

EAC/CME 2018 Safety Groups Program Symposium

**Henry Decloe
Safety Group Specialist,
Ian Morris
WSIB Safety Group Consultant**

Agenda

Henry Decloe;

- Safety Groups Update
- Core Program

Ian Morris;

- WSIB Update
- Safety Group Advantage Program (SGAP)

Group Profile

- **EAC/CME Multi-sector Safety Group**
 - 70 firms
 - Includes 10 new firms!
- **Magna Safety Group**
 - 34 firms
- **Canadian Vehicle Manufacturers' Association (CVMA) Safety Group**
 - 14 Firms

Employer Guidelines Booklet

- Explains entire core program
- Excellent resource

Safety Group Meetings

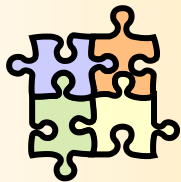
- 3 more this year
- Mornings; 9:00 a.m. to 11:30 a.m.
- 3 meetings attendance required
- Anyone can attend from your firm



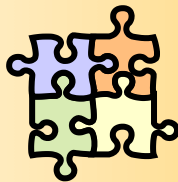
2018 Program Year

2018
Safety Group
Application

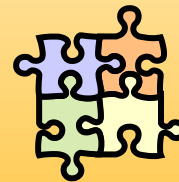
Implement 2018 Action Plan:
Complete the "5-Step Management System" for 5 elements



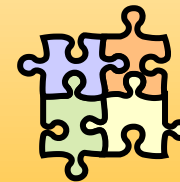
Meeting #1



Meeting #2



Meeting #3

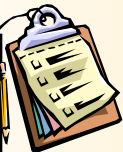


Meeting #4

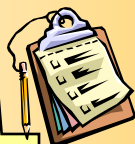


2018
Jan Feb Mar Apr May Jun July Aug Sep Oct Nov Dec

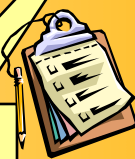
ACTION PLAN



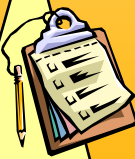
PROGRESS #1



PROGRESS #2



YEAR END REPORTS:
• YR END ACHIEVEMENT
• YR END MAINTENANCE



Documentation Due Dates

February 25th	Action Plan
May 31st	1 st Action Plan Progress Report
September 30th	2 nd Action Plan Progress Report
December 15th	Year-end Achievement Report Verification of Maintenance of Elements from Previous Years
December 31st	2019 Application

Group Element

- **Multi-sector & Magna (under 5 years):**
 - #D.32 ” Psychological H&S”

Group Element

- **CVMA (Under 5 Yrs.):**
 - #D.10 “Contractor / Subcontractor”

Options for Group Rebate: Multi-sector, Magna, CVMA

- **Option A:**
 - Each firm receives a flat rate (\$2,000) and the remainder is disbursed according to the percentage of the firm's premium paid to WSIB
- **Option B:**
 - Rebate disbursed based on the percentage of the individual firm's premium paid to WSIB

Strategies for a Successful Year

- Attend meetings /participate /share ideas
- Submit required forms on time
- Keep evidence of your documentation in a central spot (e.g. electronically)
- Involve appropriate individuals in the development and implementation of your elements
- Read the Employer Guidelines/Requirements

Additional Resources

- Employer Guidelines/Employer Requirements
- EAC Website
Safety Group member: Email: safety@EAC ;
password: 123123
- Websites; WSIB, MOL, H & S Associations, etc.

