

Health and Safety Excellence program

Program guidelines | October 2022



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Introduction

Thank you for joining the Health and Safety Excellence program – you've taken an important step towards a healthier and safer workplace. Together, we're on a journey to make Ontario the safest place to work.

Now that you've joined, you may have questions about how the program works. We recommend that you read this document before you begin the program, because it includes tips and information to help you:

- Understand key program terms and requirements
- Set up your profile in the digital tool
- Learn where to go for additional support

While you're reading this guide, we recommend that you [log into the digital tool](#) in order to be able to access other guides, topic descriptions and FAQs that are linked at the bottom of this document.

To assist you with navigating this guide, we have included a clickable Table of Contents as well as a blue **Return to table of contents** button at the bottom of every page. As digital guides are still quite a new phenomenon, we'd love your suggestions for how to improve our digital design; please contact us at healthandsafetyexcellence@wsib.on.ca.

About the Health and Safety Excellence program

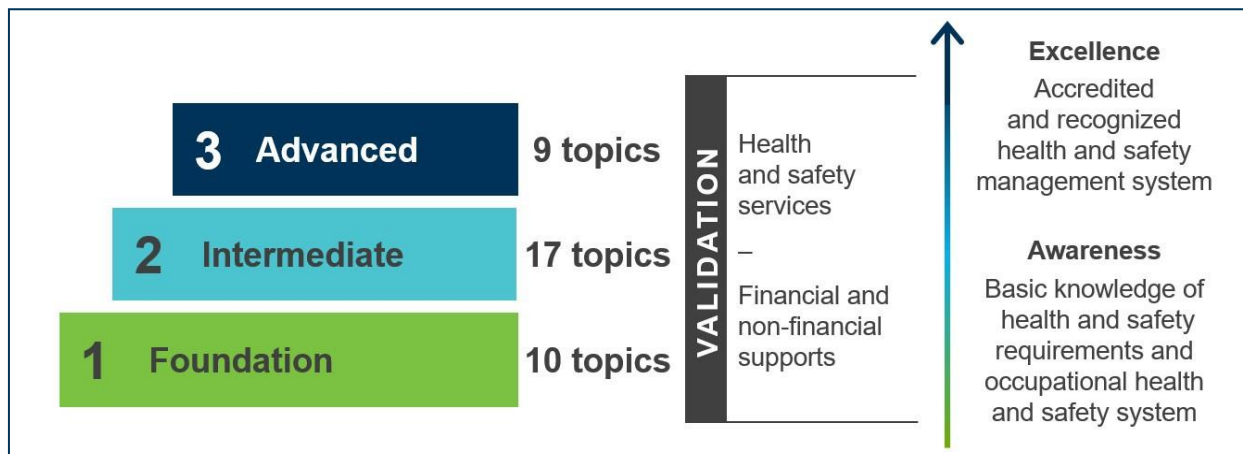
The Health and Safety Excellence program is a voluntary incentive program that rewards businesses for investing in health and safety. By completing program topics, you'll help keep your workplace safer, and contribute to a stronger health and safety culture.

The program provides a clear roadmap to improve health and safety in your workplace, whether you're just starting or want to address gaps in the systems and processes you already have.

We launched the Health and Safety Excellence program in November 2019, at the same time as the Ministry of Labour, Immigration, Training and Skills Development's [Supporting Ontario's Safe Employers \(SOSE\)](#) accreditation program. If you want to work towards SOSE accreditation, the Health and Safety Excellence program can help.

The program allows you to focus on the health and safety issues that matter most to you. There are 36 health and safety topics available to choose from in each of the three (3) levels:

Step 1: Join Program levels



Level 1: Foundation (10 topics available)

- You're forming the foundation

Level 2: Intermediate (17 topics available)

- You're building and customizing

Level 3: Advanced (9 topics available)

- You're integrating and optimizing

We've built an online, digital tool to help make it easier for you to manage your progress through the program. The digital tool is home to our program guides, reference documents and other useful resources, and it's available 24/7, so you can access it from anywhere at any time. If you're new to the program, please ask your provider for a link to access the digital tool.

Your journey through the program

The program has four key steps: Join, Develop, Demonstrate, and Achieve.



Step 1: Join

- Register with an approved program provider.
- Complete your health and safety assessment and culture survey, and select health and safety topics for your action plan.



Step 2: Develop

- Develop and implement your chosen action plan topics in your daily work activities.



Step 3: Demonstrate

- Show us how your topics have been implemented, and how they're living and breathing in your workplace.
- The WSIB will validate your topics to ensure they meet program requirements.

Step 1: Join



Step 4: Achieve

- Receive:
 - A rebate on your WSIB premiums
 - An achievement report
 - Badges for completing program levels

Rebates

Through the program, Schedule 1 businesses will receive financial rebates on WSIB premiums in recognition of efforts to complete health and safety topics. The size of the rebates we send out will vary from business to business. The minimum rebate for each topic is \$1,000 and the maximum is \$50,000 (or up to 100 per cent of the amount a business paid for their prior year's WSIB premiums).

Support for smaller businesses

Smaller businesses (1-99 employees) will receive double the rebates for every program topic they complete up until December 31, 2023. Speak to your program provider to learn more.

Badges

More than ever, job seekers, employees and customers want to make sure that the companies they do business with are healthy and safe. Through the program, you can earn badges to showcase your organization's commitment to health and safety. You can use your badges in a number of ways – feel free to check out our **Terms of Use** at the end of this document.

Tip: Consider using your badges on your company's website, email and/or letterhead. You can also print the badge and display it in your storefront, on vehicles or any other spot that would help you showcase your health and safety commitment.

Member badges

When you join the program, and once your first action plan is approved, you'll receive a member badge. People can also see your member badge on the WSIB's online [Safety Check](#), which is used by job seekers and consumers to find information about businesses' health and safety data.

Level badges

As you progress through the program, you'll earn level badges – Foundation, Intermediate and Advanced – when you successfully complete all topics within the program level.

See the **FAQs** that are linked at the end of this guide for more information.

Eligibility for rebates and badges

Once you've completed the topics in your action plan, you'll be eligible to receive your rebate and possibly a new badge, if your business meets these criteria:

Step 1: Join

Member badge

- Be a Schedule 1 or Schedule 2 business registered in the program.
- Have an **approved** action plan.
- If a business is waiting on a decision regarding a workplace fatality claim, they're not eligible for a badge until a decision about that fatality is made.

Rebate

- Be a Schedule 1 business (you're covered by the WSIB and you pay premiums based on your insurable earnings).
- Have one or more action plan topics validated as **complete**.
- Comply with the Workplace Safety and Insurance Act (WSIA).
- Have no allowed traumatic fatality claims from the date your action plan was approved to the date the rebate is issued.
- If a business is waiting on a decision regarding a workplace fatality claim, they're not eligible for a rebate until a decision about that fatality is made.

Level badge

- Be a Schedule 1 or Schedule 2 business registered in the program.
- Have previously completed at least one successful action plan.
- Comply with the Workplace Safety and Insurance Act (WSIA).
- Have no allowed traumatic fatality claims from the date your action plan was approved to the date the rebate is issued.
- Complete all topics within the level.
- If a business is waiting on a decision regarding a workplace fatality claim, they're not eligible for a badge until a decision about that fatality is made.
- Once a member earns a level badge their future action plans can't include a Foundation-level topic (except for repeating the Control of Hazards topic).

Note: When we're determining whether your business is eligible for a rebate or a badge, the severity and frequency of any non-compliance issues may influence this decision.

Getting started with the digital tool

Your log in and profile

To get started, you'll need a WSIB online services account and a profile in our digital tool.

