



CANADIAN  
MANUFACTURERS  
& EXPORTERS

HEALTH & SAFETY  
EXCELLENCE PROGRAM  
MEETING

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Health and Safety  
Excellence program  
**Approved provider**  
**wsib 2024**

# AGENDA

- HSEP Topics Cycle Status - Reminder
- WSIB HSEP Program Updates
  - Small Business Initiative Deadlines – New
  - New HSEP Topic Project
  - Topic Selection Change
- 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 end 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 then **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)*

# 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
- WSIB security policies prevent validators from viewing materials stored on most 3rd party storage sites. Please do not to use hyperlinks in your submissions (videos must be very short to meet the 50MB upload size limit).
- Make sure you fill in the required areas (for small business answer all the questions remove any red text)
- Even if nothing is required for “ACT” 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)

# HSEP UPDATE -Small Business Initiative - Deadlines

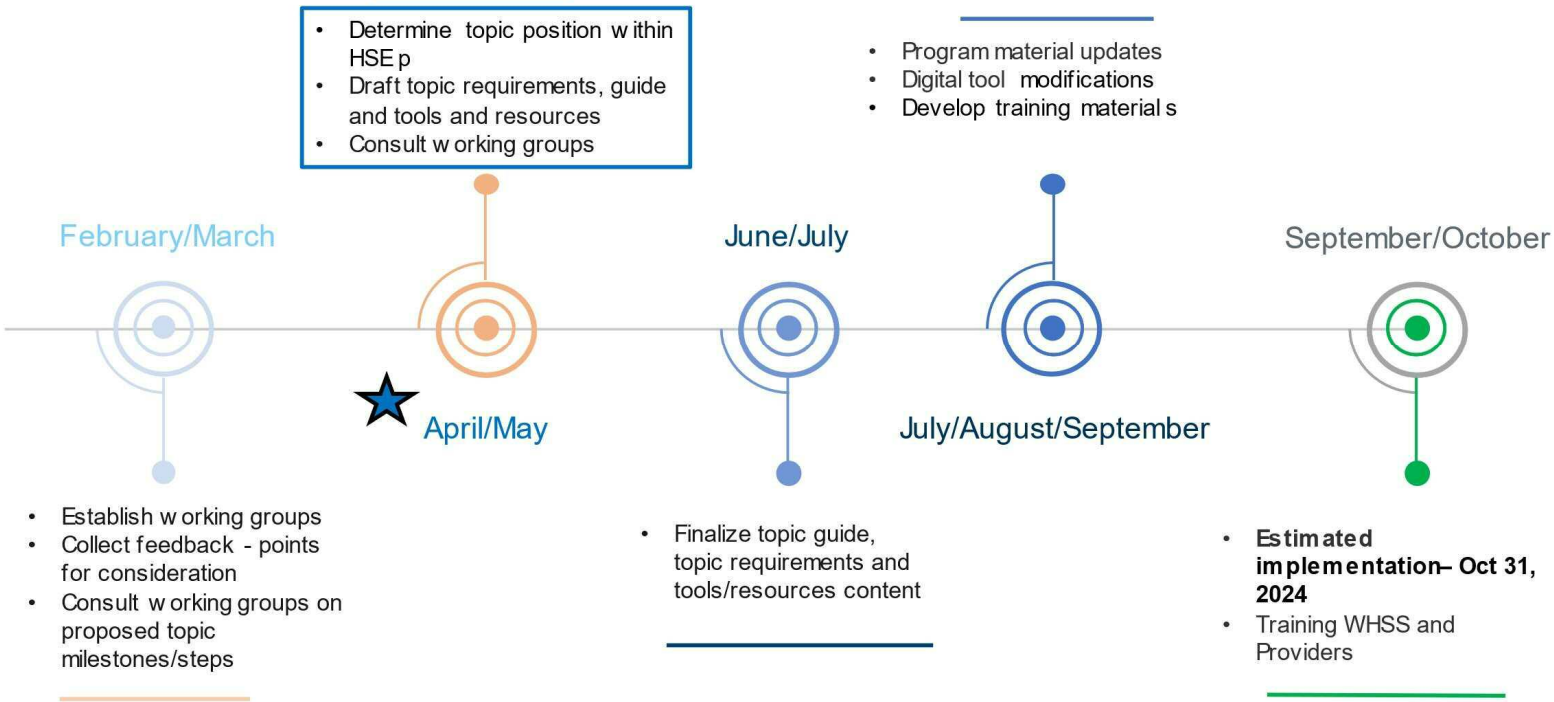
|  |  |
|--|--|
| <p><b>Extending eligibility</b></p>    | <p>Members will receive double rebates and \$1,000 toward their action plan as long as it's <b><i>approved and submitted within the digital tool by December 31, 2024.</i></b></p>   |
| <p><b>Deferrals and extensions</b></p> | <p>Any <b>deferrals and extensions</b> of an action plan <u>beyond</u> December 31, 20<b>25</b>, will <b>not</b> be <b>eligible</b> for double rebates.</p>  |
| <p><b>Managing existing plans</b></p>  | <p>If you have a current action plan (2023 or early 2024) and would like to <u>start a new one</u> by the cut-off date (Dec. 31-2024), the current action plans need to be submitted for validation no later than <b>August 1, 2024</b>, in order to provide sufficient time for validation, managing potential AER's (additional evidence required), closure of current action plan, and creation of another action plan <b>prior</b> to the December 31, 2024, deadline. This means all <b>topic reviews to CME must be submitted by July 1, 2024</b> to allow time for CME reviews and feedback.</p> <p><b><i>CME and the WSIB cannot guarantee validations that occur after the August 1, 2024, deadline will be closed in time for a new action plan to be created in the digital tool by December 31,2024 for double rebate eligibility.</i></b></p> |

