

# Safety Groups Advantage Programs Question & Answers



## GENERAL:

### Q What is the Advantage Program?

A The Safety Group Advantage Program (SGAP) is a temporary program developed for firms who have successfully completed 5 years in the general Safety Group Program and want to strive towards the proposed WSIB Accreditation Program. SGAP is designed to place the firms at a business advantage by working directly with the proposed Accreditation concepts. Also, there is an advantage if a firm can reduce their WSIB premiums by participating in the potential financial incentive beyond the five year general Safety Groups Program. And continue to network with like-minded businesses by participating in the SGAP meetings.

### Q Are there any differences between the 2009 +5 Program and 2010 SGAP Year One?

A Yes

1. Sponsor is required to co-ordinate at least one leadership meeting (program requirement 3<sup>rd</sup> edition Sponsor Guidelines) for firm Owners or Senior Management.
2. Firm Owner(s) or Senior Manager(s) is required to attend at least one 2010 Safety Group meeting. It is expected they would want to attend the leadership meeting.
3. The term competent person has been changed to a qualified person. This allows the employer to define the selection of a person(s) based on knowledge and experience. This change also helped to avoid confusion with the legal language.
4. Introduction of a “Hazard Registry” framework.
5. Clarified the Validation Audit requirements.

### Q What are the differences between the SGAP Year One and Year Two programs?

A Year Two requires:

1. The use of a hazard registry (Year One requires the introduction of a framework for a hazard registry)
2. The identification and assessment of hazards from another main activity (building on Year One)
3. The action plan based on the HSMS Review includes a status report from Year One
4. The re-calculation of risk from Year One to determine residual risk
5. Owners / Senior Management review of controls for their acceptance
6. Greater focus on continual improvement
7. Firms have the option to select a RTW element from the HSMS Review or the Employer Guidelines.

### Q What is a Hazard Registry?

A A Hazard Registry is a summarized record (catalog) of the hazards identified in a business activity, where the hazards occur, and the tasks, machinery or situations with which they are associated. With this registry you will only need to record the hazard information. Although it is not required in this program, it is common practice to use the same registry to record the risk level assessed for the hazard and control strategies.

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## Q What use is a Hazard Registry?

- A The registry provides a starting point for:
1. Maintaining a log of hazards in the business to assist with risk management
  2. Planning hazard audits
  3. Identifying possible successful control strategies for newly identified hazards.

## Q What is the difference between hazard, risk and risk assessment?

A Hazard: A condition, practice or substance with the potential for causing loss, injury or harm to life, health or property.

Risk: The probability during a period of activity that a hazard will result in an injury, illness or damage to property.

Risk Assessment: Process of analyzing, evaluating and prioritizing the risk associated with a hazard that considers three key factors:

1. the frequency of the hazardous event or exposure
2. the probability/likelihood of harm if it occurs, and
3. the severity of any harm or consequences.

## Q What would a Hazard Registry look like?

A Refer to Appendix one and two. These are samples only. A firm can design their own or use any other registry they acquire.

## Q Why do we have to re-assess risk every year?

A Continual improvement of controls will consistently reduce risk to workers.

### **FIRM ELIGIBILITY:**

## Q What is the definition of a “completed” year?

A A completed year is one in which the firm met all minimum Safety Groups Program requirements, who’s self-reported or validation audit score was 60% or greater. A completed year does not include any year an account was removed, withdrawn, failed or excluded for charges, convictions or fatalities. The most recent account number registered in the program will be reviewed to determine the number of years completed.

## Q How do I know which accounts have completed 5 years?

A Contact your Safety Group Sponsor.

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## MAINTENANCE:

**Q** Are SGAP firms required to submit maintenance reports?

A No, maintenance of elements will not be included in the score. A firm's health and safety program will be analyzed as part of the Management Review element #1. The 5 mandatory elements will be scored 20% each.

