

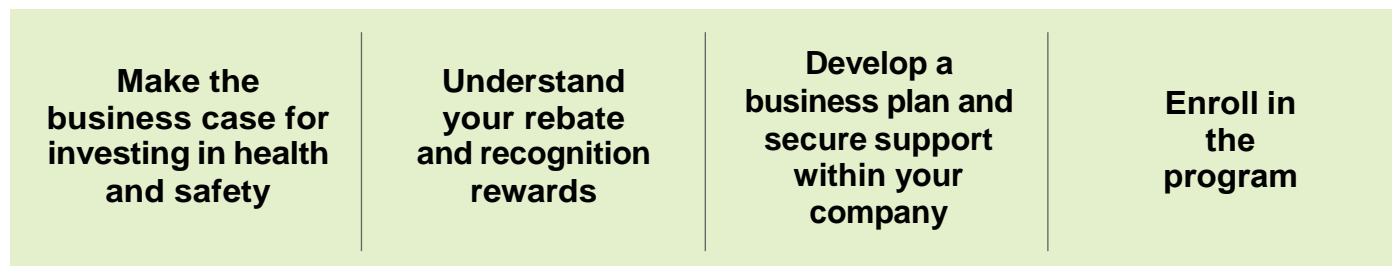
Joining the **Health and Safety Excellence** program

A guide for small businesses



Thinking about joining WSIB's Health and Safety Excellence program (HSEp)?

This guide will provide tools and information to help you:



Making the business case

See page 10 for a business case example.

What are the benefits of investing in health and safety through HSEp?

1 You will save money

- The costs of poor health and safety are expensive, such as fines for non-compliance with safety laws, business disruptions due to workplace incidents, turn-over, and accommodations from injuries
- The expenses incurred are not just direct costs of the injury, but also the recovery costs of working days lost which translate into additional gross sales required to make up for that loss
- Investing in health and safety could help you reduce or eliminate those costs
- To find out how to lower your premiums by reducing your claims, use the WSIB [Compass tool](#)

2 You can earn a return on investment

- Research shows that **for every one dollar you invest you can up to a \$2.14 return** (note 1)

1. The Institute for Work and Health. (May 2022).

[“Estimating the financial return on employers' investments in the prevention of work injuries in Ontario.”](#)

Get double the health and safety rebate.



- The minimum rebate for completing topics in HSEp is \$1,000 (or up to 100% of premiums) (note 2).
- Implement up to five program topics per action plan to improve health and safety in your workplace.
- Complete program topics in 2022 and receive double rebates!
- Enroll before December 31, 2022, and we'll also give you \$1000 towards your health and safety plan - that's in addition to the rebates you'll get for completing topics.

Rebate Calculation Table

Information for the first three columns can be found on Compass.

Rebates are based on low and high predictability categories. Low predictability or \leq to 20% is offered at a rate of 2% and high predictability or $>$ 20% is offered at a rate of 1.4%. For more information on [predictability](#) see the WSIB website.

As a small business, you are likely in the low predictability class. This means you have less individual influence on changing your premium rate, which is why we have increased the rebate rate from 1.4% to 2%.

Predictability	Predictability Category	Premium	Rebate Rate	Number of topics	Annual Rebate (note 3)
\leq 20%	Low	\$ Prior year total	x 2%	x 1 to 5	= Total dollar amount
$>$ 20%	High	\$ Prior year total	x 1.4%	x 1 to 5	= Total dollar amount

Rebate Calculation Example

Predictability	Predictability Category	Premium	Rebate Rate	Number of topics	Annual Rebate
10%	Low	\$7,000	x 2%	x 1	= \$1,000
10%	Low	\$7,000	x 2%	x 5	= \$5,000

2. Based on one topic, minimum of \$1000 or up to 100% of premiums.

3. Minimum of \$1000 per topic or up to 100% of premiums up to \$250,000 maximum.

Choosing the topics that support your business

Once you enroll in HSEp, you will be able to read full descriptions of the 36 topics and take a short health and safety assessment to help identify which topics may support your improvement opportunities. Your provider will help you choose topics that will have the most impact on your workplace health and safety.

If you are a small business and new to health and safety, you will likely be starting at the foundation level. There are 10 topics to choose from at this level. A brief description of each topic can be found below.

Topics with asterisks are helpful with addressing the pandemic.

Leadership and commitment

Establish health and safety responsibilities for senior management and implement a health and safety policy for your business.

Health and safety responsibilities

Define what role each employee plays in ensuring a healthy and safe workplace and set expectations for your people, starting with leadership.

Health and safety communication

Develop and implement a procedure for communicating occupational health and safety information.

Health and safety participation

Encourage and support participation in health and safety in your workplace.

Recognition of hazards

Develop and implement procedures to identify, report hazards such as physical, chemical and biological hazards (e.g. viral pathogens) and inspect the workplace.

Risk assessment*

Develop and implement a risk assessment process that determines the likelihood of harm and severity of the hazard and enables prioritization.

Control of hazards

Develop and implement control measures to eliminate or reduce risk to an acceptable level. For example, replacing hazardous materials, changing the way people work, and providing personal protective equipment.

Injury, illness and incident reporting

Implement a procedure for incident, injury and illness reporting to meet legislated requirements.

Incident investigation and analysis

Implement a procedure to investigate, analyze, document and maintain records for all incidents.

First aid

Implement a first aid program to meet the requirements of Regulation 1101.

How long does it take to implement each topic?

