_\_\_\_\_

**Step 3** — Training

- Provision that every worker who may use a fall protection system is adequately trained in it's use and given adequate oral and written instructions by a competent person
- Training records are maintained and include dates and participants' names, available for inspection by the Ministry of Labour
- Documented method, type and date \_\_\_\_\_

**Step 4** — Evaluation

- Documented method, type and date \_\_\_\_\_

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

**D.24****Motor Vehicle  
Incident Prevention***WSIB References:*

- www.wsib.on.ca: Injury Hotspots – Motor Vehicle Incidents

*Other References*

- IHSA — Motor Vehicle Incidents
- ANSI Standard Z15.1
- www.healthandsafetyontario.ca

*Legislative References:*

- Workplace Safety & Insurance Act (WSIA) - Regulation 1101 – First Aid Requirements
- Canada Labour Code (CLC) Part II – Canada Occupational Health and Safety Regulations

**Step 1** — Written standard

Defines:

- A vehicle safety policy including responsibilities and accountabilities
- Safe vehicle and driving rules
- Awareness indicators and road distractions processes (vehicle and loads, destination, weather, traffic flow, cellphones and PDAs, driver fatigue)
- Vehicle pre-inspection/circle checks
- Breakdown procedures
- Driver performance program
- Driver licensing and training qualifications for cars, trucks and specialized motor equipment

**Step 2** — Communication

- Documented method, type and date \_\_\_\_\_

**Step 3** — Training

- Includes a road safety program
- Documented method, type and date \_\_\_\_\_

**Step 4** — Evaluation

- Documented method, type and date
- Includes driver performance

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

**D.25****First Aid***WSIB References:*

- Workwell Core Health & Safety Audit 7.1
- www.wsib.on.ca: First Aid
- Prevention Fact Sheet: First aid requirements
- In Case of Injury at Work Poster (Form 82)

*Other References:*

- IHSA — Motor Vehicle Incidents
- ANSI Standard Z15.1
- www.healthandsafetyontario.ca

*Legislative References:*

- Workplace Safety and Insurance Act Regulation 1101 — First Aid Requirements
- Canada Labour Code Part (CLC) II — Canada Occupational Health and Safety Regulations

**Step 1** — Written standard

- First aid procedures
- First aid station(s) including first aid boxes/equipment (personal protective equipment) and facilities are available
- Trained first aid personnel
- First aid records are maintained
- Inspect and record first aid boxes and their contents at least quarterly to ensure they meet the first aid requirements in Regulation 1101

**Step 2** — Communication

- Post the WSIB “In Case of Injury at Work” poster (Form 82) in the First Aid Station and in other conspicuous places in the workplace
- Post valid first aid certificates
- Documented method, type and date \_\_\_\_\_

**Step 3** — Training

- Valid first aid certificate(s) from a WSIB-recognized training provider for a worker who works in the immediate vicinity of the First Aid Kit / Station
- Documented certificate(s) \_\_\_\_\_

**Step 4** — Evaluation

- At least quarterly inspections of the first aid boxes and their contents
- Documented method, type and date \_\_\_\_\_

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_



**D.26****Return to Work (RTW) Self Assessment (See Individual Element List)***WSIB Reference:*

- Workwell Core Health & Safety Audit
- 12.1

**Step 1** — Written standard

- Complete WSIB's RTW Self-Assessment Guide
  - [http://www.wsib.on.ca/wsib/wsibsite.nsf/LookupFiles/DownloadableFileRTWSelf\\_AssessmentGuide](http://www.wsib.on.ca/wsib/wsibsite.nsf/LookupFiles/DownloadableFileRTWSelf_AssessmentGuide)
- Based on the results of the RTW self-assessment, complete a gap analysis of your RTW program as follows:
  - Current policy and procedure
  - Forms or documents that currently exist
  - Current statistics, e.g. injury types, causes, duration, costs, etc.

