

## Safety Groups Advantage Program Year One

### **Purpose:**

- Advance firms towards the proposed WSIB Accreditation Program.
- Continual improvement of previous Safety Group Program elements and the system to manage health and safety.
- Provide firms the opportunity to continue networking and sharing health & safety information.

### **Firm Eligibility:**

- Completed minimum five years in the Safety Groups Program
- WSIB account in good standing
- The firm is not registered with another WSIB incentive program (SCIP, Accreditation)

\*Note: Should a firm sign a WSIB proposed Accreditation application that intersects with the Advantage Program Year One program year, they automatically remove themselves from the 2010 Safety Group rebate distributed in 2011.

### **Program Design:**

- There are 5 mandatory elements for the Year One participants.
  1. Management Review
  2. Hazard Recognition
  3. Risk Assessment
  4. Control Activities
  5. Return to Work

NOTE: These elements are not defined in the 3<sup>rd</sup> Edition of the Employer Guidelines.

**Maintenance:** Maintenance of elements will not be included in the score. Maintenance reports are not required in year-end reporting. A firm's health and safety program will be analyzed as part of the Management Review (element #1).

**Scoring:** Each element is valued at 20%

## *Safety Groups Advantage Program Year One*

### **Member Firm Role:**

- Complete and sign a 2010 Safety Group Program (SGP) application form and submit to Safety Group Sponsor by due date.
- Complete the provided Advantage Program Action Plan for the mandatory five (5) elements.
- Submit all Safety Group Program reports to Sponsor by due dates.
- Attend a minimum of three (3) general safety group meetings arranged by the sponsor and participate in networking and sharing with members.
- Owner / Senior Manager attend at least one Safety Group meeting in 2010.
- Participate in a validation audit, if selected.

### **Sponsor Role:**

- Forwards completed and signed SGP application forms to their assigned SGP Consultant confirming Year One participants by due date.
- Inputs application form details into the provided 2010 Safety Group Excel Spreadsheet or database and sends the populated 2010 spreadsheet or database to SGP Consultant, by due date .
- Arranges Safety Group meetings for all Year One members. These meeting can be combined with all participants or held separately for Advantage Program firms only.
- Provide at least one meeting in 2010 to highlight the importance of health and safety leadership for owners / senior managers.
- Reviews, maintains and forwards application forms, action plans, progress reports, and year-end achievement reports, by due dates.
- Monitors and supports the progress of all firms to program completion.
- Notifies SGP Consultant if a member firm is unable to complete the program and removal or withdrawal is required.

### **WSIB – Safety Groups Program Consultant Role (SGP):**

- Maintains Safety Group registration database
- Removes non-compliant and disqualified firms
- Co-ordinates validation audits – up to 10% of the Advantage Program member firms using auditing principles of document review, observations and interviews
- Calculates SGP rebates based on firm eligibility

NOTE: The WSIB recognizes the Safety Group Advantage Program is a temporary program approved for the 2010 only.

MANAGEMENT REVIEW
Element Requirements

Owner/Senior Management ensures that a review of the organization's Health and Safety Management System (HSMS) – 5-steps to Managing Health & Safety - is conducted to ensure it is meeting its objectives, is up-to-date, implemented and effective. The firm is required to use the "Health and Safety Management System (HSMS) Review Form".

- The review is completed by a qualified person(s), using the HSMS Review Form, to identify non-conformities in their HSMS and Health and Safety Program. The determination of the qualified person is defined in the written standard (step 1).
- The completed HSMS Review Form is examined by the Owner/Senior Management. The examination determines the level of implementation and effectiveness of the HSMS and Health and Safety Program.
- As a result of the examination, Owner / Senior Management prepare and initiate an action plan to improve any failures to conform to the HSMS and recognize successful achievements of the HSMS goals and program.
- The findings of the review, action plan and formal communication to all appropriate parties are recorded.

#### Validation Audit

- The written standard is reviewed for the concepts of the element requirements.
  - The provided HSMS Review Form is completed and documented.
  - An action plan is developed from the non-conformities identified in the review and action is initiated.
- Communication to all appropriate parties is documented including: who, method and date.
- Training record for the qualified person(s) conducting the review is verified.
- Evaluation of steps 1, 2, & 3 for effectiveness and program compliance is documented including method and date.
- Implementation of improvements are initiated and recorded.

