



CANADIAN
MANUFACTURERS
& EXPORTERS

HEALTH & SAFETY
EXCELLENCE PROGRAM
MEETING

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Health and Safety
Excellence program
Approved provider
wsib 2023
ONTARIO

AGENDA

- CME Health and Safety Symposium - TBA
- HSEP Topics Cycle Status - Reminder
- WSIB HSEP Future Updates
- Updated CME HSEP Terms of Service Agreement
- HSEP Cycle Renewal Process
- Topic Review/AER Reviews
- Next Meeting Agenda Ideas
- Q&A
- Next Meeting Date & Adjourn



HSEP Topics Cycle Status - Reminder

- **Track your Expiry Dates** (*all submission to me required at least 4 week prior to your expiry date*)
- **Per Topic** - Evidence must be packaged for file uploads (5 upload max. per topic) with content grouped and titled as:
 - Plan Evidence Package (upload 1)
 - Do Evidence Package (upload 2 and 3 if required)
 - Check Evidence Package (upload 4)
 - Act Evidence Package (upload 5 if required)
- Remember to change **“Draft”** to **“Ready for Provider Review”** and the **SAVE**. (*also send me an email that you have topics ready for me to review*)

(refer to the HSEP Portal User Guide for details)

HSEP Future Planned Updates

- **Recognition of Hazards Topic** – criteria is under review and may be turned into 3 topics
- **Control of Hazard Topic** – under review to clarify its use

Target estimated – July 2023

Updated CME HSEP Terms of Service Agreement

CME WSIB HEALTH AND SAFETY EXCELLENCE PROGRAM TERMS OF SERVICE AGREEMENT



BY JOINING THE CME HEALTH AND SAFETY EXCELLENCE PROGRAM (HSEP) AND PAYING YOUR FEE YOU AGREE TO THE FOLLOWING TERMS OF SERVICE

YOUR ORGANIZATION AGREES TO:

1. Pay the HSEP fee upon receipt of invoice each time you are starting a new Evidence Story (topic selection) in order to participate in the program. Topic selection will not be approved by CME until payment is confirmed.
(All fees are non-refundable once topics are approved on the WSIB digital platform, if you choose to leave the program, or if you are removed as a result of non-conformance to the HSEP code of conduct or WSIB employer guidelines.)
2. Be a schedule 1 employer and have an active WSIB account number.
3. Being disqualified from any rebate, if you experience a traumatic fatality or not meet the WSIB HSEP qualifying criteria.
4. Appoint at least one person to be the HSEP Coordinator (Contact) and should this person change, you will notify CME as soon as possible. This person(s) must view the CME HSEP Information Session Video.
5. Commit to completing at least 1 HSEP topic within the Action Plan cycle (365 days). No refund of fee if no topics are completed within an Evidence Story cycle.
6. Participate in CME HSEP group meetings in person or virtual. If unable to participate will review meeting recordings and handouts.
7. Participate in virtual one on one meetings with CME as required.
8. Follow the topic selection process and complete the "Topic Selection Form."
9. Provide CME a draft of the "Evidence Story/PDCA Form" (following the guidelines provided) for your approved topics within six weeks of topic approval. Your Evidence Story/PDCA will be updated by your organization as required until final topic submission is completed.
10. Collect and package the required evidence for each topic and upload it to the WSIB HSEP digital platform as required.
11. Address any identified gaps by WSIB on topic submissions within 60 days following desk validation by WSIB.
12. Be responsible for tracking your Evidence Story expiry date and completing all topic requirements (uploading all evidence and final Evidence Story/PDCA) at least four weeks prior to the expiry date.
13. Notify CME via email if you decide to defer any topic.
14. Participate in the onsite validation audit by the WSIB if selected. Refusal to participate will result in all topics deemed incomplete and no rebate.
15. Follow the current WSIB Guidelines related to the HSEP (Guidelines for Program Members, Health and Safety Topics Guide and the Validation Guide for Employers).
16. Participate in the online annual CME HSEP Members Experience Survey.
17. Demonstrate a commitment to health and safety excellence.