*SBI Future - Information on the smaller business long-term strategy will be shared later this Fall.*



# HSEP UPDATE – New Topic Coming

## Psychological safety project timeline



# HSEP UPDATE – Topic Selection Change for 2025

## Starting January 1, 2025:

- must choose topics that are **NEW** to your health and safety program and will no longer be allowed to repeat topics (no more significant gap or change)
- no longer need to provide topic rationale form

# HSEP UPDATE – Topic Selection Change for 2025

Definition of “**NEW**” topic

## **NEW**

A health and safety initiative (program or COH topic) that is new to the business.

## **Examples of new**

1. Your business has no health and safety policy statement, and senior management health and safety responsibilities have not been established. You can select the "leadership and commitment" topic.
2. Your business has an existing health and safety program that does **not have** a process for managing contractors. You can select the "contractor management program" topic.



# HSEP UPDATE – Topic Selection Change for 2025

## Not “NEW”

A health and safety initiative (program/COH topic) has completed “Planning”. “Planning” is considered completed once your business **approves** a policy, procedure or written standard regardless of whether communication and training have occurred.

## Examples of **not “approved”** and therefore considered “new”

1. Your business previously drafted an injury, illness and incident reporting policy, but it **was never approved**. Subsequently, you enroll in HSEP and can select the “injury, illness and incident reporting” topic to resume work.
2. A business has been informally completing workplace inspections, but has **not created a written** policy, procedure or standard. The business can select the “workplace inspections” topic.

# HSEP UPDATE – Topic Selection Change for 2025

## Not “NEW” – Continuous Improvement

**Continuous improvement defined as** the ongoing effort to review and improve existing policies, procedures or health and safety processes. This work is **ineligible** for a rebate in the Health and Safety Excellence program.

### Examples

1. Updating any previously implemented health and safety initiative, element or topic.
2. Updating existing programming to maintain regulatory compliance.
3. Incorporating emerging best practices that have gained recognition and acceptance within a specific field or industry.
4. Making changes to existing programs to incorporate requirements from the Health and Safety Excellence program topic guide, employee feedback, technological improvements, new forms or insights gained from incident investigations and audits.
5. Selecting the control of hazards topic to add additional controls to an existing control program.

# HSEP UPDATE – Topic Selection Change for 2025

## Digital tool changes

The digital tool will include some type of a verification that you confirm the topics selected meet requirements (e.g., the topic is new to your business)

## Validation changes

- Topics submitted for validation that do not meet **NEW** requirements will not be eligible for a rebate and can move directly to incomplete, without additional evidence required (AER). The reconsideration process will remain available to members.
- You are required to submit a copy of your approved policy, procedure or standard as part of your evidence package when submitting topics for validation.

Next Meeting Agenda  
Suggestions /Topic Review



# Q&A and Next Meeting Date



CM  
& E