**Step 2** — Communication

- Documented method, type and date \_\_\_\_\_

**Step 3** — Training

- Documented method, type and date \_\_\_\_\_

**Step 4** — Evaluation

- Documented method, type and date \_\_\_\_\_

**Step 5** — Acknowledge Success/Make Improvements

- Develop a RTW Action Plan to address the gaps and identify solutions for improvement in RTW program

**D.27****Return to Work (RTW) Program Development***WSIB Reference:*

- Workwell Core Health & Safety Audit
- 12.1
- [www.wsib.on.ca](http://www.wsib.on.ca): Return to Work
- Functional Abilities Form (Form 2647)
- WSIB Fact Sheets:
  - Functional Abilities Form for timely return to work
  - What workers should know about reporting workplace injuries and illnesses

**Step 1** — Written standard

- Policy
- General procedure
- Roles and responsibilities
- Employer (program coordinator)
- Injured worker
- Health care provider(s)
- Medical department (if applicable)
- WSIB
- Other roles
- Package of documents needed to manage your RTW program may include:
  - Letter to health practitioner
  - Functional Abilities Form
  - Letter to worker
  - Return to Work Plan

**Step 2** — Communication

- Documented method, type and date \_\_\_\_\_

**Step 3** — Training

- Documented method, type and date \_\_\_\_\_

**Step 4** — Evaluation

- Documented method, type and date \_\_\_\_\_

**Step 5** — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

## D.28

### Physical Demands Information

WSIB Reference:

- www.wsib.on.ca: Return to Work plans

#### Step 1 — Written standard

A process that helps you identify potential risk factors in a job, and also may help you modify the job to reduce risk factors and/or accommodate an injured worker's restriction so he or she can return to work.

Use of a form that:

- Identifies roles and responsibilities for completion, submission and management of information
- Describes who provides input for completion (eg. worker / or person familiar with job)
- Outlines how observation of the job is conducted for completion of form

#### Step 2 — Communication

- Documented method, type and date \_\_\_\_\_

#### Step 3 — Training

- Documented method, type and date \_\_\_\_\_

#### Step 4 — Evaluation

- Documented method, type and date \_\_\_\_\_

#### Step 5 — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

NOTE:

The PDIF is not a complete Physical Demands Analysis. It collects key information about the physical demands of a job as they relate to a workers injury.

## D.29

### Return to Work (RTW) Case Management

WSIB References:

- www.wsib.on.ca
- Workwell Core Health & Safety Audit 12.1

Legislative References

- WSIA (Workplace Safety & Insurance Act) Return to Work, Section 40(1)(a)
- WSIB Policy — Reporting an Injury/Disease, #15-01-02

#### Step 1 — Written standard

- Contact with injured worker
- Frequency of contact
- Contact log
- Regular meetings scheduled
- Reporting requirements to WSIB that specifies reporting of:
  - Wage changes
  - Changes in duties/duration of program
  - Failure to cooperate
  - End of program

#### Step 2 — Communication

- Documented method, type and date \_\_\_\_\_

#### Step 3 — Training

- Person(s) responsible for managing your return to work program attend a formal or informal training course/seminar providing basic information and 'how to' manage the RTW cases