1. Follow the link provided by your program provider, which will direct you to the WSIB's online services **Log in** page.
2. Click the **Sign up** link if you need a new online services account (only required the first time).

Welcome

Log in

All fields are mandatory, unless marked optional

Email address

Password

Forgot password?

Log in

Sign up

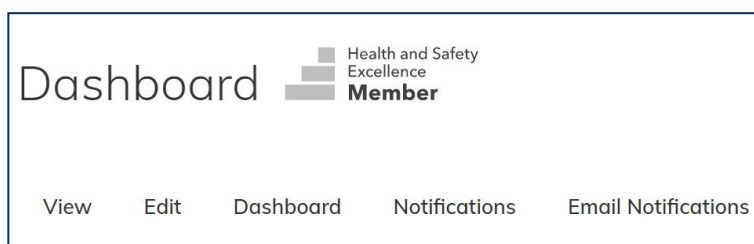
Don't have an online services account? [Sign up](#)

Step 1: Join

3. Enter your email address on the next screen and click on the **Get a verification code** button.
4. Copy the verification code from your email, and paste it in the **Email verification code** window. Click on the **Verify code** button.
5. Once your code is verified, choose a password and click the **Create** button.
6. On the employer representative registration form, input your name, WSIB account number, business name and contact information, and click **Save** on the next screen.



Your profile is now complete, and the page will display your company name with five buttons along the top: **View**, **Edit**, **Dashboard**, **Notifications**, and **Email Notifications**.



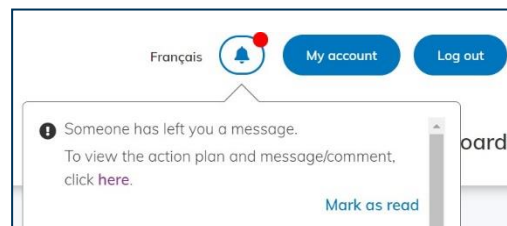
Tip: The next time you visit wsib.ca, click on the **Log in** button at the top of the page, and you'll be navigated to the business home page. Click the **Go** button next to "Access health and safety programs" to access the digital tool.

Notification preferences

There are two types of notifications in the digital tool – dashboard and email – that we use to send you notifications about key activities that require your attention.

You're automatically set to receive email notifications, but if you'd like to turn email notifications off:

1. Click **Dashboard** at the top of your screen. Select **Email Notifications**.
2. Under settings, click **Unsubscribe**.
3. Click **Save**.



You'll see a blue bell button at the top of the **Dashboard** screen – a red dot will appear beside the bell when you receive a dashboard message.

Step 1: Join

Once you've read the notification, the red dot will disappear, and notifications older than 30 days will be automatically deleted.

Download your member badge

You'll be able to download your member badge once your action plan has been approved by your provider.

To access your member badge go to your dashboard, scroll down to the **Badges earned** table. Click the **Download badge** button.



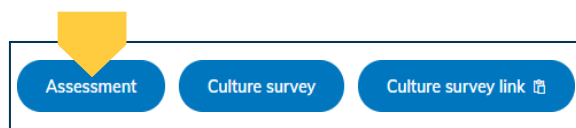
The health and safety assessment

There are 36 topics for you to choose from to enhance the health and safety of your business. To help you select suitable topics for your business, you'll need to complete a simple health and safety assessment. The assessment should be completed by your company's owners/operators and those involved in the health and safety of your workplace. It shouldn't take more than 15 minutes to complete, but if you can't complete it in one session, you can save it and complete it later by clicking the **Save draft** button.

One assessment is required for each WSIB account registered in the program unless they share the same organizational ID. If you have multiple accounts under the same organizational ID, you can choose to complete one assessment and apply the results to all related accounts. See the FAQ at the end of this guide for more information.

To complete the assessment on the digital tool:

1. Click the **Dashboard** button.
2. Click the **Assessment** button.
3. Once you've answered all the questions, click the **Done** button.



The assessment results will indicate a Foundation, Intermediate, or Advanced program level and a list of recommended topics for you to consider (look for the star beside the topic names). However, you're not limited to the recommended topics; you can select any of the 36 topics based on the needs of your business. See the **Categories for topic selection** and **Selecting your health and safety topics** sections below.

The health and safety culture survey


The WSIB's health and safety culture survey is another resource to help you identify program topics you may want to work on – it helps you assess how your employees feel about your business's health and safety practices. The survey is an optional and anonymous 13-question survey.

Step 1: Join

To complete the culture survey while logged into the digital tool:

1. Click the **Dashboard** button.
2. Click the **Culture survey** button.

To share the survey with your employees:

1. [Log into the digital tool.](#)
2. Click on the **Dashboard** button.
3. Click the **Culture survey link** button.
4. Paste the link in the body of an email and send it to all your employees (or a representative group of employees). When an employee clicks on the link, they can complete the survey.

Please refer to our **Health and Safety Culture Survey Guide** linked at the end of this guide for more information on the survey benefits and how to interpret your score.

Choosing topics

Now that you're familiar with the digital tool, your next step is determining what topics you want to include in your action plan. We've also included some helpful information below and in the FAQs.

Selecting health and safety topics

Choosing the most appropriate topics requires planning. You'll want to consider your current health and safety program and how you might build on it. Your health and safety assessment results will help, and you can look at your injury record online on [Safety Check](#), review inspection reports, employee feedback, internal audit assessments and other sources of information to understand where your health and safety program can be developed. Consider the following:



- What hazards are causing your employees to become injured or ill?
- Are parts of your health and safety program broken or not working as intended?
- Are you meeting legislative compliance requirements?
- Have you received any compliance assistance or orders from the Ministry of Labour, Immigration Training and Skills Development (MLITSD)?

Tip: You can review descriptions of each health and safety topic, topic requirements, and examples of topic submissions on the digital tool.

Step 1: Join

Categories for choosing topics

Once you've identified areas to build your health and safety program, you can select topics that will matter most to you. You'll need to select topics that are either:

- New initiatives for your business
- Related to efforts you've made in the past that aren't working well and aren't improving health and safety the way you thought they would.

Important: Please make sure you review the topic requirements when selecting topics. Larger businesses (i.e. those with more than 100 employees) must provide a rationale in the digital tool that explains why you want to repeat a topic under categories 2 or 3. See below for more information on how to provide a rationale.

There are five categories of topic selection:

Categories 1, 3 and 5 are new health and safety initiative topics and categories 2 and 4 are previously implemented health and safety initiative topics.

1. A health and safety initiative that is **new** to your business.
2. A health and safety initiative you previously implemented, but due to a significant gap, has not effectively controlled risks.
3. A **significant change** in your workplace, such as adjusting your business model during the pandemic, where the change has led to risks not being controlled.
4. Addressing a hazard in your workplace that has not been previously controlled. In this case, you would select the Control of Hazards topic.
5. Reselecting a previously selected topic that was not completed (i.e. on a previous action plan, you deferred the topic or it was deemed **incomplete** by the WSIB validator). To reselect a topic, it must meet topic selection requirements.

Please see the **FAQs** that are linked at the end of this guide for more information, and speak with your program provider for additional guidance.

Ineligible for selection – continuous improvement

When thinking about choosing which topics to work on, it is important to note that topics that have already been implemented and are in a continuous improvement cycle are not eligible. Continuous improvement is the ongoing review and updating of policies, procedures or health and safety processes.