Your program provider will work with you to select topics that are both a priority for your business and balance the amount of work required to implement each one. Some topics may take longer if they are highly customized to your particular needs, or require new processes. Other topics like the “First Aid” topic, which has regulated requirements, may take less time to plan. The range of time to implement topics is approximately six months to one year.

3 You can improve your business reputation and relationships

- Negative publicity and media attention is avoided when incidents are prevented
- Customers, investors, job seekers, and community partners want to work with you once they know you have invested in health and safety
- Investing in health and safety helps you promote your safety brand and demonstrate that health and safety is a top priority for your business
- The member badge is available once you select topics approved by your provider. Performance badges are available for completing HSEp levels (foundations, intermediate, and advanced)
- You can display your badges:
 - On your business website
 - In your email signatures
 - On promotional materials
 - By adding links to **WSIB's Safety Check website** where your badge will be displayed alongside your health and safety statistics



Member badge



Performance badge
(e.g. Foundation)

4 You can increase your employees confidence in the safety of your workplace

- A well-working health and safety system instills confidence and increases productivity, quality and innovation
- Injury prevention increases feelings of safety and security that will promote well-being and positivity in the workplace and at home
- HSEp provides you with an opportunity to evaluate your current health and safety culture through a simple 13 question assessment. You can:
 - Measure change in your workplace culture over time
 - Capture the voice of your employees on health and safety at work
 - See the connection between strong workplace culture and lower lost time injury rates (note 4)

4. <https://www.iwh.on.ca/tools-and-guides/iwh-organizational-performance-metric>

5 HSEp will help you achieve your goals at your pace

- The program is flexible and allows you to work on topics customized to your business needs
- Topics are based on industry best practice standards from a foundational level all the way through to excellence
- Connects you with a WSIB-approved provider to guide you through the program and provide helpful resources
- Access the program digitally, which makes it easy to participate anytime and anywhere
- HSEp topics are building blocks towards the standards recognized by the Chief Prevention Officer through the Ministry of Labour, Training and Skills Development's Supporting Ontario's Safe Employers (SOSE) accreditation program

Enrolling in the program

It's easy to join the program and Schedule 1 and Schedule 2 businesses with an active WSIB account number are eligible to participate. Your provider will help you navigate the “plan, do, check, act” cycle of implementing each topic.

Program providers are private health and safety consultants, health and safety or industry associations approved by the WSIB to deliver the Health and Safety Excellence program. The role of the program provider is to help you:



How do I select a provider?

1. Review key information on the [Join our program](#) web page, such as pricing, by selecting providers under your industry category.
2. Narrow your selections down to a short list of those that serve your industry.
3. Use the sample selection table provided below to review your options.
4. Calculate the cost of the provider against your potential rebate.

For additional support, please connect with one of our Health and Safety Excellence Consultants at healthandsafetyexcellence@wsib.on.ca

Sample selection table

Short List	Serves my size of business ?	Cost of services	Return on Investment (rebate minus cost of services)	Additional benefits	Provider Ranking
Provider A	Yes	\$500 flat fee for year + \$150 for each topic selected	$ \begin{aligned} & \$5,000 \\ & - (\$500 + \$150 \times 4 \text{ topics}) \\ & \hline & = \mathbf{\$3,900} \end{aligned} $		3
Provider B	Yes	\$850 + 2% of rebate	$ \begin{aligned} & \$5,000 \\ & - \$850 \\ & - (2\% \times \$5,000) \\ & \hline & = \mathbf{\$4,050} \end{aligned} $	Free industry association membership	2
Provider C	Yes	\$500 flat fee for small businesses	$ \begin{aligned} & \$5,000 \\ & - \$500 \\ & \hline & = \mathbf{\$4,500} \end{aligned} $	Free toolkit	1

XYZ Bakery: A business case example

This example can help you create your own business case that shows how the Health and Safety Excellence program can support your business in achieving its goals and reducing costs.



Health and safety issue(s) or challenge(s)

Ask yourself: What are our current health and safety challenges?

We are new to health and safety and have a limited knowledge of health and safety laws. Keeping up-to-date with evolving government guidelines and directives is challenging. Supervisors are hearing that employees are concerned about prolonged exposure to COVID-19 and the related health and safety protocols are needed in different languages.

Anticipated outcomes from participating in the program

Ask yourself: What are our health and safety goals and objectives, and what impact will they have on our employees and our business? What are the benefits of participating in HSEp, and risks for not developing a safer work environment?

Joining HSEp will help us:

- Better understand and meet legislative COVID-19 requirements
- Increase visibility and accountability and promote a culture of health and safety
- Eliminate or control COVID-19 related hazards
- Retain employees by helping them to feel safe and protected
- Prevent injuries and illnesses to our employees and the associated costs to our employees and bottom line

By earning a substantial rebate of \$3,000 through HSEp, we can re-invest in future PPE and supplies.

Recommendation

Ask yourself: Which provider is the right fit for our business and why? What resources do we need? What is our estimated timeline to complete the topics?

Provider C is our first choice. They operate in our region, and service our industry. Due to time constraints, and limited resources for leadership in planning and implementing topics, a maximum of three topics is recommended. The plan will be to register with Provider C within the next month, and start with the culture survey. We'll add the digital membership badge on our website to show our customers we are committed to health and safety. Implementation of the topics will take place over the next six months. The next step in our health and safety plan is to implement three more of the foundational topics in the next year based on the results of follow-up assessments.

Frequently asked questions

You can read frequently asked questions on the HSEp [Frequently asked questions](#) web page.

Contact us

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