



CANADIAN
MANUFACTURERS
& EXPORTERS

HEALTH & SAFETY
EXCELLENCE PROGRAM
MEETING

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Health and Safety Excellence
Program Specialist

May 19, 2022



Health and Safety
Excellence program
Approved provider

wsib 2022
ONTARIO

AGENDA

- Some Year 2 CME Invoices Still Due
- CME FREE Health and Safety Training
- Rebate Update
- WSIB HSEP Small Business Pilot
- HSEP Topics - 365 Day Cycle Completion Requirements
- Topic Review
- Next Meeting Agenda Ideas
- Q&A
- Adjourn & Next Meeting Date



CME Free Health and Safety Training

Thanks to a program sponsored by the Ontario Government

- CME is now offering FREE Health and Safety Courses to the **Ontario Manufacturing Sector** (until April 2023)
- Several courses and dates will be offered starting with a live online one-day course *“Health and Safety Law for Managers/Supervisors & JHSC Members”*
- To take advantage of this training and register please contact Nathalia Maia, CME Ontario Program Coordinator at nathalia.maia@cme-mec.ca

Future course announcements will follow



Rebate Update

- 75% rebate cap based on premium paid is now 100% of premium paid (this will mainly affect smaller firms)
- The result is that the minimum payout per topic is now guaranteed at \$1000 per topic completed.



WSIB HSEP Small Business Pilot 2022

- This will only effect Small Businesses (Micro, Small and Medium Firms/1-99 Employees) as per your size classification in the WSIB Database
- Affect firms have already been contacted on the impact, and any question please call me



HSEP Topics - 365 Day Cycle Completion Requirements



HSEP Topics - 365 Day Cycle Completion Requirements

HSEP Topics - 365 Day Cycle Completion Requirements	
Please note that you are responsible for carrying out the following steps in order to successfully complete your topics and collect your rebate.	
Step #	Required Activity
1	Pay - HSEP Membership Fee (every 365 cycle)
2	Complete Draft "Topic Selection & Rationale Form" and email to James for review
3	Attend topic selection review meeting (if required)
4	Select topics on HSEP Portal and upload the final version of the Topic Selection & Rationale Form (email final version to James)
5	After topic selection is approved - note your "Expiry Date" (365 days from topic approval date)
6	<p>After 2 months from topic approval date – complete the 1st draft of the "PDCA/Implementation Model Form" for all your topics</p> <ul style="list-style-type: none"> • draft the Plan/Do/Check activity sections of the form (as if it they were completed) and list the evidence you expect to collect • Email the completed draft to James for review
7	Attend topic PDCA draft review meetings as required
8	Work on the development and implementation of all your topics as per your PDCA
9	<p>After 5 months from topic approval date – you should have fully implemented at least one topic</p> <ul style="list-style-type: none"> • finalize the "Topic PDCA/Implementation Model Form" for the completed topic and upload it to the HSEP Portal under the "Implementation Model" tab • prepare your Plan/Do/Check/Act evidence packages as per the list in your "Topic PDCA Form" and upload the packages to the HSEP Portal under the "Evidence Upload" tab (remember to mark the topic "Ready for Review" and email James to advise or your topic submission)
10	Attend any required meeting based on topic submission review by James
11	<p>After 7 months from topic approval – you should have fully implemented topic 2</p> <ul style="list-style-type: none"> • follow steps 9 and 10
12	<p>After 9 months from topic approval – you should have fully implemented topic 3</p> <ul style="list-style-type: none"> • follow steps 9 and 10
13	<p>After 10 months from topic approval – you should have fully implemented topic 4</p> <ul style="list-style-type: none"> • follow steps 9 and 10
14	<p>After 11 months from topic approval – you should have fully implemented topic 5</p> <ul style="list-style-type: none"> • follow steps 9 and 10
15	<p>If required after WSIB Desktop Topic Validation – work on any requested "Additional Evidence Required" (AER's) topics (James available to advise if needed)</p> <ul style="list-style-type: none"> • carry out the AER activity • update the "PDCA/Implementation Model Form" for the AER topic and upload to HSEP Portal under the "Implementation Model" tab • prepare and upload the additional evidence package to the HSEP Portal under the "Evidence Upload" tab
16	Track your topic validation status on the HSEP Portal until your all topics are all marked " complete ," and your action plan is " closed " (Note: you may be selected for a WSIB Onsite Validation prior to action plan closure)

Topic Review



Next Meeting Agenda
Suggestions /Topic Review





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Next Meeting & Adjourn



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