Selecting the Control of Hazards topic

We have one topic that you can select multiple times – the **Control of Hazards** topic. A hazard is a source of potential harm or adverse effect on something or someone. There are six categories of hazards: chemical, physical, ergonomics, psychosocial, biological and safety. Control measures are initiatives put in place by an organization to remove or reduce exposure

Step 1: Join

to a hazard. Control measures include all activities needed to protect people at work from getting ill or injured from a specific hazard.

You can select this topic when you identify a new hazard or when you need to control an existing hazard more effectively. However, when selecting the Control of Hazards topic, **you must identify the specific hazard(s) you plan to address in the comments section** of your action plan in the digital tool. The hazard you select should not be too narrow or isolated. For example, “falls related to icy walkways” could exclude other slippery surfaces. The hazard

should be broader in scope so you can address the same hazard in multiple scenarios and/or locations.

Note: The Control of Hazards topic is not intended to address all hazards in your workplace at once or help you to develop a generic hazard control program. Also, although it's not mandatory, we recommend that you complete the **Recognition of Hazards and Risk Assessment topics** before selecting the Control of Hazards topic.

If you'd like to select the **Control of Hazards** topic, your provider can work with you to help identify the specific hazard(s) you'd like to control. For examples of hazards that can be selected for the Control of Hazards topic, download or view the **FAQs** that are linked at the end of this guide.

Creating an action plan

Once you've decided which topics you want to work on, you need to confirm your choices on the digital tool. The collection of topics you select is called your **action plan**.

Selecting your topics

To create your action plan, first confirm your topic choices:

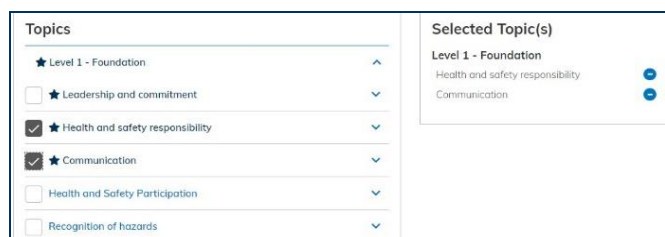
1. Click the **Dashboard** button.

2. Click the **Select action plan topics** button.



3. You'll notice that the topic and level recommendations from your health and safety assessment are marked with a star. To see a description of the topic, click it or the drop-down menu beside it. On this screen, you may also see information on topics that support each other – if you want to choose those topics, we recommend that you work on them simultaneously.

4. Select between one (1) and five (5) topics from the drop-down list by checking the box beside it. Once you check the box, the topic is displayed in the box on the right titled **Selected Topic(s)**.

A screenshot of the 'Topics' selection interface. On the left, under the heading 'Topics', there is a list of topics with checkboxes and star icons. The 'Health and safety responsibility' and 'Communication' topics are checked. On the right, under the heading 'Selected Topic(s)', the 'Level 1 - Foundation' topic is selected, and its sub-topics, 'Health and safety responsibility' and 'Communication', are listed below it with blue circular icons.

Step 1: Join

If you need to remove a topic from your **Selected Topic(s)** list, click the blue circle beside the topic you want to remove.

Scoping

While some businesses may have the resources to implement their action plan throughout their entire business, others won't. Businesses with multiple locations or lines of business can choose to implement their action plan across a part, but not all, of their organization – this is called scoping. You may be interested in scoping your action plan if you don't think you'll be able to implement your chosen topics throughout your entire business.

If you've decided that you'll be implementing your action plan in less than 100 per cent of your lines of business, locations, or sites, you'll need to indicate that you'll be scoping your action plan. To scope your action plan, click the **Scoping implementation** button and input the percentage of your payroll impacted by the action plan (where the change will be made). Please see our **FAQs** linked at the end of this guide for more information, and speak with your program provider for additional guidance.

Providing a rationale for topics

Note: This section only applies to businesses with 100 or more full-time employees. If your business employs fewer than 100 full-time employees, skip to the section on saving your action plan below.

If you've selected topics that you've implemented in the past (categories 2 or 3 above), you must provide a rationale for reselecting them that answers the following questions:

- Which category is your topic in?
- Why are you selecting the topic?
 - For Category 2: Explain why your existing initiative is not working. Include any data of the effectiveness gap and its significance to support your statements.
 - For Category 3: Explain the significant change in the workplace.
- How will developing the topic again make your workplace healthier and safer?
- What meaningful outcomes do you expect to achieve by working on this topic?

Tip: Provide your rationale by either uploading a topic selection document in the digital tool or by providing a comment in your draft action plan. Check with your provider on which option to use.

Uploading your rationale (if required)

To upload a rationale as a topic selection document:

1. Click the **Choose File** button under the Topic Selection document header and upload your document.

Topic selection document

Choose File No file chosen

One file only.
256 MB limit.
Allowed types: pdf doc docx.

Step 1: Join

2. Follow the on-screen prompts to enter your contact information. Click the **Create contact information** button to save your contact information. This will make your information available to the WSIB team, as we may need to contact you while you're in the program.

Saving your action plan as Draft

1. Click the blue **Save** button at the bottom of your page. The **Save as** box at the bottom of the screen should display **Draft** when you save a version not yet ready to send to your provider for approval.
2. If you want to go back into your **Draft** action plan, click on the **Dashboard** button and then the blue **View/edit** action plan topics button.
3. Once you've saved your draft action plan, you can add notes to help explain your topic selection. Comments are visible to everyone, including your program provider and the WSIB. In the **Action plan status** table, click the **View** button beside your **Draft** action plan to add notes or comments. For example, if you've chosen the Control of Hazards topic, this is where you would include the specific hazard you plan to work on.
4. Add your comments in the displayed field, and click the **Save** button under the table.

Saving your action plan as Ready for Review

1. To submit your **Draft** action plan to your provider for review, scroll down to the **Change to** box at the bottom of the screen and click the blue down arrow to change the status of your action plan from **Draft** to **Ready for review**. Click the **Save** button.
2. You'll receive a confirmation message at the top of your screen that shows the status of your action plan. This will change from **Draft** to **Ready for provider review**.

Once you've saved your draft action plan, your provider will be notified that it's ready for review.

Your provider must approve your action plan within 90 calendar days, or it will expire.

Step 1: Join

Once your provider approves your action plan:

- You'll receive an email telling you that it's approved (if you've chosen to leave your email notifications on).
- Your action plan status in the digital tool will change from **Ready for provider review** to **Approved**.

Note: If your provider doesn't approve your draft action plan within 90 days, your action plan status will change from **Draft** to **Draft expired**. If this happens, please contact your provider.

Step 2: Develop

Introduction: Develop

Now that you've selected your Health and Safety Excellence program topics and created an action plan, it's time to develop and implement them, so they're a part of your business's everyday activities.

Developing a topic means fully implementing the new process or initiative based on your topic. For your topic to be considered fully developed and implemented, that new process or initiative must become an integrated part of your everyday business operations.

Timeline for implementing a topic

You have up to 12 months to implement all of the topics in your action plan and have your work validated by a WSIB team member. Once you've completed all the topics in your action plan, you'll be eligible for your rebates.

The time it takes to develop a topic depends on the topic(s) you've selected and the resources available at your business. Your action plan will expire up to one year after it's approved – if you're worried that you won't complete all of your topics before it expires, please talk to your provider.

Developing a health and safety topic

Your program provider will help you develop your topics and will support you through the planning, communicating, training, testing, and analysis work you'll do for each topic.

You'll need to choose an implementation model to help you develop your topic and make sure it becomes a part of your business's everyday processes. An implementation model helps you develop and implement your topic by breaking down your activities into smaller, actionable steps. You'll also use the steps in your implementation model as the basis for your evidence story, which is described in the next section.