## MANAGEMENT REVIEW – ELEMENT #1

**Q** Is a firm or sponsor permitted to change the HSMS Review Form?

A No  
The HSMS Review Form is required for both Year One and Two programs. The intent of the SGAP is to advance firms towards the proposed Accreditation Program. The program requires the use of this form in their initial application and annual reviews. It is important for firms to become familiar with the requirements and the terms of "conformity and non-conformity".

**Q** Who determines the "competent /qualified person" to complete the review?

A The SGAP has changed the term "competent person" to "qualified person. The Owner/Senior Management of the firm will determine, and select a qualified person. They define in the written standard the requirements for their qualified person. The reason for this change is to allow the Owner/Senior Management more flexibility in their selection and to minimize confusion with legal terms.

**Q** What training is required to demonstrate the person is qualified?

A The employer identifies the competencies, skills, qualifications and on the job experience enabling the qualified person to conduct the review.  
Year One - recommend a minimum of WSIB certification or other health and safety training.  
Year Two – through continual improvement the qualified person should be knowledgeable in auditing principles.

**Q** What should be included in Step 1 – Written Standard?

A The standard must include the concepts of the element requirements. The standard is not prescriptive, rather each firm needs to determine their own written process and procedure on how they will complete the Management Review.

**Q** What should be included in Step 4 – Evaluation?

A Owner or Senior Management evaluates the results of the HSMS Review and the application of the standard, communication and training (steps 1, 2 and 3) for effectiveness. An effective evaluation determines leading indicators.

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**Q** What should be included in Step 5 – Improvements ?

**A** Year One - Owner or Senior Management records in writing an action plan to improve the areas of non-conformity from the HSMS Review Form and initiate the plan.  
Year Two – prepares and implements a new action plan, including any incomplete action plan items from Year One. Plus they are required to improve the application of the standard, communication and training (steps 1, 2 and 3).

**Q** What is the definition of “conformity” and “non-conformity”?

**A** Please refer to the HSMS Review Form, page 2, for classifications of conformity and non-conformity.

## **HAZARD RECOGNITION, RISK ASSESSMENT, AND CONTROL ACTIVITIES - ELEMENTS #2, #3 AND #4**

**Q** Can a firm’s standard cover Hazard Recognition, Risk Assessment and Control activities – Elements 2, 3 and 4?

**A** Yes, as long as the written standard includes the concepts of all three element requirements.

**Q** Who determines the “qualified person(s)” to complete the hazard recognition and risk assessment?

**A** The Owner / Senior Management of the firm will determine, and select a qualified person(s). They define in the standard the requirements for their qualified person(s).

**Q** What training is required to demonstrate the person is qualified?

**A** The employer identifies the competencies, skills, qualifications and on the job experience enabling the qualified person(s) to conduct the hazard recognition and risk assessment.

Year One - recommend a minimum of WSIB certification or other health and safety training.

Year Two - through continual improvement the qualified person should be knowledgeable in risk management.

**Q** What training is required to demonstrate the Control Activities?

**A** The firm is required to train workers in the preventive measures or controls that have been implemented to protect them from the risks of hazards assessed.

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## Q What hazards are recognized in Element #2?

A All hazards for a main activity must be recognized. Main activity refers to the type of work or tasks a worker does associated to the production or service of the firm. The firm will determine one or more main activity(ies) per year.

## Q What hazards are prioritized in Risk Assessment – Element #3?

A All recognized hazards are assessed and prioritized.

## Q What Control Activities are required to be established and implemented?

A The hazards assessed in Element #3 and prioritized with high and medium level of risk must be addressed with effective preventive measures and controls. Through continual improvement the Owner / Senior Manager should strive to establish controls that are “as low as reasonably achievable” (ALARA).

## GROUP ELEMENT

## Q Are SGAP firms required to select a group element?

A No, however, your sponsor may approve any one of the SGAP Year One elements as a group element for your entire group, (including less than 5 year members), to assist the group with sharing on a common element and agenda items.

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