HSEP Topics - 365 Day Cycle Action Plan Completion Requirements

Please note that <u>you are responsible</u> for carrying out the following steps in order to successfully complete your topics and collect your rebate. The timeline represents the maximum time allotted based on the maximum of 5 topics.

Step #	Required Activity
1	Pay - HSEP Membership Fee (every 365 cycle)
2	<u>Large Firms</u> Complete Draft "**Topic Selection & Rationale Form"** and <u>Small Business Firms</u> complete the **Small Business Topic Selection 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 form completed in step 2. (email final version to James)
5	After topic selection is approved - note your "Expiry Date" (365 days from topic approval date)
6	**After 6-8 weeks** from topic approval date – complete the **1st draft of the "Evidence Story /PDCA Form"** for all your topics. • draft the Plan/Do/Check activity sections of the form (as if it they were completed) and list the evidence you expect to collect and upload to the HSEP Portal • Email the completed draft to James for review
7	Attend topic Evidence Story/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 1** topic • finalize the *"Evidence Story / PDCA Form"* for the completed topic and upload it to the HSEP Portal under the "Evidence Package" tab > Topic "Evidence Story". (see HSEP Portal Users Guide) • prepare your Plan/Do/Check/Act evidence packages as per the list in your "Topic Evidence Story/PDCA Form" and upload the packages to the HSEP Portal under the "Evidence Files" tab (see HSEP Portal Users Guide) (remember to click/mark the topic "Ready for Review" and email James to advise of your topic submission) – ***if you miss this I have no way of knowing you have a topic ready***
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** • follow steps 9 and 10
12	**After 9 months** from topic approval – you should have fully implemented **topic 3** • follow steps 9 and 10
13	**After 10 months** from topic approval – you should have fully implemented **topic 4** • follow steps 9 and 10
14	**After 11 months** from topic approval – you should have fully implemented **topic 5** • 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) • carry out the AER activity • update the "Evidence Story /PDCA Form" for the AER topic and upload to HSEP Portal under the "Evidence Story" tab • prepare and upload the additional evidence package to the HSEP Portal under the "Evidence File" tab
16	Track you 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)