

Guide to Completing the - WSIB HSEP Topics Evidence Story/PDCA (Ver. 10)

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Contact Name :		Phone #:		Email:	
Action Plan Expiry Date:		Please fill in all the sections of the header			

• All selected topics are to be included on this document as they are completed, and this document (keep it in word format) is uploaded using the “Evidence Package”

tab on the portal under the button found under each topic”. Please refer to the evidence story samples developed by the WSIB HSEP to get examples of how to complete your topic PDCA.

• **The topic selection category here must match your submitted “Topic Selection and Rationale Form.”**

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• Use this guide and the WSIB HSEP Evidence Story samples document when completing your topic Evidence Story/PDCA.

TOPIC # :>#<	<i>>enter the exact name of the HSEP topic here<</i>	Topic Selection Category (X)	1		2		3		4		5	
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Place an X for the topic selection rationale category this topic falls under as per your approved topic selection form.

PLAN/DO/CHECK/ACT	Activity	Validation Evidence Package (File Name & Contents)
<p>PLAN (write standard) For Categories 1&4 (if new) you must state the reason you why you selected the topic. Explain that you created a policy/procedure for the topic and the criteria you included. Use this guide & HSEP sample evidence stories document as reference.</p>	<ul style="list-style-type: none"> • For Category 1 and 4 (if new) topics - Tell the Validator why you selected this NEW topic. • For a “Control of Hazard” topic, refer to the HSEP Topics Guide pages 19-22 for detailed requirements that must be included here such as the “<i>hierarchy of controls.</i>” • Briefly tell the Validator how you think this topic will improve health and safety in your organization. • Tell the Validator what your plan is in relation to the topic. • Provide a bullet list of the key sections of the standard/procedure/policy that you created to direct/carry out the (DO)implementation of this topic. <p>Please refer to the WSIB “Health and Safety Topics Guide” and the WSIB “Sample Evidence Stories Guide” for your topics when completing the Evidence Story/PDCA</p>	<p>Tell the Validator the file name- use “Plan Evidence Package” which is the package (combined pdf files) of evidence you will upload to the WSIB HSEP digital tool/portal to show them what you have done in this step. (A Package is one or more pieces of evidence combine into one computer file such as a pdf). You do not need to write any narrative in this column of the PDCA just your list of evidence.</p> <p><i>Some examples here would be a copy of the risk assessment, JHA/JSA, audit report, a trend report, and most commonly a copy of the standard/procedure/policy/blank forms that you developed.</i></p> <p><u>Format example for PLAN Evidence Uploading to WSIB HSEP Portal</u></p> <p>1. Plan Evidence Package – here you will find a copy of the risk assessment/trend report, JHA, JSA etc. and a copy of the new standard/procedure/policy/blank forms we developed</p>

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		<i>Make sure you list all of the contents in the package. The file name (Plan Evidence Package) and content list you type here <u>must</u> match the file name and contents list you will be using when you upload the evidence file onto the WSIB HSEP digital tool/portal. Use the format below.</i>
<p>DO (implementation communication/training) <i>State all actions taken to implement the topic in your workplace. State how you communicated/trained employees. Use this & HSEP sample evidence stories documents as reference.</i></p>	<ul style="list-style-type: none"> <i>Tell the Validator everything you <u>did</u> to implement this topic. (when you write this, write it as if you have done it already even if it has not been completed yet, the topic will not be submitted for validation until it has been fully completed)</i> <i>Tell the validator <u>what you did</u> to implement what you wrote in your standard/procedure/policy that you are required to do to make the standard happen.</i> <i>Implementation would include any physical changes you made at your site, equipment, materials changes, any communication you did (email, posters, newsletter, tv screen notices etc.), who you trained and what the training included.</i> <i>Every topic will have its own unique implementation requirements. You have to show the validator you did a full implementation of your topic and that it is “living and breathing” in your organization.</i> 	<p><i>Tell the Validator the file name- use “Do Evidence Package” which is the package (combined pdf files) of evidence you will upload to the WSIB HSEP digital tool/portal to show them what you have done to implement this topic. (A Package is one or more pieces of evidence combine into one computer file such as a pdf)</i></p> <p><i><u>Some examples of evidence</u> here would be pictures of postings, copies of communication emails, pictures or video of any physical changes you made at your site, copy of the training presentation, copy of the training record sign-in sheet or screenshot of training database/excel sheet, sample copies of completed forms/documents, a short, recorded audio or video interview with a supervisor and/or worker discussing the implementation and how it has improved health and safety. Be creative this will assist the Validator.</i></p>