Your program provider will help you choose an implementation model based on which model will meet your business's needs – here's a list of the options:

- Option 1: The WSIB's five steps to managing health and safety
- Option 2: The Plan-Do-Check-Act (PDCA) model
- Option 3: Another model that your program provider approves

The implementation model you choose will give you a framework to develop the topic by considering:

- What are you hoping to achieve in developing this topic?
- What are the topic requirements?
- What resources do you currently have to draw from?
- What is the best way to communicate with employees?

Step 2: Develop

- What is the best way to train your employees on this topic?
- Who'll be impacted by the implementation of this topic?
- How will you measure success and make any necessary improvements?

Once you've developed a topic and have implemented a new process or initiative, you'll need time to analyze how it's working to refine it and then acknowledge your results.

Here's an outline of what happens during each step of the two most frequently used implementation models (PDCA and the WSIB's five steps to managing health and safety). You can also find examples of each step in the **HSEp Sample topic evidence stories** posted on the digital tool and linked at the end of this document.

Step 1: Plan or set a standard

The first step in implementing a health and safety topic is planning (or setting the standard) for what needs to be done to integrate the topic into your everyday business operations. During this step, you'll create documentation, like a policy or procedure that outlines:

- Your business's expectations and commitments regarding health and safety – the "what"
- The overall goal you want to achieve and how the workplace will be healthier and safer when you implement this new standard – the "why"
- A list of actions that need to occur – the "how"
- A list of how the new process will impact employees, contractors, and customers/visitors – the "who"
- Timing for your plan on making the changes – the "when"
- A list of which of your locations, site, or lines of business will be impacted by the change – the "where"

Consider the topic requirements when creating these documents (policies or procedures). We've made the topic requirements document available on the digital tool, so you can reference it whenever necessary.

Step 2: Do or communicate and train

After your business has approved the plan (or standard) and any related documents, it's time to take action. This step involves communicating, training, and embedding your health and safety initiatives into everyday business operations, so the topic is living and breathing in your organization.

Tip: Communication and training are not the same. Communication involves telling your team about the changes that are being made, when they can expect training, and what the results of the work are expected to be. Training involves learning new skills and knowledge.



Step 2: Develop

Be sure to check with your program provider about any required training related to your chosen topics. All of your impacted employees will need to be provided with the necessary training – impacted employees include anyone who'll use the new information in their job.

Although communication is a priority in this step, you'll want to make sure that you engage with employees throughout the development of your topic.

Step 3: Check or evaluate

You'll need to monitor your health and safety topic throughout implementation, but you'll perform a formal evaluation in this step. You'll test whether your health and safety topic is working the way you intended.

If a flaw or gap is detected, you'll want to know where the issue started. Look for opportunities to test and gather results at different points throughout the development of your topic so you can determine how successful your efforts are and can address any issues.

For instance, you could conduct emergency drills, perform a mini health and safety audit or pilot new screening measures for workplace hazards. Review your policies and procedures and determine if they are being used correctly.

Don't rush your evaluation – allow time between when you implement a new process or initiative and formally assess it. Wait until all evaluation activities are finished before determining if the new topic provides the results you expected. The overall purpose of this step is to answer the question: did you do what you set out to do, and is it working to address the issue?

Step 4: Act or acknowledge success and make improvements

This step involves looking at the results of the “check” or “evaluation” you performed in the last step. This can be achieved by creating a continuous improvement plan to fill gaps you identified and act on any lessons you've learned. You'll want to routinely evaluate and improve based on observations, feedback and analysis.

This step also includes recognizing all employees who participated in implementing the topic and acknowledging their input. Employees need to know that their contributions are valued to ensure the continued success of your health and safety program.

Tip: It's important to maintain the topics you've already completed to ensure your health and safety program remains current and effective. Although not required, we recommend that you continually re-assess previously completed topics using the implementation model you selected.



Step 2: Develop

Collecting evidence

As part of your work to develop and implement your topic, you'll need to provide an evidence package. An evidence package is made of two things:

- An evidence story is a description of the activities and work you did to implement a topic and meet program requirements.
- Materials like photos, videos, and documents support and help explain your evidence story.

We recommend that you start writing your evidence story and collecting your supporting materials when you start implementing your topic. This approach gives you a chance to capture the details as you go, so you don't have to worry about trying to remember everything months after the work was done. This process will also help your provider when it comes time to submit evidence in the Demonstrate step.

Note: Once you've uploaded evidence, you can easily remove, edit and re-upload it as needed while you finish implementation.

You'll find more information on evidence packages and the validation process in Step 3: Demonstrate guide. Please work with your provider on preparing your evidence package and using the resources provided through the digital tool.

Is your topic ready for the demonstrate step?

To check whether you're ready to demonstrate your topic to the WSIB, which is described in **Step 3: Demonstrate guide**, answer the following questions:

- Have you developed your topic according to the specific requirements?
- Have you used an implementation model (WSIB's five steps, PDCA or another provider-approved model) to develop your topic(s)?
- Have you created documented information (e.g. procedure, policy, standard, work instructions, process flow, etc.) outlining who does what, when, where, and how?
- Do you know if you meet legal requirements, standards, and codes relevant to the topic(s)?
- Did you clearly document how you communicated, trained, and evaluated your topic(s)?
- How are you measuring results and determining if the intended outcomes were achieved?
- Does your program provider agree that you're ready for the demonstration step?

Step 3: Demonstrate

Introduction: Demonstrate

You've implemented your topic(s) and are now at step three: Demonstrate. It's time to show us how you did – otherwise known as the WSIB's validation process.

We've designed the WSIB's validation process to be a positive experience. It's an opportunity for you to receive feedback on the work that's been done, insights on best practices and recommendations for ongoing improvement from the WSIB's validator.

Tip: Our validation process focuses on the topics you've implemented to make sure they're complete and are living and breathing in your workplace. It's your business's responsibility to make sure the terms of the *Occupational Health and Safety Act*, regulations or other applicable legislation are met.

If you need a reminder of some of the more technical terms, please see the **Glossary of Terms** available for download on the digital tool and linked at the end of this document.

Support for smaller businesses

Additional support with the validation process is available to smaller businesses (1-99 employees). If your business regularly employs between 1-99 people, we recommend you connect with your program provider before continuing with this guide.

The validation process



The validation process:

1. Create an evidence package
2. Upload evidence package to the digital tool*
3. Desk validation
4. Onsite validation (will be done for a select number of businesses)**

* Your program provider will approve your evidence package and submit it to the WSIB on your behalf

** Only a select number of businesses will receive an onsite validation

Step 3: Demonstrate

The purpose of WSIB validation is to:

- Check that your topics are complete, based on the topic requirements.
- Confirm that the workplace activities you outline in your evidence package are happening the way you've described.
- Confirm that the topic is living and breathing at your workplace, meaning the topic has become a part of your day-to-day business activities, resulting in a healthier and safer workplace.
- Ensure you have used an approved implementation model.
- Provide information on any gaps, health and safety best practices and recommendations for improvement

Tip: You don't need to submit all your action plan topics for validation at the same time. You can submit topics as you implement your action plan.

Is your business Certificate of Recognition (COR™) certified?

We've developed a streamlined validation process for the Health and Safety Excellence program members who are COR certified. Check out our **Guide for HSEp members registered in COR™** available on our digital tool and linked at the end of this document for more information if this applies to your business.

Step 1: Create your evidence package

You need to create an evidence package for each topic in your action plan. Your program provider will work with you to ensure your evidence package best represents your work, and they will submit it to the WSIB on your behalf.

