

Safety Groups Program +5 Year Member Program Eligibility Criteria 2009

Firm Eligibility:

- Completed minimum five years in the Safety Group Program
- WSIB account in good standing
- Applies to 2009 Safety Group Program year
- The firm is not registered with another WSIB incentive program (SCIP, Accreditation)

Note: Should a firm sign an Accreditation application that intersects with the +5 Safety Group program year, they automatically remove themselves from the 2009 Safety Group rebate which would be distributed in 2010.

+5 Year Member Firm Program

Purpose:

- Move firms towards WSIB Accreditation program
- Continuous Improvement of all previous Safety Group Program elements
- Continuing to network and share health & safety information

Program Design:

- 5 elements are prescribed for the +5 participants in the 2009 Safety Group Program year. The five elements are:
 - 1. Management Review**
 - 2. Hazard Recognition**
 - 3. Risk Assessment**
 - 4. Control Activities**
 - 5. Return to Work**

Scoring: Each element is valued at 20%

Maintenance: Maintenance of elements will not be included in the score. Maintenance reports are not required in year-end reporting. A firm's health and safety program will be analyzed as part of the Management Review (element #1).

2009 Safety Group Program Criteria:

- Complete and signs a 2009 Safety Group Program application form and submit to Safety Group Sponsor.
- +5 Employers completes the provided 2009 Action Plan outlining the prescribed five (5) elements with objectives to complete the 5-Step Management System.
- Submits all Safety Group Program reports to Sponsor for review.
- Attend minimum three (3) general safety group meetings arranged by sponsor and participate in mentoring and sharing with members.
- Participates in a validation audit, if selected.

1. MANAGEMENT REVIEW

Element Requirements

Owner/Senior management ensures that a review of the organization's Health and Safety Management System (HSMS) – 5-steps to Managing Health & Safety - is conducted to ensure it is meeting its objectives, up to date, implemented and effective. The firm is required to use the "Health and Safety Management System (HSMS) Review Form.

- The review is completed by a competent person, using the HSMS Review Form, to identify gaps in their HSMS and Safety Program.
- The completed review is forwarded to the Owner/Senior Management for a thorough examination. The examination determines the level of implementation and effectiveness of the HSMS and Safety Program
- The examination by the Owner/Senior Management ensures that any failures to conform to the HSMS and Safety Program are identified and deficiencies are remedied in a timely manner.
- As a result of the review and examination findings, Owner/Senior Management prepares and implements an action plan to address any identified necessary improvements and recognizes and rewards achievement of the HSMS goals and program.
- The findings of the review and examination are recorded and formally communicated to all appropriate parties.

Validation Audit

- A standard is developed and implemented including the concepts of the element requirements and the standard will include the completed HSMS Review Form.
- Communication is documented including: who, method and date.
- Training is documented including: who, method and date.
- Evaluation is document including method and date.
- Improvement / Success are documented including method and date.

2. HAZARD RECOGNITION

Element Requirements

The employer establishes a standard to identify hazards in the workplace(s).

- Hazard recognition for both health and safety hazards shall be addressed for main activities at the workplace. Hazards may be physical, chemical, ergonomic, biological, psychosocial and/or safety hazards.
- The hazard recognition is conducted by a qualified person(s) in consultation with workers; the person(s) is qualified through training and knowledge of the hazards and relevant legislation and experience in the industry.
- The recognition of the hazards considers information from the following:
 - review of fatality, injury or occupational illness risk factors that are prevalent in the business sector served by the firm

- review of hazard reports, injury and illness reports, inspections, investigations and JHSC/Rep recommendations
- any hygiene assessment, job task analysis or occupational health and safety report
- consultation and input from the workers who do the job being assessed
- review of applicable information such as legislation, standards, guidelines, material safety data sheets (MSDSs), and any other information that might be of value.

Validation Audit

- A standard is developed and implemented including the concepts of the element requirements for main activities of the workplace.
- Communication is documented including: who, method and date.
- Training is documented including: who, method and date.
- Evaluation is document including method and date.
- Improvement / Success are documented including method and date.

3. RISK ASSESSMENT

Element Requirements

Identified hazards (element #2) are prioritized through an evaluation of probability of exposure, probability of being harmed and the potential severity of that harm to determine risk. The results of these risk assessments shall be used in the development of controls (element #4).

- Hazards that have potential for health or safety consequences are identified and the level of risk is determined.
- For each hazard consider the potential that a worker will be exposed to the identified hazard (probability), the potential level of harm to a worker if they are exposed to the hazard (severity) and how would the worker be exposed to the hazard (frequency).
- Rate the risk, using a formal process, from exposure to the hazard and determine the hazards and which ones have potential for high injury consequences. The more likely a person will be exposed, the greater the potential for severity of harm and the more often a person would be exposed all contribute to higher ranking of the hazard.
- There are many risk assessments available and the organization may use any system that works for them or their own system.
- Prioritize the hazard with those with the greatest risk being the highest priority. Many organizations use a table to rank the hazards. Those that score high in all categories will be ranked as the highest in priority.

Validation Audit

- A standard is developed and implemented including the concepts of the element requirements.
- Communication is documented including: who, method and date.
- Training is documented including: who, method and date
- Evaluation is document including method and date.
- Improvement / Success are documented including method and date.

4. CONTROLS ACTIVITIES

Element Requirements

The employer establishes and implements preventive measures and controls to address the high and medium risks identified in element #3.

- The employer ensures risks identified in element #3 the hazard is eliminated or controls are developed, implemented and maintained starting with those having the highest risk.
- Risk is reduced through the principles of hazard elimination, substitution, engineering, administrative and personal protective equipment.

Validation Audit

- A standard is developed and implemented including the concepts of the element requirements.
- Communication is documented including: who, method and date.
- Training is documented including: who, method and date
- Evaluation is document including method and date.
- Improvement / Success are documented including method and date.

5. RETURN TO WORK

Element Requirements

The employer must select one of the five Return to Work elements listed in the Safety Group Program Employer Guidelines – elements D-26 to D-30. A Return to Work element from a previous Safety Group Program year can not be repeated.

- Return to Work element requirements are listed on pages 40 to 42 in the Employer Guidelines.
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Safety Group Sponsor Role:

- Provides completed and signed SGP application form to SGP Consultant identifying +5 participants
- Inputs application form into Safety Group database, sends database to SGP Consultant
- Arranges safety group meetings for all members and includes +5 year member firms in meeting attendance
- Reviews and maintains application forms, action plans, progress reports, and year-end achievement reports
- Monitors firm progress of program completion
- Notifies SGP Consultant if a +5 year member is unable to complete the program for removal.

WSIB – SGP Consultant:

- Maintains firm registration in database
- Removes non-compliant firms
- Conducts validation audits – up to 10% of +5 Year Member Firms
- Calculates rebates based on firm eligibility

If you are interested, complete the 2010 Safety Group Registration Form on the OSACH website.