



CANADIAN
MANUFACTURERS
& EXPORTERS

HEALTH & SAFETY
EXCELLENCE PROGRAM
MEETING

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Health and Safety Excellence
Program Specialist

July 26, 2022



Health and Safety
Excellence program
Approved provider

wsib 2022
ONTARIO

AGENDA

- HSEP Topics - 365 Day Cycle Completion Requirements - Reminder
- HSEP Portal maintenance mode 9PM TO 6AM for approximately next 8 days.
- Topic Review
- Next Meeting Agenda Ideas
- Q&A
- Next Meeting Date & Adjourn



HSEP Topics - 365 Day Cycle
Completion Requirements -
Reminder



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	After 2 months from topic approval date – complete the 1st draft of the "PDCA/Implementation Model Form" for all your topics <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	After 5 months from topic approval date – you should have fully implemented at least one topic <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	After 7 months from topic approval – you should have fully implemented topic 2 <ul style="list-style-type: none"> • follow steps 9 and 10
12	After 9 months from topic approval – you should have fully implemented topic 3 <ul style="list-style-type: none"> • follow steps 9 and 10
13	After 10 months from topic approval – you should have fully implemented topic 4 <ul style="list-style-type: none"> • follow steps 9 and 10
14	After 11 months from topic approval – you should have fully implemented topic 5 <ul style="list-style-type: none"> • follow steps 9 and 10
15	If required after WSIB Desktop Topic Validation – work on any requested " Additional Evidence Required " (AER's) topics (James available to advise if needed) <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



Next Meeting & Adjourn



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