#### Step 4 — Evaluation

- Documented method, type and date \_\_\_\_\_

#### Step 5 — Acknowledge Success/Make Improvements

- Documented method, type and date \_\_\_\_\_

<p><b>D.30</b> <b>Return to Work (RTW) Performance Tracking</b></p>	<p><b>Step 1</b> — Written standard</p> <ul style="list-style-type: none"> <li>▪ Firm defines performance indicators (targets) used to determine if meeting their outcomes</li> <li>▪ Examples of performance indicators are as follows: <ul style="list-style-type: none"> <li>— <b>Qualitative:</b> e.g. surveys to employees who participated in RTW program to gather valuable feedback on their perceptions of how the process worked, how they were treated, etc.</li> <li>— <b>Quantitative:</b> eg. statistical analysis</li> </ul> </li> </ul> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>▪ Firm tool to keep track of outcomes</li> </ul> <p><b>Step 5</b> — Acknowledge Success/Make Improvements</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date _____</li> </ul>
<p><b>D. 31</b> <b>Ladder Safety</b></p> <p><i>Resources:</i></p> <ul style="list-style-type: none"> <li>■ Occupational Health and Safety Act</li> <li>▪ Ont. Reg. 213/91 - Construction Projects</li> <li>▪ Ont. Reg. 851 - Industrial Establishments</li> <li>▪ Ont. Reg. 859 - Window Cleaning</li> <li>▪ Ont. Reg. 67/93 - Health Care</li> </ul>	<p><b>Step 1</b> — Written Standard</p> <p>Defines:</p> <ul style="list-style-type: none"> <li>▪ Types of ladders (step ladders, portable ladders, access ladders etc)</li> <li>▪ Completion of a ladder survey</li> <li>▪ Roles and responsibilities for all workplace parties (senior management, managers, supervisor, workers, workplace H&amp;S committee)</li> <li>▪ Ladder safety rules (legislative and workplace specific)</li> <li>▪ Must include the requirement for 3 point contact</li> <li>▪ Accountabilities for improper use, maintenance and/or storage</li> <li>▪ Pre-use inspection program, including but not limited to: responsibilities , schedule and documentation</li> <li>▪ Develop a follow-up process to ensure all deficiencies are corrected</li> </ul> <p><b>Note:</b> This element is for access ladder safety. Consider using a work platform before working off a ladder. See D 23</p> <p><b>Step 2</b> — Communication</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date</li> </ul> <p><b>Step 3</b> — Training</p> <ul style="list-style-type: none"> <li>▪ Documented method, type and date</li> </ul> <p><b>Step 4</b> — Evaluation</p> <ul style="list-style-type: none"> <li>▪ Annual policy review</li> <li>▪ Evaluate the standard and implementation</li> <li>▪ Documented method, type and date</li> </ul> <p><b>Step 5</b> — Make Improvements/Acknowledge Success</p> <ul style="list-style-type: none"> <li>▪ Develop an improvement plan to address area of deficiencies noted in the evaluation</li> <li>▪ Acknowledge success of the program</li> <li>▪ Documented method, type and date</li> </ul>

**D.32****Psychological Health and Safety***Resources:*

- Guarding Minds @ Work – A Workplace Guide for Psychological Health and Safety – [www.guardingmindatwork.ca](http://www.guardingmindatwork.ca)
- CAN/CSA-Z1003-13: Psychological health and safety in the workplace — Prevention, promotion, and guidance to staged implementation
- PSYCHOLOGICAL HEALTH & SAFETY AN ACTION GUIDE FOR EMPLOYERS
- Canadian Centre for Occupational Health and Safety – <http://www.ccohs.ca/healthyminds/>

*Source:*

CAN/CSA-Z1003-13: Psychological health and safety in the workplace — Prevention, promotion, and guidance to staged implementation

PSYCHOLOGICAL HEALTH & SAFETY AN ACTION GUIDE FOR EMPLOYERS

**Step 1** — Written Policy and Standard to include:

Written policy signed by senior management outlining organization commitment to a psychological health and safe workplace. This commitment may be a separate policy or included within an existing policy (e.g. H&S Policy).

And, a written procedure(s) to support the written policy that includes:

- Definitions (e.g. psychological health and safe workplace, mental health, etc)
- Responsibilities: senior management, managers/supervisors, workers, workplace H&S committee/representative
- Requirement to periodically collect organizational and/or employee information and assess this information to identify and measure factors associated with workplace psychological H&S, identify gaps for standard development/improvement, establish objectives/targets, and determine program effectiveness
- Requirement to develop annual objectives/targets and implement an annual action plan to achieve the objectives/targets; the plan identifies the means to achieve the objectives/targets, responsibilities and timelines
- The standard and/or action plan should incorporate activities that promote psychological health and activities that prevent harmful psychological occurrences

**Step 2** — Communication

- Posting of the policy in workplace(s), in high traffic area
- Documented method, type and date

**Step 3** — Training

- Documented method, type and date

**Step 4** — Evaluation

- Annual policy review
- Evaluate the standard and the action plan for effectiveness
- Documented method, type and date

**Step 5** — Acknowledge Success / Make Improvements

- Develop an improvement plan to address area of deficiencies noted in the evaluation
- Acknowledge success of the program
- Documented method, type and date

# **Safety Groups Workplace Assessment**

## Workplace Assessment (Internal Audit)

The Workplace Assessment, also known as an Internal Audit, is a tool to identify the strengths and weaknesses of a firm's health and safety program. It is usually completed by an individual or by team members (qualified by the employer), or completed as part of a corporate or third-party audit.

The assessment tool can be:

- A charting of the elements as noted in the Safety Groups program elements list,
- A self-developed assessment/audit, or
- An assessment/audit developed by a qualified third party.

The Workplace Assessment/Audit is completed at the start of the program in preparation for development of the first Action Plan. It is then completed at the end of each subsequent year of the program.

