Slide 1

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CANADIAN MANUFACTURERS & EXPORTERS

HEALTH & SAFETY EXCELLENCE PROGRAM MEETING

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Health and Safety Excellence Program Specialist

November 30, 2023

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Slide 2

AGENDA

- HSEP Topics Cycle Status - Reminder
- HSEP Validator Presentation
- 2023 HSEP Member Survey
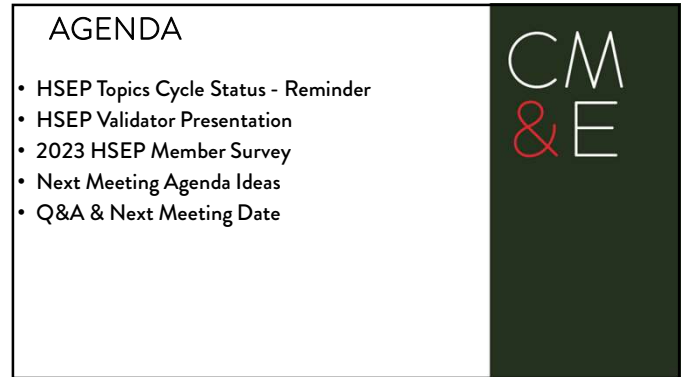- Next Meeting Agenda Ideas
- Q&A & Next Meeting Date

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Slide 3

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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Slide 4

HSEP Topics Cycle Status - Reminder

Evidence Story/PDCA Document

- Please keep it in word format so that I am able to easily make any comments if required and send it back to you
- Make sure you fill in the required areas (for small business answer all the questions)
- Even if no "ACT" is required do not leave it blank – add *"Our CHECK showed that we are following our procedure and the topic requirements. We will continue to monitor".*
- Upon topic completion it gets uploaded to the HSEP portal and a copy sent to me (Do not email me the evidence)

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HSEP Validator Presentation

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2023 Member Feedback Survey

https://survey.zohopublic.com/zs/S7zsaL

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Next Meeting Agenda
Suggestions /Topic Review

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Q&A and Next Meeting Date

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