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		<p><u>Format for DO Evidence Uploading to WSIB HSEP Portal</u></p> <p>2. Do Evidence Package – i.e. here you will find a copy of the training presentation, a sample of a training record, a copy of the communication emails, pictures of postings, pictures of the i.e. guarding, spill kit, respirators, hearing protection etc.</p> <p>Make sure you list all of the contents in the file. Use the file name “Do Evidence Package” and contents list you type here <u>must</u> match the file name and contents list you will be using when you upload the evidence file onto the WSIB HSEP digital tool/portal.</p>
<p>CHECK (evaluate) State how you evaluated/audited compliance to all aspects of your PLAN and DO. Are you actually living up to the plan and doing what you set out to do when you developed/implemented this topic? Use this guide & HSEP sample evidence stories documents as reference.</p>	<ul style="list-style-type: none"> After you have allowed sufficient time (for most topics this is at least 8 weeks after all DO activity is complete) for this topic to pass its implementation (DO) phase (be experienced in the organization/cultivate) and is now part of the organizations health and safety program/practices/activity, only then can you truly evaluate it to determine if it is in fact “living and breathing” in your organization as you planned based on the requirements of your standard/procedure/policy. You can think of this step as a type of “<u>audit</u>” on your PLAN (policy/standard/procedure/documents) and DO steps. 	<p>Tell the Validator the file name- use “Check Evidence Package” which is the package (combined pdf files) of evidence you will upload to the WSIB HSEP digital tool/portal to show them what you have done to evaluate this topic. (A Package is one or more pieces of evidence combine into one computer file such as a pdf)</p> <p><u>Some examples</u> here could be a copy of an actual audit or checklist you created and completed on all the requirements in the standard/procedure/policy related to this topic, a survey or questionnaire, a quiz completed by workers and or supervisors focused on topic implementation, an interview with a supervisor and/or worker asking questions if the topic is working/doing</p>

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	<ul style="list-style-type: none"> You will have to tell and show the Validator you did a credible evaluation that illustrates the “success” or any “gaps” with your PLAN and implementation (DO). Each topic will have its own approach to how it can be fully evaluated. A common option is that you can develop your own mini audit/checklist based on all the requirements of your standard/policy and complete it. (this completed and dated document will then be your evidence to upload) I have developed a template for this called “Check/Evaluate Checklist Template”. It is available for download from the HSEP resource library https://cme-mec.ca/hsep-resources/ Password: HSEP2020 or email me for a copy. 	<p>what it was intended to do, is it being followed/making the workplace safer, any ways to make it better etc.</p> <p><u>Format for Evidence Uploading to HSEP Portal</u></p> <p>3. Check Evidence Package – i.e. here you will find a copy of the completed audit/checklist, a signed transcript of an interview with a worker and a supervisor, the results of the survey/questionnaire.</p> <p>Make sure you list all of the contents in the file. Use the file name “Check Evidence Package” and the content list you type here <u>must</u> match the file name and contents list you will be using when you upload the evidence file onto the WSIB HSEP digital tool/portal.</p>
<p>ACT (make improvements) State the results of the CHECK activity above. List any opportunities for improvement and how they were implemented) Refer to our PDCA guide & HSEP sample evidence story documents.</p>	<p>After you have completed the evaluation (CHECK) step, the <u>results</u> will determine what you will be doing for ACT.</p> <p>Do not leave this section blank. There are 2 possible outcomes.</p> <p><u>1. If no gaps then no need for improvement as a result of CHECK</u></p>	<p><u>1. If no gaps/no need for improvement</u></p> <p>If your evaluation (CHECK) results showed that the topic is being followed/complied with as per your standard/policy/procedure (PLAN) and no gaps were identified, and no further improvement are required at this time, then there will not be any evidence to add here.</p> <p><u>2. If gaps were identified as a result of the evaluation (CHECK)</u></p>