<b>HAZARD RECOGNITION</b>
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<b>Element Requirements</b>
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The employer establishes a standard to identify hazards in the workplace(s).

- Health and safety hazards shall be recognized for a main activity(ies) of the workplace(s). Hazards may be physical, chemical, ergonomic, biological, psychosocial and/or safety hazards.

NOTE: Main activities refer to the type of work or tasks a worker does associated to the production or service of the firm.

- Hazard recognition is conducted by a qualified person(s) in consultation with workers; the person(s) is qualified through training and knowledge of the hazards and relevant legislation and experience in the industry.
- The recognition of the hazards considers information from the following:
  - review of fatality, injury or occupational illness risk factors that are prevalent in the business sector served by the firm
  - review of hazard reports, injury and illness reports, inspections, investigations and JHSC/Rep documents
  - any hygiene assessment, job task analysis or occupational health and safety report
  - consultation and input from the workers who perform the activity being assessed
  - review of applicable information such as legislation, standards, guidelines, material safety data sheets (MSDSs), MOL or HRSDC orders and any other information that might be of value.

#### Validation Audit

- The written standard is reviewed for the concepts of the element requirements.
  - The development and initial use of a hazard registry
- Communication to all appropriate parties is documented including: who, method and date.
- Training record for the qualified person(s) conducting hazard recognition is verified.
- Evaluation of steps 1, 2, & 3 for effectiveness and program compliance is documented including method and date.
- Implementation of improvements are initiated and recorded.

<b>RISK ASSESSMENT</b>
<b>Element Requirements</b>

Identified hazards (element #2) are formally prioritized through an evaluation of the frequency of exposure, probability of being harmed and the potential severity of that harm to determine risk. The results of these risk assessments will be used in the development of controls (element #4).

- For each hazard, consider how often a worker will be exposed (frequency); the probability of harm to a worker if exposed to the hazard (likelihood); and, the potential level of harm / consequences to the worker if exposed to the hazard (severity), to assess the level of risk.

$$\text{Risk} = \text{Frequency} + \text{Likelihood} + \text{Severity}$$

- There are many risk assessment models available and a firm may use any of these models or develop their own system
- Assess the level of risk without any controls using a formal process.
- Prioritize the identified hazards with the greatest level of assessed risk being the highest priority and move down to medium and low priority. Many organizations use a table to rank their hazards.

#### Validation Audit

- The written standard is reviewed for the concepts of the element requirements.
  - Assessment calculations are documented for all identified/registered hazards.
- Communication to all appropriate parties is documented including: who, method and date.
- Training record for the qualified person(s) conducting the assessment is verified.
- Evaluation of steps 1, 2, & 3 for effectiveness and program compliance is documented including method and date.
- Implementation of improvements are initiated and recorded.

<b>CONTROLS ACTIVITIES</b>
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<b>Element Requirements</b>
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The Owner/Senior Management establishes and implements preventive measures to address all hazards with high and medium levels of risk identified in element #3.

The Owner/Senior Management ensure controls are developed, implemented and maintained starting with those hazards having the highest risk.

The Owner/Senior Management ensures risk is reduced through a control hierarchy of hazard elimination, substitution, engineering, administrative and personal protective equipment.

Validation Audit

- The written standard is reviewed for the concepts of the element requirements.
  - Documented controls for each identified hazard in the high and medium level of risk
- Communication to all appropriate parties is documented including: who, method and date
- Training record for the workers on the controls of hazards they are exposed to is verified
- Evaluation of steps 1, 2, & 3 for effectiveness and program compliance is documented including method and date
- Implementation of improvements are initiated and recorded.

<b>RETURN TO WORK</b>
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<b>Element Requirements</b>
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The employer must select one of the five Return to Work elements listed in the Safety Group Program Employer Guidelines – elements D-26 to D-30. A Return to Work element from a previous Safety Group Program year can not be repeated.

- Return to Work element requirements are listed on pages 40 to 42 in the 3<sup>rd</sup> Edition of the Employer Guidelines.
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