AGENDA

- HSEP Topics Cycle Status - Reminder
- Small Business Initiative Deadlines
- 2024 Rebate Schedule
- Additional Evidence Required (AER) Form
- COH Topic - Hazards & Hierarchy of Controls Form
- WSIB Policy Update
- AER Reviews
- 2023 HSEP Member Survey
- Next Meeting Agenda Ideas
- Q&A & Next Meeting Date

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)

CM &E

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)

CM
&E

Small Business Initiative - Deadlines

- The Small Business Initiative ($1000 support payment and double rebate) will end December 31, 2024. Action plans submitted after that date will not qualify for the double rebate

- The deadline for all **topic submission** to CME is **November 30, 2024.**

- Future small business incentive yet to be announced.

CM
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2024 Health and Safety Excellence program – Regular rebate schedule for all size employers

If an employer qualifies for any smaller businesses incentives, they are processed AFTER the regular rebate; usually within 2-3 weeks.

Action plan closure date	Annual reported premiums used in rebate calculation	Rebate process date
1 Jan 2024 – 31 Jan 2024	2022	Feb 2024
1 Feb 2024 – 30 April 2024	2023	May 2024
1 May 2024 – 31 July 2024	2023	Aug 2024
1 Aug 2024 – 31 Oct 2024	2023	Nov 2024
1 Nov 2024 – 31 Dec 2024	2023	Jan 2025

2024 Smaller businesses incentives (SBI) – SBI rebate schedule for employers with less than 100 FT employees

If an employer qualifies for one or more incentives below, they will be combined and processed at the same time. Please note these rebates are processed usually within 2-3 weeks of the regular rebate.

Incentive	Action plan approval date	Rebate process date
$1,000 towards provider fees	1 Jan 2024 – 31 Jan 2024	Feb 2024
	1 Feb 2024 – 30 April 2024	May 2024
	1 May 2024 – 31 July 2024	Aug 2024
	1 Aug 2024 – 31 Oct 2024	Nov 2024
	1 Nov – 31 Dec 2024	Jan 2025

Incentive	Action plan closure date	Rebate process date
Double rebate for a closed action plan that was approved in 2022/2023/2024	1 Jan 2024 – 31 Jan 2024	Feb 2024
	1 Feb 2024 – 30 April 2024	May 2024
	1 May 2024 – 31 July 2024	Aug 2024
	1 Aug 2024 – 31 Oct 2024	Nov 2024
	1 Nov 2024 – 31 Dec 2024	Jan 2025

Incentive	Action plan approval date	Rebate process date
Double rebate on historical action plans (retroactive rebate)	1 Jan 2024– 31 Jan 2024	Feb 2024
	1 Feb 2024 – 30 April 2024	May 2024
	1 May 2024 – 31 July 2024	Aug 2024
	1 Aug 2024 – 31 Oct 2024	Nov 2024
	1 Nov – 31 Dec 2024	Jan 2025

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WSIB Policy Update

On September 26, 2023, Ontario's Workplace Safety and Insurance Board ("WSIB") updated its Operational Policy on the **Employers' Initial Accident-Reporting Obligations (Policy 15-01-02)** bringing it in line with the *Workplace Safety and Insurance Act* ("WSIA") and removing additional time for the WSIB to receive the employer's report of injury ("Form 7") that was in place when employers were mailing reports to the WSIB.

The WSIA requires employers to notify the WSIB within three days of learning of an accident, if the worker seeks health care or results in them not being able to earn full wages. The updated Policy sets out that the **"WSIB must receive an employer's complete accident report within three business days after the employer learns of the reporting obligation."** Business days are defined as Monday to Friday, and do not include statutory holidays.

Subject to an administrative penalty of up to $1,000 for failing to file a Form 7 within the required timelines. Failing to notify the WSIB within three days of learning of an accident is also an offence under the WSIA. The maximum penalty on conviction is $500,000 for corporations. Individuals may face a penalty on conviction of up to $25,000 and/or six months imprisonment.

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Additional Evidence Required (AER) Form

WSIB HSEP - Additional Evidence Required (AER) Form

Organization Name:	Click here to enter text.	**WSIB Account #:**	Click here to enter text.	**AER Due Date :**	
Contact Name :	Click here to enter text.	**Phone #:**	Click here to enter text.	**Email:**	Click here to enter text.
TOPIC:	Click here to enter text.		**Date of Submission:**	Click here to enter text.	

