wsib
ONTARIO

Glossary of terms

Health and Safety Excellence program

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Glossary of terms

Account number

A Workplace Safety and Insurance Board (WSIB) account number is the unique seven-digit number assigned to your business when you register with the WSIB.

Action plan

The program topics a member selects for their program cycle.

Action plan status

Once an action plan is created, an action plan status will be assigned and you'll see this status on the dashboard of the digital tool.

Here's a list of the different statuses you might see:

Action plan status	Description
Draft	The action plan has been created but has not yet been submitted to the provider for review.
Draft expired	The action plan was created but was either not submitted or not approved within 90 days of the creation date.
Ready for provider review	The action plan has been submitted to the provider for review.
Approved	The provider has approved the action plan, and you're developing your topics. You haven't submitted any of your topics to the WSIB for validation.
In progress	At least one topic has been submitted to the WSIB for validation or one or more topics have been deferred.
Closed – inactive	The action plan has expired, and none of the topics were either submitted to the WSIB for validation or deferred. As a result, the system will automatically validate each topic as "incomplete." No further action is allowed, and the action plan is closed and available for viewing only.
Pending closure	All topics have received final desk validation results. You're waiting to find out whether you've been selected for an onsite validation or whether the desk validation results are final.
Closed	At least one topic has been submitted for WSIB validation or one or more topics have been deferred on the action plan. Final validation results have been received for all approved topics and the action plan is closed and available for viewing only.

Digital tool

An online platform that members use to help them to complete program requirements. The digital tool is available 24/7.

Evidence story

A description of a member's activities and work to implement a topic and meet program requirements.

Evidence supporting materials

Relevant materials that support and help explain a topic evidence story. This may include various formats such as documents, videos, pictures and audio recordings.

Evidence package

The combination of a member's evidence story and evidence supporting materials.

Hazard

A hazard is anything (e.g., chemicals, moving vehicles, etc.) that can hurt people (injury), make them sick (illness) or cause property damage.

Hazard control program

A hazard control program documents all steps necessary to protect people from exposure to a hazard in order to avoid injury, illness and incidents. The written hazard control program should identify the training, safe work practices and other implemented controls while describing how to monitor the program for effectiveness.

Level

Program topics are divided into three levels – foundation, intermediate and advanced. Members choose their topics based on how advanced their business's health and safety practices are.

Living and breathing

To complete a topic, a member needs to show that a topic is "living and breathing" in their workplace. This means the topic is a part of the business's everyday operations and is practiced throughout the workplace to help contribute to a healthier and safer workplace.

Member

A business registered in the Health and Safety Excellence program.

Organizational identification number (Org ID)

The unique number given to an organization that has registered with the WSIB and has more than one account number. (Note: an organization can have multiple accounts depending on the number of branches/locations).

Plan-Do-Check-Act (PDCA)

A four-step method that businesses use to help them continually improve their operations and processes. A continuous loop of planning, doing, checking and acting can be used to address health and safety issues and implement topics.

Predictability

Your predictability measures how much we can rely on your past claims experience and insurable earnings to predict future outcomes. Some businesses have low predictability while others have high predictability – low predictability is less than 20 per cent and high predictability is more than 20.1 per cent.

Your predictability percentage determines the rebate percentage you may be eligible to receive.

Program provider

Program providers are WSIB-approved health and safety professionals who deliver the Health and Safety Excellence program. Providers guide and support members throughout their journey in the program.

Schedule type

There are two types of businesses insured by the WSIB – Schedule 1 and Schedule 2.

Schedule 1 businesses pay premiums in exchange for workplace insurance. Those premiums are added to a pool that provides compensation for people injured or made ill because of work.

Schedule 2 businesses pay the direct costs of the benefits for their claims. They're usually very large companies that are either publicly funded, self-funded but legislated by the province or federally regulated industries like airline, shipping, railway and telephone companies.

Scoping

Scoping means implementing health and safety topics into less than 100 per cent of your business (e.g., specific locations or product lines). Scoping is available for an entire action plan, not individual topics.

Topic

A program topic outlines what's needed to manage a specific health and safety hazard, process or initiative. Topics are based on best practices and they're the building blocks of a strong

health and safety management system. When members successfully implement a topic, they're eligible for a rebate.

Topic status

The status of the topics in your current action plan will change periodically based on your activities in the program. You'll see each topic's status beside its name in your action plan. The table below shows different topic statuses and a description.

Topic status	Description
Draft	You're working on writing your evidence story and gathering your supporting materials.
Ready for provider review	You've submitted the evidence package (evidence story and supporting materials) for your provider to review.
In progress	Your provider has submitted the topic to the WSIB for validation and it has been assigned to a validator.
Draft – Additional evidence required	The WSIB validator requires additional evidence to confirm that the topic is "living and breathing" in your workplace.
In progress – Additional evidence required	You've submitted additional evidence and the topic is with the WSIB for validation.
Complete	The WSIB validator has decided that the topic is "living and breathing" in your workplace. A rebate and/or digital badge are pending onsite validation results.
Incomplete	Can mean one of three things: • The WSIB validator has decided that a topic is not "living and breathing" in the workplace • Additional evidence for a topic that was validated as "additional evidence required" has not been submitted within the required 60 days • No topic evidence has been submitted to the WSIB for validation before the action plan expiry date
Deferred	You've advised your provider that you won't complete the topic during your current action plan cycle.

Validation

The process that the WSIB uses to check whether a topic has been implemented and is "living and breathing" in a workplace. The validation process may include desk validation, onsite validation or both. It's your business's responsibility to meet the terms of the *Occupational Health and Safety Act*, regulations, or other applicable legislation.