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CANADIAN
MANUFACTURERS
& EXPORTERS

**HEALTH & SAFETY
EXCELLENCE PROGRAM
MEETING**

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Health and Safety Excellence
Program Specialist

September 28, 2023

Health and Safety
Excellence program
Approved provider
wsib 2023

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AGENDA

- HSEP Topics Cycle Status - Reminder
- Topic Review/AER Reviews
- Next Meeting Agenda Ideas
- Q&A & Next Meeting Date

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HSEP Topics Cycle Status - Reminder

- **Track your Expiry Dates** *(don't submit all topics at the and of your cycle & all submission to me are required at least 4 week prior to your expiry date)*
- **Per Topic** - Evidence as listed in your "Evidence Story" *(clean version)* 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 uploading details)

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Topic Review/AER Reviews

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Next Meeting Agenda

Suggestions /Topic Review

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Q&A and Next Meeting Date