Each evidence package you submit will include:

1. An **evidence story** that describes how you developed the topic in your workplace.
 - Your evidence story must reflect all locations if your action plan covers multiple locations, accounts or sites.
2. **Supporting materials** you have collected while implementing your topic, like audio or video recordings, policy documents, meeting minutes, etc.
 - If your action plan covers multiple sites, locations, accounts or sites, your supporting materials must reflect at least 20 per cent of your locations.



Step 3: Demonstrate

If you have more than one account under one organizational ID (Org ID), your evidence package must represent all of the accounts under that Org ID. See our **FAQs** on the digital tool and linked at the end of this document for the specific validation requirements for accounts under one Org ID.

Tip: For businesses with fewer than 100 employees, an evidence package template is available for you to use. Please speak to your program provider to learn more.

Writing an evidence story

We recommend you organize your story using the steps of the implementation model (i.e. the Plan-Do-Check-Act cycle or the WSIB's five steps to manage health and safety) as described in below. Your evidence story overall explains:

- Why, when, how, and where (e.g., locations, line of business) you implemented your topic.
- Whether the topic was scoped.
- Who was involved and how you determined it was effective – include specific details, including dates, locations, and names of those involved.

Tip: You can find **HSEp Sample topic evidence stories** on the digital tool that show how other members have written their evidence stories; these are also linked at the end of this document.

Begin your story by providing general background information on your company, such as what your business does or produces, the organizational structure, the number of worksites or locations, the number of employees, etc. Then, think about the steps you took to plan and develop your topic.

PLAN OR SET A STANDARD

- What was included in your plan for implementing the topic? Describe your goals.
- Did you create a policy or procedure, and what criteria did you include?

DO OR COMMUNICATE AND TRAIN

- How did you communicate with and train employees?
- How did you ensure full implementation in your workplace?
- Where in the business was the topic implemented?
- What was the timeframe?
- Who was involved?

CHECK OR EVALUATE

- How did you monitor and measure your activities related to the topic?
- Is the topic doing what you thought it would do?
- How do you know?

Step 3: Demonstrate

ACT OR ACKNOWLEDGE SUCCESS AND MAKE IMPROVEMENTS

- How did you make changes based on your evaluation?
- How did you address any gaps in implementation?
- How did you acknowledge success?

Supporting materials

To help us confirm that a topic has been fully implemented at your workplace, you'll need to submit supporting materials to complement each topic's evidence story.

Your supporting materials should match your evidence story and demonstrate how the topic is living and breathing in your workplace. For example, if you told us you created a lockout procedure, consider including a video of someone performing a lockout or submitting the procedure. You can include up to five (5) files of supporting materials at up to 50 MB per file for each topic.

When selecting or creating your supporting materials, you might want to consider different formats, including documented information and records, images, videos, and interviews. It's best to provide clear and direct materials (avoid long, detailed materials like your company's health and safety manual or extensive records). Your program provider will help you figure out the best materials to support your evidence story. At a minimum, the validators will want to see any related policies or procedures.

EXAMPLES OF SUPPORTING MATERIALS

Documentation



- Standards, policies, procedures, safe work instructions, process flowcharts
- Records like completed forms, checklists, schedules, reports, training records, emails, memos, and meeting minutes
- Signs, posters, newsletters

Photographs



- Use to demonstrate the location of items (e.g. first aid kits, health and safety board)
- Images of before and after implementation

Video/audio recordings



- Document interviews with managers, supervisors, and employees
- Use to explain processes and complex information such as evaluation findings

Tip: The validator can't make assumptions about what your supporting materials demonstrate. If possible, within each supporting material file, include:

- Name and title of the person who created the evidence and those that appear in the evidence (e.g. video recording).

Step 3: Demonstrate

- Date the evidence was created.
- How the supporting material relates to the evidence story.

Some businesses have named their evidence files within their evidence story under each step/section.

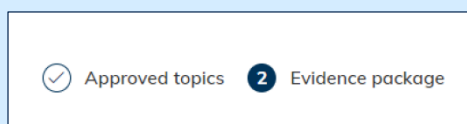
The digital tool accepts the following formats: .doc, .docx, .flv, .gif, .jpg, .jpeg, .mov, .mp3, .mp4, .pdf, .png, .ppt, .pptx, .txt, .xls, and .xlsx.

Step 2: Save your evidence package in the digital tool

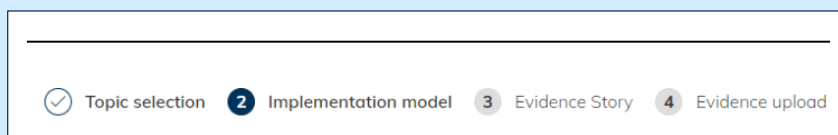
Tip: You don't need to upload all of your evidence packages at the same time. You can upload your evidence story and supporting material files as you develop topics. However, the WSIB needs to receive evidence for all topics before your action plan expiry date to qualify for a rebate and badge.

The process of submitting evidence depends on when you joined the program. Use the images below to help guide you.

Do you see this image? Please follow the instructions below.

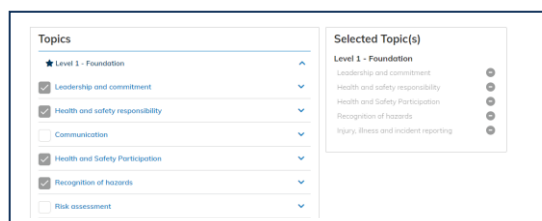


Do you see this image? Please follow the instructions in the **FAQs** on the digital tool and linked at the end of this document.



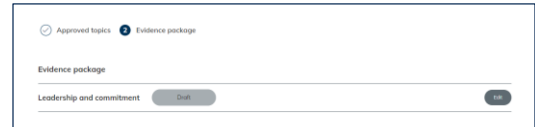
Uploading your evidence story and evidence files

1. Click the **Approved Topics** button in the process bar at the top of the screen. A table on the right side of your screen will display your “Selected Topic(s).”

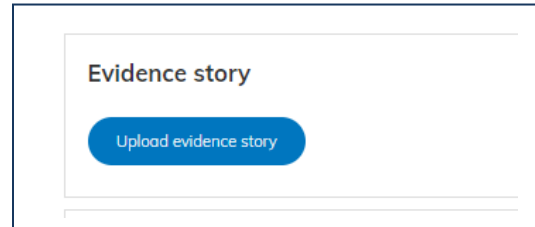


Step 3: Demonstrate

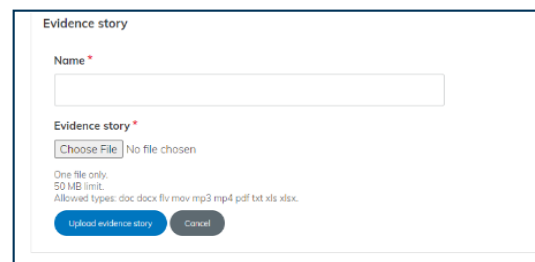
2. Click on **Edit** to open the topic you have evidence for. This will open the section where you will upload one (1) evidence story document and up to five (5) evidence supporting materials.



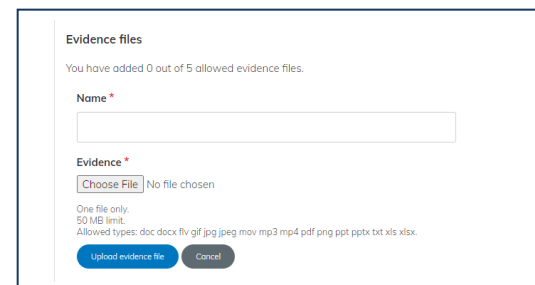
3. To add your evidence story document (max One (1) file at 50MB), click the **Upload evidence story** button (top blue button).