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	<p><i>If the evaluation (CHECK) results show that the topic is being followed/complied with as per your (PLAN) standard/policy/procedure and no gaps were identified, and no further improvement are required at this time.</i></p> <p>You will tell the validator the follow text in the activity column “the results of our evaluation step showed that we are following the requirements of our standard/policy/procedure and no improvements are required at this time, we will continue to monitor”.</p> <p><u>2. If gaps were identified as a result of the evaluation (CHECK)</u></p> <ul style="list-style-type: none"> If the evaluation (CHECK) results show that you identified some gaps and/or opportunities for improvement. List each gap/opportunity for improvement and what corrective action(s) you have taken to address them. You will submit this as evidence using an “Action Plan” or “Continuous Improvement Plan” (CIP) If all the improvements/actions have not yet been completed, then you must provide a credible reason here or on the submitted plan and a target date for completion. It is expected that <u>all gaps</u> are addressed. 	<p>Tell the Validator the file name- use “Act Evidence Package” which is the package (combined pdf files) of evidence you have uploaded to the WSIB HSEP digital tool/portal to show them what that you have carried out the improvements. (Package = one or more pieces of evidence combine into one computer file such as a pdf)</p> <p><i>Some examples here would be an action plan/continuous improvement plan showing the a) gap b) actions taken c) person responsible, d) date completed.</i></p> <p><i>Add pictures of the before and after, interviews, email trail showing the action was assigned and completed, completed work orders.</i></p> <p><u>Format for ACT Evidence Uploading to HSEP Portal</u></p> <p>5. Act Evidence Package – here you will find a copy of the completed action plan showing all the gaps and completed or reason for any uncompleted items, pictures of the before and after the gap was corrected.</p> <p><i>Make sure you list all of the contents in the file. Use the file name “Act Evidence Package” and content list you type here <u>must</u> match the file name and contents list you will be using when you upload the evidence file onto the WSIB HSEP digital tool/portal.</i></p>
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	<p>Example: The results of our (CHECK) evaluation identified the following opportunities for improvement.</p> <ul style="list-style-type: none"> - the form needs to be revised to include definitions - <i>complete</i> - the training program needs to be revised to include... - <i>complete</i> - more safety signage is required in the pedestrian area - <i>complete</i> - the hazard needs or be communicated to all employees - <i>complete</i> - a fence needs to be installed to protect employees – <i>not yet completed as parts on order and installation contractor scheduled install 8 weeks from now.</i> 	
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The content below is more guidance to assist you with the writing the PLAN/DO/CHECK/ACT Action Plan/Evidence Story.

PLAN (Written Standard):

- What is the hazard and OH&S risk to workers that this topic addresses?
- What is the opportunity to improve OH&S performance with the implementation of this topic?
- What is the opportunity to improve the OH&S management system with the implementation of this topic?
- What are the legal and other requirements OH&S related to this topic?

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 - Develop standards’ which are written statements outlining expectations, policies, procedures and workplace rules for health and safety. Each health and safety program topic must have a standard or a set of rules that tells everyone in the workplace what to do, how to do it and when.
 - Tell the validator whether you created a policy or procedure for the topic and the criteria you included.

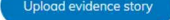
DO (implementation communication/training)

- For Control of Hazards topics you must apply the hierarchy of controls in order to determine the actions to implement and control the risk to the lowest practicable level (must also consider the identified legal and other OH&S requirements)
- Determine and establish the required resources (money, time, people, equipment, organizational knowledge, information, and consideration of any corresponding constraints, such as budget)
- Carry out all the required activities to make the topic “living and breathing” within the organization as directed by the standard/procedure/policy.
- Determine and implement the required awareness and competencies requirements (establish a communication and training plan)
- Determine and implement the required documents and records (develop standards and procedures, SOP’s, forms, checklists)
- Communicate standards ensuring that all appropriate people in your workplace have a clear understanding of what is expected of them as employees, and what they can expect from others regarding health and safety. Communication increases awareness of health and safety in your organization. It also encourages employees to give you feedback and tell you their observations about health and safety and how it can be improved.
- Training means that management, supervisors, and workers all attain the knowledge and skills appropriate for their jobs. Carry out a training needs assessment for each HSEP topic, to determine who needs what knowledge and skills, and how they will be developed (in a classroom, on the job, from job shadowing, etc.).
- Tell the validator how you communicated this plan, trained employees, and implemented the topic into your workplace.

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CHECK (Evaluate)

- Determine and implement the required monitoring, measurement, analysis, and evaluation required to evaluate the performance and effectiveness of the implemented topic in achieving the reduction of OH&S risk to workers and compliance to legal and other requirements.
- Evaluating/Auditing your health and safety topics helps you to see where the strengths and weaknesses are. You will be better able to make effective improvements with the feedback you receive.
- Tell the validator how you monitored and measured your activities related to the topic. Are you actually living up to the plan and doing what you set out to do when you developed this topic?

ACT (Make Improvements)

- Based on the results of auditing, monitoring, measurement, analysis, and evaluation activity you determine improvement opportunities address any identified non-conformities by implementing corrective actions using a documented plan.
- Determine if there are any additional opportunities for continual improvement related to the development, implementation, maintenance, and evaluation activity for this topic.
- Acknowledge and congratulate those who have contributed to your health and safety program. You can do this by publicly recognizing the firm’s overall performance and improvements and individual contributions to improved performance. You may also wish to explore employer recognition, incentive programs and performance appraisals.
- Tell the validator how you implemented the changes based on the results of your evaluation? What actions did you take to continually improve this health and safety topic?