Use this form as your **"Additional Evidence Story"** to upload to the portal. You must address each specific comment in the validators report. Include what action(s) you carried out to address each gap, and the evidence you are providing (uploading as "additional evidence file" to the portal) as applicable to support that the validators gaps were addressed.

Validator Gap	
Your Response	

Validator Gap	
Your Response	

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COH Topic – Hazards & Hierarchy of Controls Form

Control of Hazard Topic – Hazard and Hierchy of Controls Form (PLAN Evidence)
(Please refer to pages 19-22 of the HSEP Topics Guide for requirements)

HSEP Topic Title:	COH –	Date:	
Completed By:			

HAZARD APPROACH USED (SELECT ONE)

Hazard Control Approaches *(examples on page 21-22)*	Insert an X below
a. develop a hazard control program (e.g., Ladder safety, Lock out tag out, Manual handling)	
b. identify and control a specific hazard in the workplace (e.g., moving vehicles, overexertion)	
c. control all hazards related to a specific process, task or piece of equipment (e.g., operation of a specific machine or equipment)	

HAZARD(S) (anything (e.g., chemicals, moving vehicles, etc.) that can hurt workers (injury), make them sick (illness) or cause property damage.

List the Hazard or Hazards being controlled	

HIERARCHY OF CONTROLS

Type of control	Definition	How control was applied to the hazard (as applicable)
Elimination	Physically remove the hazard	
Substitution	Replace the hazard with less hazardous option	
Engineering controls	Isolate/separate people from the hazard	
Administrative controls	Change the way people work/schedule/ train/signs etc.	
Personal protective equipment	Anything the employee wears to protect them	

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AER Review

Health and Safety Communication

Plan: The Health and Safety Communication although comprehensive, it is missing key points from WSIB's Ontario Health and Safety Excellence Program Topic Guidelines:

- methods of ensuring communication is appropriate for the intended audience (e.g., accommodating an individual with hearing or vision impairment, language skills and literacy)
- identifying when to communicate (e.g., how often is information communicated and how is it documented?)

Please update the evidence story and/or provide evidence to support that the topic requirements have been met. I encourage you to customize your Health and Safety Communication standard to be more company specific.

Do Implementation (living and breathing): A critical component of the Health and Safety Excellence program is the topic must be 'living and breathing". Based on your submission, I cannot verify if the Health and Safety Communication standard that you put into place is being followed. Please update the evidence story and/or provide evidence that demonstrates that health and safety communication is taking place at the frequency documented.

AER Review – First Aid

Plan /Procedure: The First aid topic requires your business to establish, implement, monitor and maintain a first aid program. The first aid program must meet the requirements of Regulation 1101 and include the following: first aid stations, first aid kit inspections, record of the first aid treatment/advice given to anyone treated, etc.

It was not evident in my document **review of your procedure that it met topic/legislative requirements** (ie. number of trained qualified first aiders and qualifications (qualified first aiders on every shift, receive FA training from an approved provider, training current, etc.), first aid attendant works in the vicinity of FA station, first aid records are maintained, inspect and record first aid boxes/room and their contents at least quarterly basis, required components in first aid stations, stretcher and blanket compliance, FA room compliance, posting requirements (first aiders, certificates, etc.), etc.. **Please provide a revised policy to demonstrate that the necessary revisions have been made and that the procedure satisfies the requirements for the topic.**

Do/Communication & Training: Once you have revised your procedure, **please proceed with communicating and training your employees on the updates**. **Please provide additional evidence (a good sampling) to support that this gap has been addressed.**

AER Review – First Aid

Check: The goal of evaluation is to determine whether the standard you have established for First aid is understood, implemented and effective in the workplace as required by your standard. Evaluation examples may include: a review of the written standard; confirmation that you have qualified first aiders for each shift, observations to support that workplace parties understand their responsibilities, activities are being completed as required by your standard, and soliciting feedback to determine if your topic has been fully integrated and consistently practiced throughout the business and implemented as intended.

Consider developing a topic specific evaluation tool/checklist to assist with evaluating the First aid topic. Ensure to describe the evidence collected for evaluation and when, the findings, and the recommendations you drew from an analysis of that evidence. You may wish to consult with your Provider to discuss if they able to share any examples or templates for a First aid evaluation tool/checklist. **Please provide additional evidence to support that this gap has been addressed.**

Act: If gaps or opportunities for improvement are identified, describe or document your action plan to address the identified gaps (what has or will be done by who and when). **Please provide additional evidence to support that this gap has been addressed, if applicable.**

2023 Member Feedback Survey

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

Q&A and Next Meeting Date