CME WILL:

1. Provide you with a link to the WSIB Health and Safety Excellence program digital portal once payment to CME is confirmed (only applies to new members).
2. Provide you with guidance and assistance to select the most relevant health and safety topics for your workplace.
3. Review and approve your topic selection on the WSIB HSEP digital portal (after payment is confirmed).
4. Provide you with guidance and assistance with the development of your topics Evidence Story/PDCA.
5. Provide you with guidance and resources to assist you to develop and complete your selected HSEP topics.
6. Maintain a HSEP Resource Library on the CME website for members which includes a variety of resources.
7. Facilitate group networking and sharing meetings and provide program updates.
8. Facilitate one on one virtual meetings or phone calls as required to provide assistance with program requirements.
9. Defer topics on your behalf that you have requested via an email.
10. Review and provide feedback on the evidence submitted by you to show successful topic completion, prior to submission to the WSIB for validation.
11. Review and provide feedback on any gaps identified by WSIB validators on topic submission and review the evidence submitted by you to show the gap has been addressed, prior to submission to the WSIB for validation.

HSEP Cycle Renewal Process

1. When your current Action Plan is **closed** by the WSIB on the portal you can begin the process for the next HSEP Cycle.
2. I will usually send you an email asking when you are ready to start.
3. CME will issue you an HSEP cycle renewal invoice.
4. Please confirm with me when you have processed payment so we can move to next step.
5. We will then work on your “Action Plan/Topic Selection”
6. When your Action Plan (topic selection) is approved by me on the HSEP Portal you will get your next cycle expiry date (365 days from topics approval date)

Note: *you will be using the new simplified user interface (if you are not already on it)*

Topic Review/AER Reviews

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AER: Health and Safety Communication

The gaps are as follows:

•**Check:** As discussed on the phone call the procedure was created in December 2022 and communication and training took place in January 2023. You will now need to **check or evaluate to determine if the topic has been implemented successfully** or if there are any **gaps or improvements** identified. The **goal of evaluation** is to determine whether the **policy or procedure you have established for the topic are understood, effective and implemented** in the workplace as required by your plan. You could complete a review to determine if the different methods of H&S communication are being completed at the set intervals, seek feedback from employees on the types of H&S communication currently used. You also mentioned that you might have data to demonstrate that there has been an improvement in H&S communication, this data could also be leveraged. Please update the evidence story and/or provide evidence to support that this gap has been addressed.

•**Act:** This step **establishes either that there were no deficiencies found in your Check step** (ensure to document) **or identifies a need to create a plan to address any deficiencies** that were found, which could include a **Continuous Improvement Plan or Action Plan**. Please update the evidence story and/or provide evidence to support that this gap has been addressed.

AER: Control of Hazards - Hand Injury due to use of tools and equipment

PLAN and IMPLEMENTATION: For Plan, the standards provided for validation were EHS-19 Policy re Personal Protective Equipment (PPE), review/revision date of July 21, 2019 and FEHS-10 PPE Assessment Form, review date of July 21, 2019. It appears from the dates of these documents, this program is not new to your organization. Although these standards speak to PPE for hand injuries, specifically gloves, they do **not identify and address new control of hazards initiatives** for hand injuries due to equipment and tools.

In addition, you provided information to suggest the analysis of hand injuries was done based on First Aid reports from 2018 to 2022, which demonstrated 50% of hand injuries occur with your Coop students and young workers. **However, no further analysis was provided about these injuries, in particular how this related to the control measures put in place to mitigate the risks associated with tools and equipment.**

In your evidence story, you indicated 'The **hierarchy of control that was used was PPE** as there was no practical alternative for employees working with hand tools around fixtures.' Unfortunately, **no evidence or information was provided as to how you arrived at that conclusion.** It would seem engineering controls should have been considered in terms of equipment and controls prior to moving to PPE. **Information or evidence was not provided to demonstrate new initiatives** were undertaken to control the risks associated with tools and equipment other than general training on hand injuries and tips to prevent hand injuries.

Please **provide me information and analysis of your hand injuries related to young workers that specifically demonstrates they are related to tools and equipment.** Perhaps it would also be beneficial to **identify which tools and equipment are causing the most injuries.** Please **provide evidence or additional information you have fully addressed the hierarchy of controls** i.e. considering engineering controls for working with tools and equipment based on your own risk analysis. Please describe and/or **provide supporting evidence that you have implemented new control measures** to have a positive impact on hand injuries by reducing or eliminating hand injuries.

AER: Control of Hazards - Hand Injury due to use of tools and equipment (continued)

DO: Please describe and/or provide **supporting evidence that demonstrates you have communicated and trained your employees** on the hazard of hand injuries and the new and specific control measures to mitigate these risks outlined in your standard and implemented across your organization.

CHECK: Please describe and/or provide **supporting evidence that demonstrates you have evaluated how the new control measures that have been implemented are affecting your organization to mitigate or eliminate the risks of hand injuries working with tools and equipment.**

Next Meeting Agenda
Suggestions /Topic Review



Q&A and Next Meeting Date



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