It identifies the firm's success in implementing its Action Plan and reassesses strengths and weaknesses in preparation for selecting elements for the following year's Action Plan.

The Assessment helps monitor the maintenance and continual improvement of elements implemented in the previous year's Action Plan. It is expected that there will be a wide range of results at the beginning. Some companies will have well-developed health and safety programs and others will be just starting out. It is in your company's best interest to ensure that the Workplace Assessment/Audit reflects the actual stage of development of your health and safety program.

A Workplace Assessment can be part of the method for conducting Step 4 (Evaluation) of the Five Steps model. It should assess the Standard, the effectiveness of the Communication and Training steps, and how well it meets legal requirements.

### Steps for conducting a Workplace Assessment

- 1.** Select a Workplace Assessment tool to be used:
  - Safety Groups Program Element Requirements Chart, or
  - Internal assessment/audit, or
  - Third-party assessment/audit.
- 2.** Identify who is best qualified to complete the Workplace Assessment.
- 3.** Provide information to the Safety Group sponsor or WSIB as required.
- 4.** Participate in validation audits or progress visits by the WSIB, and provide a copy of the completed Workplace Assessment/Audit if requested.

### **TIPS:** Consult your sponsor for Workplace Assessment tools.

Workplace assessment/ audit can be part of the methods used for conducting Step 4 (evaluation) of the Five Steps to Health and Safety Model.

The Workplace Assessment should assess/audit the effectiveness of the Standard, Communication and Training steps and meeting legal requirements.

## Developing Your Action Plan

Each firm will identify the strengths and weaknesses in their health and safety program through the Workplace Assessment/Audit. Elements chosen to work on for the year should either be implemented for the first time in the workplace or the current status documented and then the element improved.

In each year of participation in the Safety Groups Program, each firm is required to complete and document five new health and safety program elements following these criteria:

- 1.** Each safety group will choose one element that every firm in the group will include in its Action Plan. Individual firms must choose this 'group element' as one of the five elements in their Action Plans.
- 2.** Each firm will choose at least one element from the Leadership category.
- 3.** Each firm will choose at least one element from either the Organization or Hazard Recognition and Assessment categories.
- 4.** Each firm will choose at least one Return-to-Work element.
- 5.** Each firm will select at least two additional elements from any of the categories.

In the second year of participation, and in each subsequent year, firms are required to demonstrate that they have maintained the elements implemented in prior years and select five new elements to work on. Over time, it is expected that each health and safety program element, if applicable to the firm, will be implemented.

Participants cannot select elements previously reported as achieved. Elements can only be repeated if not achieved in the prior year or if the element is selected as a group element.

**TIP:** Select five elements that are achievable throughout the program year. Remember to select elements that will have an impact on health and safety performance (severity and frequency).

In rare circumstances, elements can be changed in the first five months of the program year (with the approval of the sponsor and WSIB consultant.)

**NOTE:** See Appendix for template of Safety Group Action Plan and Action Plan Progress Report.

## Annual Workplace Assessment/Internal Audit

Annual Assessments/Audits are required in the Safety Groups program cycle (see page 4). These assessments/audits should be referred to when creating your Year-end Achievement Report record, and in the development of the next year's selection of elements.

Submit your Year-end Achievement Report to your safety group sponsor. Keep your documentation in case you are selected for a WSIB validation audit.

**NOTE:** See Appendix for a template of the Year-end Achievement Report.

Example of Work required in the program year:

<b>Year One</b>	Five Action Plan Elements	No maintenance
<b>Year Two</b>	Five Action Plan Elements	5 maintenance elements
<b>Year Three</b>	Five Action Plan Elements	10 maintenance elements
<b>Year Four</b>	Five Action Plan Elements	15 maintenance elements
<b>Year Five</b>	Five Action Plan Elements	20 maintenance elements

## Maintaining an Element and Continual Improvement

The purpose of maintaining an element is continual improvement. Health and safety systems include a method to regularly check elements implemented in the past to determine that they are maintained. This can be accomplished by completing the Workplace Assessment/Audit (see page 44.) Doing so helps make sure that the health and safety program is current and effective.

Each year in the Safety Groups Program, member firms are expected to 'maintain' elements they have completed in previous years. This means that the firm needs to reassess/audit the Five Steps to Managing Health and Safety.

Maintaining elements regularly helps keep them in the minds of employees and demonstrates your commitment to prevention. Reviewing a policy, standard or program and asking for feedback from employees involves them in the health and safety program and reminds them of their commitment to participate.