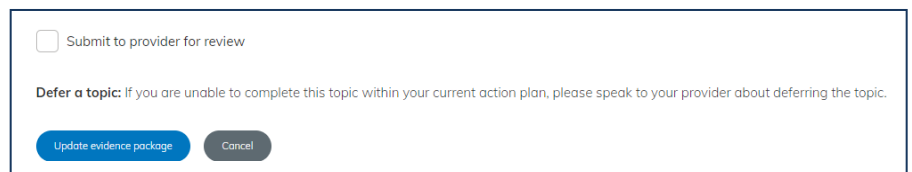
4. Click on the gray **Choose file** button to select your evidence story file from your computer **or** drag and drop the file from your desktop over that button. Once the file has uploaded, click the blue **Upload evidence story** button.



5. To add your evidence supporting material files (max five (5) files per topic at 50MB per file), click the **Upload evidence file** button (2nd blue button from the top) and follow the same process in the step above to select and upload each file.



6. When you've finished uploading your evidence files, click the blue **Update evidence package** button and then **Save** at the bottom to save your work.



Tip: Changes to contact information for the action plan can be made by clicking the **Approved Topics** button in the process bar, and scrolling down to the **Employer contact information** box, where you can **Edit** or **Add new contact information** for your business. Remember to click the blue **Save** button at the bottom to save your changes.

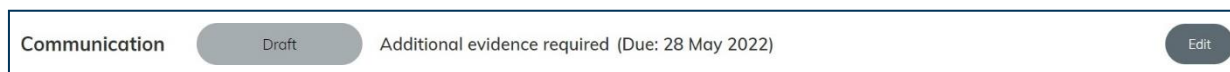
Step 3: Demonstrate

Step 3: Submit your evidence package for provider review

Once your evidence package is saved in the digital tool and ready for submission, you'll submit it to your program provider. Once they have reviewed and approved your package, they'll send it to us.

Tip: Each time you submit a topic, please ensure your contact information is correct and include your phone number and email address in case the WSIB validator has questions about your evidence package.

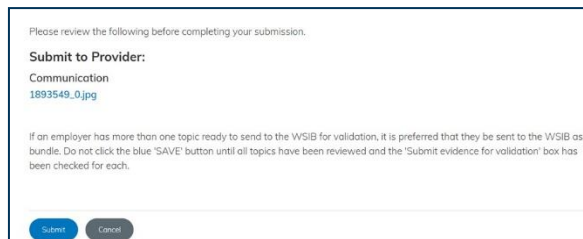
1. On the **Evidence package** page, click **Edit** beside the topic you want to submit.



A horizontal card representing a topic. On the left, the text 'Communication' is followed by a grey pill-shaped button labeled 'Draft'. To the right of the button is the text 'Additional evidence required (Due: 28 May 2022)'. On the far right of the card is a grey pill-shaped button labeled 'Edit'.

2. Check the box beside Submit to provider for review.
3. Click the blue Update evidence button. Continue for each topic you want to submit to your provider.

4. Scroll to the bottom of the screen and select the Save button.



A dialog box with a white background and a thin border. At the top, it says 'Please review the following before completing your submission.' Below that, it says 'Submit to Provider:' followed by 'Communication' and '1893549_0.jpg'. A larger block of text follows: 'If an employer has more than one topic ready to send to the WSIB for validation, it is preferred that they be sent to the WSIB as a bundle. Do not click the blue 'SAVE' button until all topics have been reviewed and the 'Submit evidence for validation' box has been checked for each.' At the bottom, there are two buttons: a blue 'Submit' button and a grey 'Cancel' button.

5. Review the topics and evidence files on the Evidence Confirmation screen to ensure all the details are correct. Click the Submit button to send it to your provider.

6. The topic's status will change from Draft to Ready for provider review.



A horizontal card representing a topic. On the left, the text 'Recognition of hazards' is followed by a green pill-shaped button labeled 'Ready for provider review'. On the far right of the card is a grey pill-shaped button labeled 'Edit'.

If your program provider feels your evidence package isn't ready for WSIB validation, they'll change the topic status back to Draft and contact you to discuss what is needed.

7. Once your provider confirms that your evidence package is ready, you'll receive a notification that the topic was submitted to the WSIB. The topic's status will also change from Ready for provider review to In progress.



A horizontal card representing a topic. On the left, the text 'Recognition of hazards' is followed by a green pill-shaped button labeled 'In progress'. On the far right of the card is a grey pill-shaped button labeled 'Edit'.

WSIB desk validation

A WSIB validator will review your evidence package, and they may contact you with questions or provide you with an opportunity to explain your evidence package further.

Step 3: Demonstrate

Tip: It's likely that one or more of your topics will be selected for an onsite validation at some point. We recommend that you plan as though your topic will be selected for onsite validation.

If you subscribe to notifications through the digital tool, you'll receive a notification when the WSIB has validated a topic.

The WSIB will validate a selection of topics in each action plan as determined by the WSIB validators. Members must submit evidence for every topic in their action plan.

Results status

Results of the desk validation will be visible to both you and your program provider in the digital tool.

From your dashboard, scroll to the **Action Plan Status** table. Click **Edit** beside the action plan you want to review.



To see your validation outcome and any validator comments, click **Edit** beside the topic name. Take the time to read the validator's letter as it may outline valuable opportunities for further improvement.

Here's the feedback you may see and what it means:

Complete

- The evidence package supports the topic requirements and demonstrates that it's living and breathing at your workplace.
 - Please note: the topic may still be selected for onsite validation. If you're selected for an onsite validation, you'll be contacted within 60 calendar days of your last topic's validation date. Your validation results will be considered final once your action plan status changes to **Closed**.
- When your action plan is closed, all of your topics with a **Complete** status are eligible for a rebate.

Eligible for a rebate without WSIB validation

- The topic has been marked complete without a WSIB validation.
- When a topic is not validated, it will be marked as **Complete** on your digital tool dashboard. The validator will leave confirmation in the comments that your topic was not validated. **Please note that topics not desk-validated may still be selected for onsite validation.**

Step 3: Demonstrate

Additional evidence required (AER)

- Based on your evidence package, the topic requirements have not been met, and it's unclear whether the topic is living and breathing in your workplace. The WSIB validator will provide feedback on any gaps they've identified, so you can revise your evidence package by uploading **one** additional supporting document on the digital tool.
- **Your program provider must submit additional evidence within 60 calendar days of the notice.** The deadline for your provider to upload your additional evidence will be displayed beside the topic name. You need to ensure that your provider has enough time to review and submit your new evidence before this date.
- The topic's status will change from **In progress** back to **Draft**.

Communication	Draft	Additional evidence required (Due: 28 May 2022)	Edit
---------------	-------	---	------

- For more details, please see the section below on addressing validator comments.

Incomplete

- The additional evidence the validator requested was either not submitted within 60 calendar days or did not fully address the gap(s) identified by the validator. In this case, the topic does not qualify for a rebate. You can select the topic again on a future action plan if it meets topic selection criteria.
- A topic may also be validated as **Incomplete** if we did not receive an evidence package before the action plan expiry date.

Addressing validator comments

The letter from the validator will highlight any identified gaps. You are free to discuss comments with the validator. Follow the steps outlined in Step 2: Save your evidence package to revise your story or upload new supporting materials to address the identified gaps. Resubmit the topic to your provider to review and send to the WSIB.