2018 Safety Groups *Advantage Program*



Ian Morris

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2018 Advantage Program

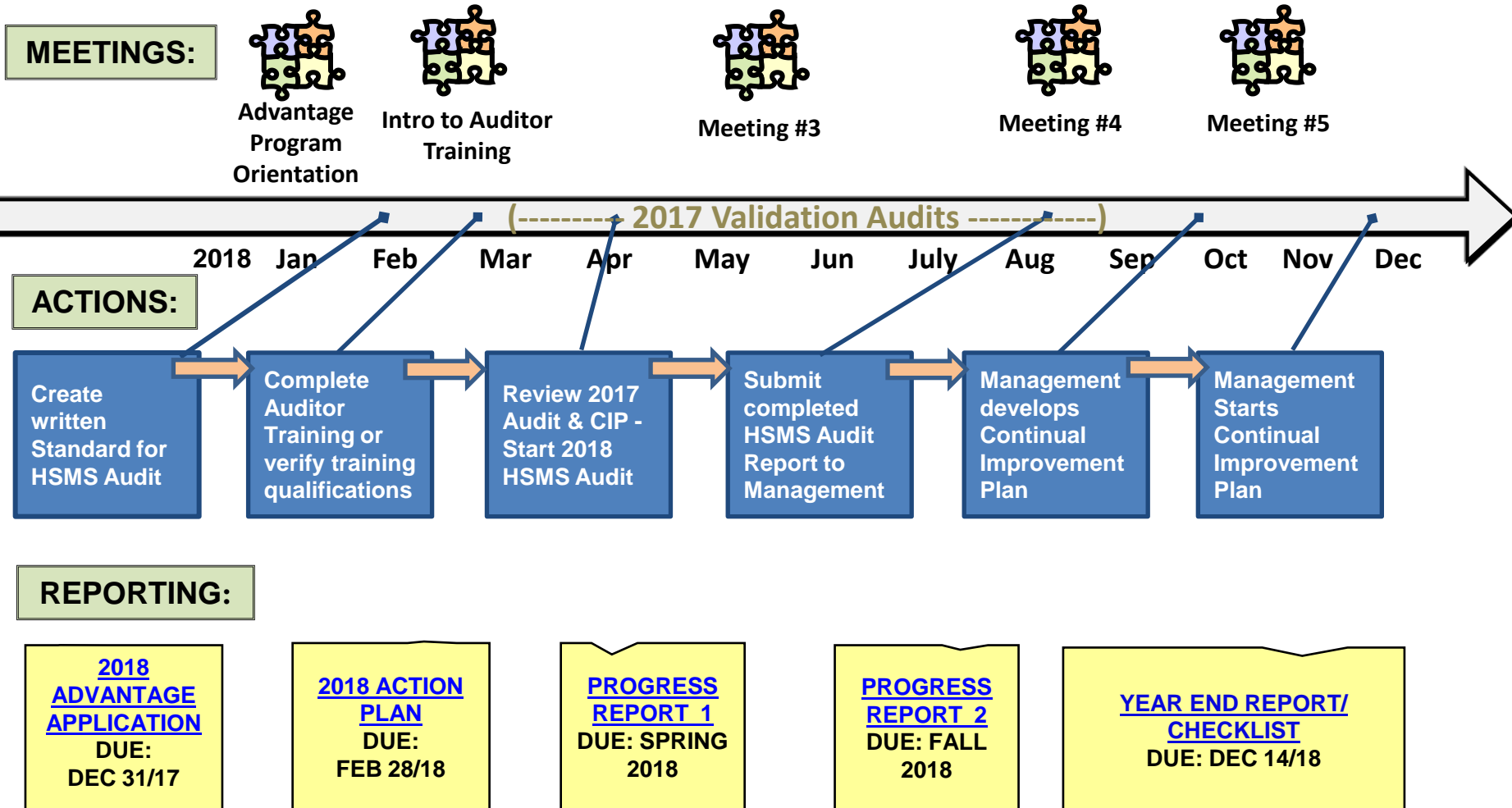
Advantage Program Objectives:

- ✓ Provide firms with the advantage of continuing to develop and implement a comprehensive audit of their Health & Safety Management System
- ✓ Equip firms with the tools and knowledge to continue annual internal HSMS Audits to improve their safety performance and culture
- ✓ Support the maintenance of a fully functioning Health & Safety Management System
- ✓ Allow greater flexibility



2018 Advantage Program

Timeline Guide



2018 Advantage Program Overview

Please reference your copy of the 2018 Advantage Program Employer Requirements for complete details

1. Write & Implement HSMS Audit Standard
2. Internal Auditor Training
3. Review of 2017 HSMS Audit & Continual Improvement Plan (CIP)
4. Complete the 2018 HSMS Audit (with RTW Section)
5. Develop and Start a 2018 CIP



1. Write & Implement HSMS Audit Standard

Detailed company standard outlining:

- 1.1 Current date (2018)
- 1.2 Specific reference to your firm
- 1.3 Roles and responsibilities for the workplace parties
- 1.4 Auditor(s) qualifications
- 1.5 Development of an Audit Plan
- 1.6 Development of a documented Continual Improvement Plan



2. Internal Auditor Training

- Provide formal auditor training, or verify previous auditor training, for the assigned Auditor(s)
- Auditor training must match the qualifications outlined in your written standard
- Record of Training required
- Train Auditor(s) before they start the audit
- Applies to 3rd party Auditor



3. Review of 2017 HSMS Audit & CIP

1st year SGAP firms review their 2017 Safety Group Evaluation & Making Improvement Plan



2018 Auditor reviews 2017 Audit & CIP:

- 3.1 confirm all 2017 audit non-conformities were included on the 2017 CIP
- 3.2 review all completed CIP corrective action items for implementation and effectiveness, and
- 3.3 review the current status of all ongoing CIP corrective action items to determine if implementation is progressing as planned to successful resolution

Auditor findings are documented in the 2018 HSMS Audit Report, and any deficiencies are added to 2018 CIP