**From the second year in Safety Groups onwards, 25 per cent of your score is earned by maintaining previously completed elements.**

**NOTE:** See Appendix for a template of the Year-end Maintenance Report that is required to be submitted with your Year-end Achievement Report.



**TIP:** Maintenance of elements should be addressed at the start of the program year, along with the new action plan for that program year. Each element should be maintained every year, so that by year five you are maintaining 20 elements in addition to your new elements for that year.

Refer to your Year-end Assessment/Audit or your records for Step 4 to determine the scope of work required to complete the maintenance of elements.

## Calculation of Safety Groups Scores

**In year one, each of the five elements is worth 20% of the total score for the firm:**

**5 elements x 20% = 100%**

**In year two and subsequent years, each new element is worth 15% of the total score.**

**Maintenance of previously completed elements is worth 25%:**

**5 elements x 15% + 25% = 100%**

The scores from each firm in the group are added up and divided by the total number of firms in the group to determine the average score. This number reflects the percentage of the potential rebate available that the group will actually share. Adjustments will be made if validation audit scores vary from those reported on Year-end Achievement Reports and Year-end Maintenance Reports. When the group's verified validation audit achievement score is lower than the group's self-reported score, the achievement score will be the verified score.

**NOTE:** To receive 100 per cent for an element in the Health and Safety Program Elements list, all questions for that element must have a 'yes' response.

## Financial Incentive

The Safety Groups Program offers financial rewards to employers who are able to demonstrate achievement of their goals and improve the injury and illness performance of their workplace. Groups participating in this incentive may receive rebates of up to 6 per cent of their WSIB premium. Safety Groups Program incentives are over and above any rebates or surcharges earned through the WSIB's Experience Rating Programs.

How is the rebate shared among firms in a group?

Safety Group rebates are shared among the members of the group according to percentage of premiums paid by each member (firm or firm account) in the group.

Alternative proposals will be considered by the WSIB and applied if approved at the start of the program and agreed to by the majority of the group. Rebates are calculated and paid for each WSIB account, not for each location. Rebates will be disbursed in the year following the year of participation.

## Validation Audit

Each year the WSIB develops a Validation Audit strategy to verify the achievement of the member firms of each Safety Group. This is a verification of the Year-end Achievement and Maintenance Reports. If you are selected, you must participate in the validation audit.

The validation audit compares the evidence of the audit to the fulfillment of the Element Requirement Chart of the Safety Groups program and the workplace's health and safety policies, practices, procedures and related documentation.

Documentation, interview and observation are essential for a successful Validation Audit. A WSIB consultant will contact the firm and arrange for the audit. The consultant will review your documents and records for the elements that you have listed as complete in your Year-end Achievement and Maintenance Report. The consultant may also interview some of your staff to verify the implementation of elements. They may also observe your workplace, looking for signs, posters, posted standard operating procedures or anything else that helps demonstrate your implementation of the health and safety program elements.

A Validation Audit should be a positive experience if you have been diligent with your implementation documentation throughout the year. You can use the Program Elements Requirements for the important task of judging whether your firm has met the minimum criteria at the end of the year. Firms will be measured against the requirements chart.

The following formula will be used:

$$\frac{\text{New total validation audit score} \times 100\%}{\text{Total reported Year-end score}} = \text{Average group score used in rebate}$$

**NOTE:** Documents and records must be maintained for all five of the enrolled Safety Groups program years.

# Appendix

Safety Groups Action Plan

Action Plan Progress Report

Year-end Achievement Report

Year-end Maintenance Report

“Other” Element Request Form

Sample Template 1

Safety Group Name	
Firm Name	WSIB Firm No.
WSIB Account No.	Date (dd/mm/yyyy)
Completed By	Telephone

