

# Safety Groups Advantage Program Requirements– 2011

The WSIB Board of Directors support the extension of safety groups to firms that have exceeded 5 years in the Safety Group Program for a final year in 2011, with an exit strategy to:

- Advance firms toward the proposed WSIB Accreditation
- Develop a sustainable Health & Safety Management System (HSMS)
- Allow firms to continue implementation of a continual improvement plan beyond 2011.

## Objectives:

- Design a single program for all Advantage Program firms in 2011,
- Equip firms with tools that allow them to continue annual internal audits which should positively influence their safety culture,
- Sustain the benefits of Safety Group participation for firms exiting the program after 2011 by recommending Sponsors implement a mentoring / networking method in 2011 or 2012, utilizing personal and/or on-line interaction social media networks, attendance at SG meetings, peer groups, websites, etc.

## Firm Eligibility:

- Successful completion of 5 years in the Safety Group Program

\*Advantage 2011 is recommended for firms beyond their 5<sup>th</sup> year in Safety Groups; however, a sponsor may request to also include a firm in their 5<sup>th</sup> year.

## Program Reporting Forms to be completed for each registered account:

Application Form	December 15, 2010
Action Plan	February 28, 2011
Progress Reports	Spring & Fall 2011
Year-End Report Checklist	December 15, 2011

## Year-end Report Checklist:

**\*All Advantage firms submit the following documentation attached to the Checklist:**

- |  |     |
|--|-----|
| 1. Written Standard  | 20% |
| 2. Internal Auditor training record                                    | 20% |
| 3. Completed HSMS Review (internal audit)                              | 20% |
| 4. Senior Management Sign-off HSMS Review / Continual Improvement Plan | 20% |
| 5. Written Continual Improvement plan addressing HSMS Review           | 20% |

\*Organizations with multiple accounts should consult their sponsor and WSIB SG Consultant

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Resources / Tools	Program Requirements
<p><b>Advantage Program Forms</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Action Plan</a></li> <li>• <a href="#">Progress Report</a></li> <li>• <a href="#">Year-End Report Checklist</a></li> </ul> <p><b>Audit training program</b></p> <ul style="list-style-type: none"> <li><a href="#">Intro to Auditing</a></li> <li><a href="#">Case study task</a></li> <li><a href="#">Case study requirements</a></li> <li><a href="#">Case study policy</a></li> </ul> <p><a href="#">Senior Management Sign-off on Year-End Report Checklist</a></p> <p><a href="#">Continual Improvement Plan Sample</a></p> <p><a href="#">2011 Advantage Program Timeline Guideline</a></p>	<ol style="list-style-type: none"> <li>1. Write Standard (policy / procedures of HSMS Review) - [internal audit] to include schedule of internal audit and continual improvement plan with assignment of responsibilities.</li> <li>2. Identify qualifications for Auditor in standard and train / or verify qualifications are met;             <ol style="list-style-type: none"> <li>a. Qualification standard: Audit Training</li> </ol> </li> <li>3. Complete HSMS Review, including:             <ol style="list-style-type: none"> <li>a. Documented supporting evidence of findings, and</li> <li>b. Documented evidence of senior management review of completed audit and continual improvement plan.</li> </ol> </li> <li>4. Written Continual Improvement Plan addresses all non-conformity findings, includes responsibilities assigned and timelines initiated.</li> </ol>

## HSMS Review (internal audit) Training Requirement:

The qualification standard is audit training. This qualification can be satisfied with a quality, food safety, or other audit specific training program.

Safety Groups will develop a 2-hour “Introduction to Auditing” training program to meet this standard for any firm that does not currently have a person that meets this qualification. The training program can be delivered by a sponsor or WSIB Safety Group Consultant at a safety group meeting. Attendance at the safety group meeting will be recorded by the sponsor to meet the training record requirement.

## Mid-Year Progress Visits:

A review of the progress of the firm’s action plan will be conducted by WSIB SG Consultants during a mid-year progress visit on a sample number of Advantage firms in each group. Results progress will be communicated to the Sponsor.

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## Validation Audits:

WSIB SG Consultants will conduct validation audits on a sample number of Advantage firms in each group. The following will be verified by documentation, interview and observation:

- |  |     |
|--|-----|
| 1. Written Standard includes;  | 20% |
| a. Internal audit schedule with procedure and timelines                          |     |
| b. Assignment of responsibilities  |     |
| c. Auditor training qualifications   |     |
| 2. Internal Auditor training   | 20% |
| a. Record of audit specific training   |     |
| 3. HSMS Review (internal audit)  | 20% |
| a. Completed HSMS Review (internal audit) with supporting documentation          |     |
| 4. Senior Management Sign-off  | 20% |
| a. Verification of signature on current HSMS Review / Continual Improvement Plan |     |
| 5. Continual Improvement Plan  | 20% |
| a. Verifies plan has been initiated based on timelines recorded.                 |     |

## Note:

1. The 2011 Advantage Program Time-line Guideline is a guideline only, however, all program requirements must be completed within the 2011 program year.
2. The firm must use the HSMS Review form to conduct the internal audit.
3. The firm may use a format of their choice for the Continual Improvement Plan.
4. A Continual Improvement Plan may include continual improvement to findings of conformity.
5. The Validation Audit will not audit the accuracy of the findings and conclusions of the completed HSMS Review. The audit verifies that the HSMS Review has been completed and the review references supporting documentation.
6. Firms are eligible for the rebate based on the submission of the Year-end Report Checklist with attachments, verified by audit, if requested, and the terms and conditions of the application form