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| **Organization Name:** |  | **Contact Name:** |  | **Version Date:** |  |
| **Contact Email:**  |  | **Contact Phone #:** |  | **Account #:** |  | **# of AP’s Completed**  |  |

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

1. Please complete the **“Part A - Topic Selections”** and any required **“Part B - Topic Rationale”** parts of this form and email it to me for review (you may select 1 to 5 topics). [Click Here for - Topic Selection Ideas](#_Topic_Selection_Ideas)
2. Based on the topic selections and rationale you may be contacted for further review.
3. After approval 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.
4. You will then indicate your topic selection status is “Ready for Review” on the HSEP Portal at the bottom of the topic selection page.
5. 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.

**Topic Selection Category Description (please see pages 10-15 of the HSEP Guide for details)**

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| **#** | **Category** | **Description** | **Topic Selection Rationale**  |
| **1** | **New** | this is a new initiative, does not exist in your current safety program or has never completed a full Plan, Do, Check, Act (PDCA)  | Not Required |
| **2** | **Significant Gap** | this represents an existing topic, including a Control of Hazards (COH) topic, that has a significant gap in effectiveness or the hazard that is no longer being controlled or a risk has not been minimized | Required |
| **3** | **Significant Change** | this represents an existing topic (including a COH topic) where a significant change has occurred in the workplace, and as a result hazards/risks are no longer being controlled and the workplace is at risk for not being healthy and safe | Required |
| **4** | **Control of Hazards (COH)** | this represents reslecting the COH topic to address **new** hazards not previously addressed through previous topic completion or existing hazard controls with a **significant gap**. *Examples* - COH – Slips, Trips & Falls Prevention, COH – Ergonomics, COH – Pedestrian Safety, COH – Hearing Conservation, **(this selection must also indicate a # 1 or 2 or 3)** | May be required if also a Category 2 or 3 |
| **5** | **Previously Incomplete or Deferred** | this represents the option to re-select any topic with a previous topic status of **‘incomplete’** or **‘deferred’** from any previous action plan. Please note that the topic **must still meet one of the other selection categories including any rationale form requirements** | May be required if also a Category 2 or 3 |

***REMINDER - INELIGIBILITY FOR TOPIC SELECTION – CONTINUOUS IMPROVEMENT - Continuous improvement is an ongoing effort to review and improve a policy, procedure, or process that has been fully implemented to ensure health and safety hazards continue to be controlled, such as making improvements to a workplace inspection procedure. Although important to assess existing health and safety initiatives, continuous improvement activities do not meet program requirements and are not eligible for topic selection or a rebate.***

|  |  |
| --- | --- |
| **PART A – TOPIC SELECTION** | **Please mark all applicable boxes for each topic** |
| **#** | **Selected Topic Name** | **Topic Selection Categories** |
| 1 |  |[ ]  1. New – no rationale form required
 |  |
|  |  |[ ]  1. Significant Gap rationale completed
 |[ ]
|  |  |[ ]  1. Significant Change rationale completed
 |[ ]
|  |  |[ ]  1. Control of Hazards – may require a rationale form **only if** also a 2 or 3 rationale completed
 |[ ]
|  |  |[ ]  1. Previously “incomplete” or “deferred” - may require a rationale form **only if** also a 2 or 3
 |[ ]
| 2 |  |[ ]  1. New – no rationale form required
 |
|  |  |[ ]  1. Significant Gap rationale completed
 |[ ]
|  |  |[ ]  1. Significant Change rationale completed
 |[ ]
|  |  |[ ]  1. Control of Hazards – may require a rationale form **only if** also a 2 or 3 rationale completed
 |[ ]
|  |  |[ ]  1. Previously “incomplete” or “deferred” - may require a rationale form **only if** also a 2 or 3
 |[ ]
| 3 |  |[ ]  1. New – no rationale form required
 |
|  |  |[ ]  1. Significant Gap rationale completed
 |[ ]
|  |  |[ ]  1. Significant Change rationale completed
 |[ ]
|  |  |[ ]  1. Control of Hazards – may require a rationale form **only if** also a 2 or 3 rationale completed
 |[ ]
|  |  |[ ]  1. Previously “incomplete” or “deferred” - may require a rationale form **only if** also a 2 or 3
 |[ ]
| 4 |  |[ ]  1. New – no rationale form required
 |
|  |  |[ ]  1. Significant Gap rationale completed
 |[ ]
|  |  |[ ]  1. Significant Change rationale completed
 |[ ]
|  |  |[ ]  1. Control of Hazards – may require a rationale form **only if** also a 2 or 3 rationale completed
 |[ ]
|  |  |[ ]  1. Previously “incomplete” or “deferred” - may require a rationale form **only if** also a 2 or 3
 |[ ]
| 5 |  |[ ]  1. New – no rationale form required
 |
|  |  |[ ]  1. Significant Gap rationale completed
 |[ ]
|  |  |[ ]  1. Significant Change rationale completed
 |[ ]
|  |  |[ ]  1. Control of Hazards – may require a rationale form **only if** also a 2 or 3 rationale completed
 |[ ]
|  |  |[ ]  1. Previously “incomplete” or “deferred” - may require a rationale form **only if** also a 2 or 3
 |[ ]

