

## Safety Groups Advantage Program Year Two

### 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:

- Firm reports minimum 60% completion of the 2009 Advantage Program Year One requirements
- 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 Two program year, they automatically remove themselves from the 2010 Safety Group rebate which would be distributed in 2011.

### Program Design:

There are 5 mandatory elements for the Year Two participants. They remain the same as the Year One Program.

1. Management Review
2. Hazard Recognition
3. Risk Assessment
4. Control Activities
5. Return to Work

NOTE: The element requirements include a major component of continual improvement and are enhanced from the Year One Program (details are outlined in the element requirements). These elements are not defined in the 3<sup>rd</sup> Edition of the Employer Guidelines.

### Continual Improvement:

The elements for Year Two participants remain the same; however, the element requirements for Year Two now include a major component of continual improvement and are enhanced from the Year One Program. It is **required** that a thorough evaluation (step 4) for effectiveness is completed and an improvement action plan (step 5) is developed and initiated. Details are outlined in the element requirements on the following pages.

**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 Two*

### **Member Firm Role:**

- Complete and sign a 2010 Safety Group Program (SGP) application 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 Two participants by due date.
- Inputs application form details into the provided 2010 Safety Group Excel Spreadsheet or database and sends the populated spreadsheet or database to SGP Consultant by due date.
- Arranges Safety Group meetings for all Year Two members. These meetings can be combined with all Safety Group 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 (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 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 to repeat the process established in the Year One Program.

- 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 Safety Program.
- The examination by the Owner/Senior Management ensures that any failures to conform to the HSMS and Health and Safety Program are identified and deficiencies are remedied in a timely manner.
- As a result of the review and examination findings, Owner/Senior Management modifies the action plan identified in the Year One Program or prepares and implements a new action plan to address any identified necessary improvements and recognizes 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.
  - A current HSMS review is completed and documented using the provided HSMS Review Form.
  - An action plan is developed from the non-conformities identified in the review and acted upon.
  - Non-conformities from the Year One action plan that remain in progress are identified and carried forward.- Completed non-conformities from the Year One action plan are confirmed in a status report.
- 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.

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

- Health and safety hazards shall be recognized for an additional main activity(ies) of the workplace(s) from Year One. 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 production or service of the firm.

- A hazard registry is developed to include the hazards identified in all Advantage Program years
- 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 HSRDC orders and any other information that might be of value.

#### Validation Audit

- The written standard is reviewed for the concepts of the element requirements.
  - A documented 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>
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<b>Element Requirements</b>
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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 identified 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 assessments 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 registered hazards.
  - Assessment calculations for hazards identified in Year One are completed after the controls have been in place (residual risk).
- 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 acts on the implementation of controls and preventive measures to address all hazards with high and medium risks identified in element #3.

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

Residual risk is the remaining risk to workers after controls are established. Residual risk is determined by re-calculating the risk as required in risk assessment (element 3). Continual improvement of controls will consistently reduce risk to workers.

Owner/Senior Management will review all controls to determine if the residual risks are acceptable and tolerable. It is important that workers correctly understand the potential and residual risk and perceive the controls as critical to conduct their work safely.

### 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
  - Identifies control improvements to residual risk
  - Owner/Senior Management documented approval for all controls
- 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 can select a RTW non-conformity identified in the HSMS review.

**OR**

The employer can 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 cannot 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.