**Safety Groups Action Plan**

Element (Choose from Achievement List)	Current Status (from Workplace Assessment)	Objectives for Year	Responsibility	Completion Date (dd/mm/yyyy)
<b>Leadership:</b>  Check if Group Element: <input type="checkbox"/>	<input type="checkbox"/> Set Standard <input type="checkbox"/> Communicated <input type="checkbox"/> Trained <input type="checkbox"/> Evaluated <input type="checkbox"/> Acknowledged Success			
<b>Organization or Hazard Recognition &amp; Assessment:</b>  Check if Group Element: <input type="checkbox"/>	<input type="checkbox"/> Set Standard <input type="checkbox"/> Communicated <input type="checkbox"/> Trained <input type="checkbox"/> Evaluated <input type="checkbox"/> Acknowledged Success			
<b>Other:</b>  Check if Group Element: <input type="checkbox"/>	<input type="checkbox"/> Set Standard <input type="checkbox"/> Communicated <input type="checkbox"/> Trained <input type="checkbox"/> Evaluated <input type="checkbox"/> Acknowledged Success			
<b>Other:</b>  Check if Group Element: <input type="checkbox"/>	<input type="checkbox"/> Set Standard <input type="checkbox"/> Communicated <input type="checkbox"/> Trained <input type="checkbox"/> Evaluated <input type="checkbox"/> Acknowledged Success			
<b>Other:</b>  Check if Group Element: <input type="checkbox"/>	<input type="checkbox"/> Set Standard <input type="checkbox"/> Communicated <input type="checkbox"/> Trained <input type="checkbox"/> Evaluated <input type="checkbox"/> Acknowledged Success			
Check if Group Element: <input type="checkbox"/>				
<b>Signature:</b> Senior Management				
Joint Health & Safety Committee Chair (Optional)				

Safety Group Name	
Firm Name	WSIB Firm No.
WSIB Account No.	Date (dd/mm/yyyy)
Completed By	Telephone

**Action Plan Progress Report**

Element (from Achievement List)	Has a written standard been set?	Has the standard been communicated?	Has applicable training been completed?	Has the element been evaluated or an evaluation plan developed?	Have you acknowledged success & made improvements?	Comments
<b>Leadership:</b>						
Check if Group Element: <input type="checkbox"/>						
<b>Organization or Hazard Recognition and Assessment:</b>						
Check if Group Element: <input type="checkbox"/>						
<b>Other:</b>						
Check if Group Element: <input type="checkbox"/>						
<b>Other:</b>						
Check if Group Element: <input type="checkbox"/>						
Check if Group Element: <input type="checkbox"/>						

Safety Group Name	
Firm Name	WSIB Firm No.
WSIB Account No.	Date (dd/mm/yyyy)
Completed By	Telephone

## Year-end Achievement Report

Element (from Achievement List)	Has a written standard been set?	Has the standard been communicated?	Has applicable training been completed?	Has the element been evaluated or an evaluation plan developed?	Have you acknowledged success & made improvements?	Comments
<b>Leadership:</b>						
Check if Group Element: <input type="checkbox"/>						<input type="checkbox"/> Documentation Attached
<b>Organization or Hazard Recognition and Assessment:</b>						
Check if Group Element: <input type="checkbox"/>						<input type="checkbox"/> Documentation Attached
<b>Other:</b>						
Check if Group Element: <input type="checkbox"/>						<input type="checkbox"/> Documentation Attached
<b>Other:</b>						
Check if Group Element: <input type="checkbox"/>						<input type="checkbox"/> Documentation Attached
<b>Signature:</b> Senior Management					Telephone	

Safety Group Name	
Firm Name	WSIB Firm No.
WSIB Account No.	Date (dd/mm/yyyy)
Completed By	Telephone

## Year-end Maintenance Report

(Complete one form for each previous year in the program)