**PART B TOPIC RATIONALE (for all Category 2 or 3 topics only)**

The rationale section of this form **must be** used to submit the rationale for choosing **each** **topic ONLY in category 2 OR 3** in your topic selections above.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOPIC NAME** |  | **CATEGORY** | **2** [ ]  | **OR** | **3** [ ]  |
| **CATEGORY 2: SIGNIFICANT GAP IN EFFECTIVENESS OF A HEALTH AND SAFETY INITIATIVE**Hazard that is no longer being controlled or a risk has not been minimized | **CATEGORY 3: SIGNIFICANT CHANGE IN THE WORKPLACE****Scenario 1**: Selecting a topic based on a health and safety initiative previously implemented (for example through Safety Groups) that is no longer relevant due to a significant change in the workplace. **Scenario 2:** Repeating a topic previously implemented in the Health and Safety Excellence Program that is no longer relevant due to a significant change in the workplace |
| 1. Why are you selecting this topic? Explain (using qualitative or quantitative data) and demonstrate why the existing initiative is not working by including evidence of the gap in effectiveness and its significance. |  | 1. Why are you selecting this topic? (The significant change to the workplace must be clearly explained)  |  |
| 2. How will the topic address hazards and/or make the workplace healthier and safer?  |  | 2. How will the topic address hazards and/or make the workplace healthier and safer?  |  |
| 3. What meaningful outcomes do you expect to achieve by working on this topic? (Include what the impact would be if you are not approved to work on the topic) |  | 3. What meaningful outcomes do you expect to achieve by working on this topic?  |  |

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| **TOPIC NAME** |  | **CATEGORY** | **2** [ ]  | **OR** | **3** [ ]  |
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| --- | --- | --- | --- | --- | --- |
| **TOPIC NAME** |  | **CATEGORY** | **2** [ ]  | **OR** | **3** [ ]  |
| **CATEGORY 2: SIGNIFICANT GAP IN EFFECTIVENESS OF A HEALTH AND SAFETY INITIATIVE**Hazard that is no longer being controlled or a risk has not been minimized | **CATEGORY 3: SIGNIFICANT CHANGE IN THE WORKPLACE****Scenario 1**: Selecting a topic based on a health and safety initiative previously implemented (for example through Safety Groups) that is no longer relevant due to a significant change in the workplace. **Scenario 2:** Repeating a topic previously implemented in the Health and Safety Excellence Program that is no longer relevant due to a significant change in the workplace |
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| --- | --- | --- | --- | --- | --- |
| **TOPIC NAME** |  | **CATEGORY** | **2** [ ]  | **OR** | **3** [ ]  |
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| 3. What meaningful outcomes do you expect to achieve by working on this topic? (Include what the impact would be if you are not approved to work on the topic) |  | 3. What meaningful outcomes do you expect to achieve by working on this topic?  |  |

# **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.