|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization Name:** |  | **Contact Name:** |  | **Version Date:** |  |
| **Contact Email:**  |  | **Contact Phone #:** |  | **Account #:** |  | **# of Yrs. in HSEP** |  |

**This form is to be used for topic selection and any applicable rationale required in order to begin a new 365 cycle (Action Plan).**

1. Please complete the “Topic Selections” (you may select 1 to 5 topics).
2. After final review, this form is to be uploaded to the WSIB HSEP Portal using the “Topic Selection Document” section located at the bottom of the “Topic Selection” page.
3. You will then indicate your topic selection status is “Ready for Review” on the HSEP Portal at the bottom of the topic selection page.
4. I will then carry out the final review and if everything is in order, I will approve the selection (Action Plan), at which time your selection (Action Plan) will have an expiry date 365 days from the date of approval **(NOTE FOR THE SMALL BUSINESS INITIAVE, THE DOUBLE REBATE OFFER IS EXPECTED TO END DECEMBER 2024 ).**

|  |  |  |
| --- | --- | --- |
| **#** | **Selected Topic Name** | **Notes/Comment (if required)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

# **Topic Selection Ideas**

1. Consider any health and safety areas in your organization governed by a legal requirement. Are you in full compliance? This could require a new initiative or be a significant gap in an existing activity.
2. Review all your health and statistics, are there any trends that need to be addressed with a health and safety initiative. This can also be a new initiative or a significant gap in an existing activity.
3. Is there any existing topic or activity that has not had a fully completed PDCA? Have any of the PDCA steps not been completed? If so, that activity may be considered as a new topic.
4. Are you introducing any new process or business activity that is introducing a new hazard not previously controlled. This could be a new “control of hazard” topic.
5. Review the list of the 36 topics in the HSEP, have you completed a full PDCA for all of them? Are there any topics your organization could benefit from?
6. Review the results of any internal or external audit, are there any corrective actions that could translate into a topic as a significant gap or new topic.