Year this set of  
elements completed in

	<b>Step 1 Set Standards</b>	<b>Step 2 Communicate</b>	<b>Step 3 Train</b>	<b>Step 4 Evaluate</b>	<b>Step 5 Acknowledge success &amp; make improvements</b>
<b>1. Element Name:</b>  <input type="checkbox"/> Not complete	<input type="checkbox"/> Standard has been reviewed Date: ..... <input type="checkbox"/> Changes were implemented	<input type="checkbox"/> Ongoing communication of element completed as needed <input type="checkbox"/> Communication repeated as needed	<input type="checkbox"/> Training programs are up-to-date <input type="checkbox"/> Re-training complete <input type="checkbox"/> Training records up-to-date	<input type="checkbox"/> Element is still current <input type="checkbox"/> Standard is being followed Date of evaluation: .....	<input type="checkbox"/> Acknowledged contributions to success of element <input type="checkbox"/> Made necessary improvements
<b>2. Element Name:</b>  <input type="checkbox"/> Not complete	<input type="checkbox"/> Standard has been reviewed Date: ..... <input type="checkbox"/> Changes were implemented	<input type="checkbox"/> Ongoing communication of element completed as needed <input type="checkbox"/> Communication repeated as needed	<input type="checkbox"/> Training programs are up-to-date <input type="checkbox"/> Re-training complete <input type="checkbox"/> Training records up-to-date	<input type="checkbox"/> Element is still current <input type="checkbox"/> Standard is being followed Date of evaluation: .....	<input type="checkbox"/> Acknowledged contributions to success of element <input type="checkbox"/> Made necessary improvements
<b>3. Element Name:</b>  <input type="checkbox"/> Not complete	<input type="checkbox"/> Standard has been reviewed Date: ..... <input type="checkbox"/> Changes were implemented	<input type="checkbox"/> Ongoing communication of element completed as needed <input type="checkbox"/> Communication repeated as needed	<input type="checkbox"/> Training programs are up-to-date <input type="checkbox"/> Re-training complete <input type="checkbox"/> Training records up-to-date	<input type="checkbox"/> Element is still current <input type="checkbox"/> Standard is being followed Date of evaluation: .....	<input type="checkbox"/> Acknowledged contributions to success of element <input type="checkbox"/> Made necessary improvements
<b>4. Element Name:</b>  <input type="checkbox"/> Not complete	<input type="checkbox"/> Standard has been reviewed Date: ..... <input type="checkbox"/> Changes were implemented	<input type="checkbox"/> Ongoing communication of element completed as needed <input type="checkbox"/> Communication repeated as needed	<input type="checkbox"/> Training programs are up-to-date <input type="checkbox"/> Re-training complete <input type="checkbox"/> Training records up-to-date	<input type="checkbox"/> Element is still current <input type="checkbox"/> Standard is being followed Date of evaluation: .....	<input type="checkbox"/> Acknowledged contributions to success of element <input type="checkbox"/> Made necessary improvements
<b>5. Element Name:</b>  <input type="checkbox"/> Not complete	<input type="checkbox"/> Standard has been reviewed Date: ..... <input type="checkbox"/> Changes were implemented	<input type="checkbox"/> Ongoing communication of element completed as needed <input type="checkbox"/> Communication repeated as needed	<input type="checkbox"/> Training programs are up-to-date <input type="checkbox"/> Re-training complete <input type="checkbox"/> Training records up-to-date	<input type="checkbox"/> Element is still current <input type="checkbox"/> Standard is being followed Date of evaluation: .....	<input type="checkbox"/> Acknowledged contributions to success of element <input type="checkbox"/> Made necessary improvements
<b>Signature:</b> Senior Management				Telephone	

**"Other" Element Request Form****Procedure**

- ☐ Refer to page 19 of the Employer Guidelines 4th Edition
- ☐ Approval is required from the Sponsor first and WSIB Consultant.

**Firm Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

New element name: \_\_\_\_\_

Rational for the element: \_\_\_\_\_

**Step 1 - Written standard / Health and Safety Policy Statement**

Insert the points that will be included in the standard (ensure to include legislative requirements)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Step 2 - Communication**

- ☐ Documented method, type and date

\_\_\_\_\_

**Step 3 - Training**

- ☐ Documented method, type and date

\_\_\_\_\_

**Step 4 - Evaluation**

- ☐ All documents reviewed annually, dated and current

\_\_\_\_\_

**Step 5 - Acknowledge Success/Make Improvements**

- ☐ Documented method, type and date \_\_\_\_\_

**APPROVAL**

**Safety Group Sponsor**

**Safety Group Consultant**

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Firm is required to retain their approved form for validation audit purposes.



## Sample Template 1

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Title: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Approved by: \_\_\_\_\_ Review / Revise Date: \_\_\_\_\_

Location: \_\_\_\_\_

### PURPOSE

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### SCOPE

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### STANDARDS / PROCEDURES

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### ROLES AND RESPONSIBILITIES

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### COMMUNICATION

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### TRAINING / IMPLEMENTATION

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### EVALUATION

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### FORMS

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### REFERENCE MATERIALS

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## for more information

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WSIB Prevention Division  
416-344-1016  
or 1-800-663-6639

[www.wsib.on.ca](http://www.wsib.on.ca)  
twitter  
[safetygroups@wsib.on.ca](mailto:safetygroups@wsib.on.ca)