4. Complete 2018 HSMS Audit

Qualified Auditor completes an approved HSMS Audit Criteria:

- 4.1 The HSMS Audit must include a Return-to-Work section audited to the WSIB Work Reintegration Policies
- 4.2 Detailed listing of all collected audit evidence for each criteria
- 4.3 Documented audit finding of conformity or non-conformity for each audit criteria based on audit evidence
- 4.4 An audit finding of conformity requires the Auditor to list detailed evidence of (a) written procedure to the audit criteria and (b) sufficient corroborating audit evidence from the 3 other sources of evidence – records, interviews, and observations – as applicable
- 4.5 Auditor signs and dates their audit report(s)
- 4.6 Senior Management review and acceptance of the completed audit

5. 2018 Continual Improvement Plan

Develop and implement a 2018 CIP:

- 5.1 Detailed and specific corrective action points for:
 - (a) all audit findings of non-conformity and
 - (b) all RTW/WR non-conformities and
 - (c) all 2017 Audit/CIP Review (requirement 3) deficiencies.
- 5.2 Priority given to high-risk hazards and legal requirements
- 5.3 The detailed corrective action points, for each non-conformity/deficiency are planned to resolution with responsibilities assigned and expected timelines set for each CIP action point
- 5.4 Documented Senior Management review and approval of CIP
- 5.5 Documented quarterly reviews by Senior Management of the CIP until all non-conformities are corrected
- 5.6 Approved CIP must be started no later than December 31, 2018 and all non-conformities are started within 6 months of the audit being completed

2018 Continual Improvement Plan

NOTE: The development of the CIP often includes a firm undertaking a root cause analysis, and other planning activities, to determine the appropriate corrective actions and resources for each non-conformity. While these activities are important, they are not considered starting of the CIP. See example below.

Firms have the option to develop an individual CIP for an individual non-conformity to expedite the implementation of corrective actions. Firms are expected to prioritize their non-conformities and start their CIP with corrective action for non-conformities related to high-risk hazards and legal requirements.

Please note the CIP example on page 7 of the *2018 Safety Group Advantage Program Employer Guidelines*.

2018 Approved list of Audits

(page 8)

- WSIB HSMS Review Form
- WSIB WorkWell Evaluation Tool (current edition) – on WSIB website
- ZeroQuest Audit
- Infra-Structure Health and Safety Association Audit - Ontario Certificate of Recognition (COR)
- Public Service Health and Safety Association Q5 Audit
- Public Service Health and Safety Association Audit (Health Care only, Z1000 equivalent)
- Workplace Safety North (WSN) - Safe Workplace Ontario Safety Audit
- CSA Z1000
- OHSAS 18001
- ISO 45001 – if published. Expected March 2018.

Additional Notes

(page 12)

1. All Advantage Program requirements must be completed within the 2018 program year. The 2018 Advantage Program Timeline Guide is intended only as a best practice reference.
2. The Company Auditor(s) must verify corroborating evidence by conducting observations and interviews at the workplace being audited.
3. Firms who participated in the 2017 Advantage Program are expected to continue working on their 2017 Continual Improvement Plan until completed, or they have completed their 2018 HSMS Audit and developed an approved 2018 Continuous Improvement Plan. The 2018 Continual Improvement Plan may need to carry forward unfinished action points from the 2017 Continual Improvement Plan.
4. The firm may use a format of their choice for the Continual Improvement Plan as long as it meets Advantage Program requirements.
5. If a multi-location firm conducts their HSMS Audit by sampling only a portion of their locations (for example a business with 50 stores across Ontario, may plan to audit 20 stores) it is required that the Continual Improvement Plan is applied to all firm locations, and not just the locations where the audits were conducted. Using the above example, the Continual Improvement Plan must be applied to all 50 stores.
- 5.1 Firms that conduct their HSMS Audit by sampling only specific departments within their business must develop and implement a Continual Improvement Plan that is applied to all departments within the business, and not just the departments where the audit was conducted.
6. Firms are eligible to participate in the 2018 Safety Group rebate based on the submission of their Year-end Report/Checklist Form and achieving a minimum score of 60%. Firms selected for validation audit must achieve a minimum audit score of 60% to qualify for the rebate.
7. All Advantage Program firms must complete a 2018 HSMS Audit and develop and implement a 2018 Continual Improvement Plan to the 2018 Advantage Program requirements, subject to verification by validation audit, to qualify for the 2018 rebate. A firm does not qualify for the rebate by completing only the written standard, auditor training, and 2017 HSMS Audit and CIP Review.
8. All the applicable Terms and Conditions of Participation on the 2018 Safety Group Application Form and Safety Groups Program Employer Guidelines – current edition, apply to Advantage Program participants.

PLEASE READ