Action plan status changes

Your action plan status will change from **In progress** to **Pending closure** when either of the following happens:

- All of the topics in your action plan have been through the desk validation process

Or

- Your action plan expiry date has passed, and one or more topics are still in progress of being validated

The action plan status will stay in **Pending closure** while you wait to be notified whether or not any of your topics will be selected for an onsite validation. If your topics are not selected for onsite validation, the action plan status will change to **Closed**.

Please see the Glossary of Terms for a complete list of action plan statuses and their description.

Step 3: Demonstrate

Onsite validation

In addition to a desk validation, some members will receive an onsite validation at their workplace. Members have shared that this experience has been positive because it provides an excellent opportunity to ask questions, discuss any additional feedback and help plan for the future.

An onsite validation gives you free access to a health and safety expert who will share their expertise and best practices for improving your health and safety program. People who have experienced an onsite validation have let us know that it was a beneficial experience that helped them strengthen their businesses' health and safety program.

An onsite validation builds on the results of the desk validation by helping to confirm that a topic is living and breathing in your workplace. Onsite validation is not an audit of your entire health and safety program – it's just a more detailed review of completed topics in your current action.

If you're selected for an onsite validation:

- You'll receive notice within 60 calendar days of the desk validation of your last topic.
- We'll work with you to arrange an appropriate time for the visit.
- You need to participate to remain eligible for rebates and level badges.

If you decide not to participate, your topic(s) will be **incomplete**. However, you may reselect these topics in a future action plan if they meet the selection criteria.

The validator will determine the topics and sites they plan to review, and you'll need to provide access to all appropriate locations or work sites. Typically, onsite validation of a single location will require two to four hours, and the validator may gather and record evidence in many ways, including:

- Touring your workplace
- Reviewing documents and records
- Interviewing employees
- Observing job tasks

We recommend that you prepare in advance by gathering your supporting materials and ensuring your employees know that the validator may want to talk with them. We also recommend connecting with your program provider, who may offer additional support in preparing for the validation.

You'll be eligible for a rebate when the onsite validation is finished and your topics are deemed complete.

When a validator determines topics have not been fully implemented

If the validator determines that one or more of your topics has not been fully implemented during an onsite validation, either of the following will happen:

Step 3: Demonstrate

- If the topic was previously deemed complete during the desk validation, you would be given 60 calendar days from the date of the onsite validation to provide additional evidence through the digital tool. The 60 days includes the time it takes your provider to review your evidence before submitting it to the WSIB. The topic status will change from **Complete** to **Draft**.
- If you were given 60 calendar days to address gaps for the topic at desk validation, the topic would now be deemed incomplete. The topic status in the digital tool will change from Complete to Incomplete, and it will not qualify for a rebate or badge. If it meets the topic selection criteria, you may select it again on a future action plan.

Action plan expiry and deferring a topic

Your action plan expires up to 12 months from the day your provider approves your action plan. If you don't submit evidence packages for any topics in your action plan, they'll be considered **Incomplete**. If the topic meets the selection criteria for a future action plan, you can select it again and may be eligible for a rebate.

You may choose to defer a topic when:



- You have not started or finished a topic on your action plan, and you don't have time to implement and submit your evidence before your action plan expires.
- The WSIB validator has returned a topic as AER, but you can't address the gap(s) within 60 calendar days.

If you can't implement a topic before your action plan expires or you're unable to address gaps identified by the validator within 60 calendar days, you can defer it. If you choose to defer a topic, you are not eligible for a rebate for that topic. On a future action plan, you may select the topic again and be eligible for a rebate for completing it at that time. Please discuss deferring topics with your provider.

Finalizing your validation results

Once your action plan status changes from **Pending closure** to **Closed**, your validation results are considered final. Shortly after your action plan is closed, you'll receive an achievement report on the digital tool.

Reconsideration of validation results

If you'd like to have your validation results reconsidered, you can submit a reconsideration request within thirty days of receiving your achievement report. You'll receive a notification once your achievement report is available.

To request a reconsideration, click the link at the bottom of the achievement report – the deadline for completing your reconsideration request will also be displayed on the achievement report.

Once we've taken another look at your submission, you'll find an update in the comment section on the action plan page.

Step 4: Achieve

Introduction: Achieve

Congratulations! You're on the way to building a more sustainable health and safety program. Be proud of your work to prevent injuries and illnesses – it's time to celebrate and reflect on the positive change within your workplace. Consider sharing your success in a company newsletter or hosting an all-staff meeting to discuss your accomplishments and your goals for moving forward.

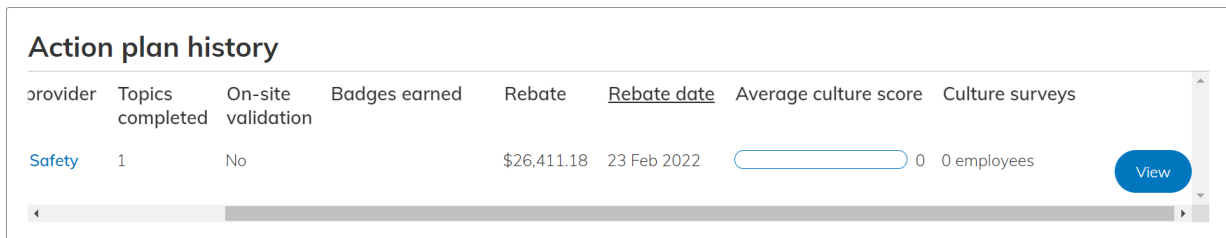
This guide will help you showcase your efforts and make the most of the rebates and badges available through the Health and Safety Excellence program.

Achievement reports

Once all of your topics have final validation status and the WSIB has completed an eligibility review, you'll receive an account-specific achievement report. This achievement report will outline your accomplishments, including validation results, the rebates and badges you've earned and where you are in completing program levels. Consider sharing your achievement report with your employees to acknowledge success and their participation in the program.

To access your achievement report:

1. Go to the digital tool dashboard and scroll to the **Action plan history** table.



provider	Topics completed	On-site validation	Badges earned	Rebate	Rebate date	Average culture score	Culture surveys	
Safety	1	No		\$26,411.18	23 Feb 2022	0	0 employees	View

2. Click the **View** button.

Badges

The positive changes you make in your workplace through the Health and Safety Excellence program can help strengthen your brand. That's why we've created program badges that you can use to showcase your health and safety commitment to your customers, employees, and community. As you progress through the program, your achievements will be rewarded with level badges when you successfully complete all topics within a program level.

Member

You will have received your member badge when your first action plan is approved.



Step 4: Achieve

Foundation

Meeting the foundation level demonstrates a clear commitment to physical and psychological health and safety and lays the foundation for an effective workplace health and safety system.



Intermediate

At the intermediate level, the business has developed a working occupational health and safety management system and an effective return-to-work program. There is a clear commitment to health and safety from all levels of business where activities are taking place to prevent workplace injuries and illnesses before they occur.

Advanced

Achieving the advanced level is the highest recognition within the Health and Safety Excellence program. It confirms that the business has a sustainable occupational health and safety management system (OHSMS) aligned with industry best practice standards, and continuous improvement activities ensure a current and effective system.

Badges are available to download from the **Badges Earned** table on the digital tool dashboard.

Rebates

Rebates are issued on a quarterly cycle. The date you receive your rebate will depend on when you finish the validation process for all of the topics in your action plan. Speak to your program provider for rebate payment dates.

Rebates are issued by cheque unless you have a balance owing to the WSIB, in which case your rebate will be applied to your WSIB account first. You'll be able to see any issued rebates on your WSIB account statement.

To be eligible for a rebate, your business will need to meet the following eligibility criteria:

- Be a Schedule 1 employer.
- Have one or more action plan topics validated as “complete”.
- Have had no violations of the Workplace Safety and Insurance Act (WSIA). A member charged under WSIA must wait two years (Limitations Act of Ontario) from the date of the charge to the date of the compliance check before they are eligible for a rebate.
- Have no allowed traumatic fatality claims from the date your action plan was approved to the date the rebate is issued.

Calculating your rebate

Understanding your predictability

Your predictability measures how much we can rely on your past claims experience and

Step 4: Achieve

insurable earnings to predict future outcomes.

- If your predictability is 20 per cent or less:
 - For each completed topic you'll receive a rebate of two per cent of your prior year's reported WSIB premiums.
- If your predictability is 20.1 per cent or more:
 - For each completed topic you'll receive a rebate of 1.4 per cent of your prior year's reported WSIB premiums.

You can find your predictability percentage on your annual WSIB statement or visit your online account at wsib.ca.

Rebates for a typical action plan

To calculate your rebate, multiply the following three factors:

- The total reported premiums the prior year
- 1.4 or two per cent, depending on your predictability
- The number of topics you completed

For example, if your reported premiums the prior year were \$50,000, your predictability is less than 20 per cent and you've completed five topics, your calculation would look like this:

$$(50,000 \times 2\%) \times 5 = \$5,000$$

Support for smaller businesses

Smaller businesses (1-99 employees) will receive double the rebates completing an action plan before December 31, 2023 (retroactive to March 2022). Speak to your program provider to learn more.

Rebates for a scoped action plan

If you scoped your action plan, you'd calculate your rebate as follows: **Total rebate** = (Payroll impacted by scoping / Total account payroll) X WSIB account premiums X 1.4 or two per cent based on predictability X number of topics.

Reinvesting in health and safety



Continually investing in health and safety makes good business sense. A study done by the Institute for Work and Health in 2021 revealed that the average business spends approximately \$1,300 per year per person on health and safety-related expenditures.

That study also showed that businesses who have a strong health and safety program benefit financially from:

- Avoiding direct and indirect costs related to injury and illness claims

Step 4: Achieve

- Employee morale and satisfaction
- A strong reputation
- Improved production quality

In other words, employees who feel supported in a safe environment can focus better on their work and their customers. These are referred to as intangible benefits.

When benefits were compared to spending in these high-performing businesses, the study found that 68 per cent of participants had a return of \$1 or more for every dollar they invested in health and safety.

Networking and sharing best practices



Connecting with like-minded companies through events like networking meetings can be a significant advantage in helping grow your health and safety program. Learning from others' good practices, incidents, near misses, and failures will help you take a proactive approach to safety that saves money and lives. Government legislation, regulation and guidelines are a good starting point, but they don't include all of the possible safety issues in every working environment.

If you'd like to meet with people from businesses like yours to talk about health and safety, speak with your provider to find if they offer optional networking and knowledge-sharing events.

Preparing your next action plan



The digital tool allows you to track topics you might want to select for future action plans through the **Future action plan** page. You can use this feature while your current action plan status is **In progress** and is available until the action plan is closed.

To access this planning tool:

1. Click the **Future action plan** button at the far right of your dashboard, and a Future Action Plan page will appear.
2. The page will highlight recommended topics from your initial health and safety assessment results. You don't have to select these suggested topics.
3. To add a topic, select the checkbox on the left. If you'd like to remove a topic from your list, just click the blue circle on the right. There's no limit to the number of topics you include in this planning tool.



Future Action Plan

Use this form to select the topics that you would like to implement in your next action plan. Please note, this form will be pre-populated with the recommended topics from your initial assessment results, but you can change these topics to suit your needs. Once your achievement report for the current year is generated, you will be able to create your next action plan with these topics marked for easy action plan creation.

Topics	Selected Topic(s)
Level 1 - Foundation	Level 1 - Foundation
<input checked="" type="checkbox"/> Leadership and commitment	Leadership and commitment
<input checked="" type="checkbox"/> Health and safety responsibility	Health and safety responsibility
<input checked="" type="checkbox"/> Communication	Communication
<input checked="" type="checkbox"/> Health and Safety Participation	Health and Safety Participation
<input checked="" type="checkbox"/> Injury, illness and incident reporting	Injury, illness and incident reporting
<input type="checkbox"/> Incident investigation and analysis	Recognition of hazards
	Level 3 - Advanced
	Change management and procurement
	Review health and safety trends
	Internal audit

Step 4: Achieve

4. When you're happy with your selections, use the **Save** button.

Continuing your journey: the path to SOSE

Members who have completed all 36 topics are in an excellent position to apply for provincial accreditation and recognition through the [Supporting Ontario's Safe Employers \(SOSE\)](#) program.

Together, the Health and Safety Excellence program and SOSE provide businesses with an integrated roadmap to excellence based on health and safety best practices. If you think of SOSE as your health and safety destination, the WSIB's Health and Safety Excellence program can help to get you there.

The SOSE program is comprised of two parts:

- **Accreditation** of an occupational health and safety management system (OHSMS)
- **Recognition** of employers who have successfully implemented an accredited OHSMS and meet [other criteria](#) set by Ontario's Chief Prevention Officer (CPO)

Please note: You can't participate in the Health and Safety Excellence program if your business has applied for or has been previously recognized by the CPO under the SOSE program.

Ontario Safe Employers Rebate Program

Through the WSIB's Ontario's Safe Employer's Rebate program, your health and safety investments are recognized with financial rebates on your WSIB premiums. Rebates are based on calculating your prior year's premium rates and predictability. The minimum rebate is \$3,000 per year, and the maximum rebates available are \$300,000, \$200,000 and \$100,000 for years one, two and three, respectively, as shown in the table below. Rebates cannot exceed 100 per cent of prior year premiums.

YEAR 1

- Per cent of premium (less than or equal to 20 per cent predictability): **15 per cent**
- Per cent of premium (greater than 20 per cent predictability): **10 per cent**
- Maximum rebate: **\$300,000**

YEAR 2

- Per cent of premium (less than or equal to 20 per cent predictability): **10 per cent**
- Per cent of premium (greater than 20 per cent predictability): **seven per cent**
- Maximum rebate: **\$200,000**

YEAR 3

- Per cent of premium (less than or equal to 20 per cent predictability): **five per cent**
- Per cent of premium (greater than 20 per cent predictability): **five per cent**
- Maximum rebate: **\$100,000**

Step 4: Achieve

Awards programs

It pays to be a safe business. Along with the rebates and badges offered through the Health and Safety Excellence program, members are often seen as leaders in health and safety. Several of our members are health and safety award-winners.



The Elizabeth Witmer Small Business Health and Safety Leadership Awards

Each year we recognize the health and safety achievements of independently owned and operated businesses with fewer than 50 employees. The [Elizabeth Witmer Small Business Health and Safety Leadership Awards](#) include cash prizes for first, second and third place winners as well as lots of media attention.

Canada's Safest Employers Awards



The annual Canada's Safest Employers Awards (CSEAs) has been recognized as the leading independent awards program in occupational health and safety. The awards recognize the outstanding health and safety professionals and companies for their achievements, leadership and innovation. Visit the [Safest Employer's website](#) for more information on how to apply.

Additional information

For additional support or information, please speak to your program provider, and [log into our digital tool](#) to access the following program resources:

- [HSEp FAQs](#) and [HSEp Glossary of terms](#)
- [All HSEp mini guides](#) as well as a [Consolidated guide](#)
- [HSEp Badges Terms of use](#)
- [Health and safety culture survey guide](#)
- [Health and safety topics guide](#)
- [HSEp Sample topic evidence stories](#)