



Safety
Groups
Advantage
Program

2012

Employer
Requirements

2012 Advantage Program Requirements:

Resources / Tools:	5 Program Requirements:
<ul style="list-style-type: none"> • Sample of a HSMS Audit Standard with the 5-W's and How • Audit Equivalency Form • WSIB <i>Intro to Auditing</i> training program • Pre-approved Audits listed on page 4 • Sample of a Continual Improvement Plan • 2012 Advantage Program Timeline Guide <p>Advantage Program Forms:</p> <ul style="list-style-type: none"> • Action Plan • Progress Report • Year-End Report Checklist <p>New WSIB Work Re-integration (WR) Policies are available on-line at - www.wsib.on.ca</p> <ul style="list-style-type: none"> • 19-02-01 WR Principles, Concepts & Definitions • 19-02-02 Responsibilities of the Workplace Parties in WR • 19-03-03 Determining Suitable Occupation • 19-03-05 Work Transition Plans • 19-03-06 Work Transition Expenses • 19-03-11 Relocation Expense 	<p>1. Write/review Standard (policy & procedures) for your HSMS Audit Program (internal health & safety audit) including, audit schedule with procedure and timelines, Auditor qualifications, roles and responsibilities, and formal Continual Improvement Plan process with assignment of responsibilities and timelines.</p> <p>IMPORTANT NOTE: <i>Firms must state on their 2012 Action Plan Form the audit criteria they are using, otherwise the audit will default to the WSIB HSMS Review Form Audit criteria.</i></p> <p>2. Identify Training Qualifications for the Auditor(s) in your Written Standard and then train or verify these qualifications are met by your assigned Auditor(s).</p> <p>Minimum qualification standard: Audit Training. See page 4</p> <p>3. Complete an approved HSMS Audit (see page 4 for list of pre-approved audits), including:</p> <ol style="list-style-type: none"> a. Documentation of supporting evidence for each requirement, b. Documentation of findings and conclusions of conformance for each audit requirement, and c. Sign-off (with date) of assigned Auditor(s) d. Documented evidence of Senior Management review of the completed audit. <p>4. Written HSMS Audit Continual Improvement Plan, including:</p> <ol style="list-style-type: none"> a. Action items addressing all non-conformities b. Responsibilities assigned and timelines established c. Initiated in 2012 d. Documented evidence of Senior Management review of the developed Continual Improvement Plan. <p>5. Include as part of your HSMS Audit a review of your Return-to-Work Standards against the six new WSIB Work Reintegration operational policies that took effective July 15, 2011:</p> <ol style="list-style-type: none"> a. Identified non-conformities are included on Continual Improvement Plan and action initiated in 2012.



2012 Pre-approved list of Audits:

- WSIB proposed Accreditation Audit (WSIB HSMS Review Form)
- WSIB WorkWell Audit
- ZeroQuest Audit
- Infra-Structure Health and Safety Audit - Certificate of Recognition (COR)
- Public Service Health and Safety Audit
- Workplace Safety & Prevention Services OHS Management System Audit
- Safe Workplace Ontario (WSN) Safety Audit
- CSA Z1000
- OHSAS 18001

Request process to use an audit not on the pre-approved list:

Firms can request to use other HSMS audits (example: Corporate Audits) for the 2012 Advantage Program if the audit criteria meet the WSIB HSMS Review Form.

The firm must send the requested audit and the completed Audit Equivalency Form to their Safety Group Program Sponsor for their review and initial approval. The Safety Group Program Sponsor is to ensure all the criteria outlined in the Audit Equivalency Form has been met. If initially approved, the Safety Group Program Sponsor forwards the requested audit and the Audit Equivalency Form to the Safety Group Program Consultant with details of equivalency to the HSMS Review Form for final approval.

The request must be submitted by the Sponsor to the Safety Group Program Consultant by February 22, 2012 to allow processing time before the Action Plan due date of February 29, 2012.

HSMS Auditor Training Requirement:

The qualification standard is formal audit training. This qualification requirement can be satisfied with a quality, food safety, or other audit specific formal training program.

The Safety Groups Program developed the "Introduction to Auditing" training program to assist firms to meet this requirement if they do not currently have a person meeting this qualification. The training program can be delivered by a Safety Group Sponsor or WSIB Safety Groups Program Consultant at a Safety Groups meeting. Attendance at the Safety Groups meeting will be recorded by the Sponsor to meet the training record requirement.



Mid-Year Progress Visits:

A review of the progress of a firm’s action plan will be conducted by WSIB Safety Groups Program Consultants during mid-year progress visits on a sampling of Advantage Program firms in each group. Results of progress will be communicated to the Sponsor.

Year-end Report Checklist:

All Advantage Program firms submit the following documentation attached to the Year End Report / Checklist:

1	Written Standard	20%
2	Internal Auditor training record	20%
3	Completed an approved HSMS Audit, with Auditor and Senior Management sign-off acknowledging their review and involvement	20%
4	Written Continual Improvement Plan addressing all HSMS Audit and Return to Work nonconformities with Senior Management sign-off acknowledging their review and involvement.	20%
5	Return to Work – documented audit results of Work Reintegration (WR) Policy review	20%

Maintenance of Elements: Maintenance of past Safety Group elements is not included in the score. Although it is an expectation the maintenance of elements is continued by the firm to provide the necessary evidence of conformity to the HSMS Audit, the Maintenance of Elements Reports are not required to be submitted. A firm’s health and safety program elements will be analyzed as part of their selected audit in the 2012 Advantage Program.

Validation Audits:

Each year the WSIB develops a Validation Audit strategy to verify the achievement of the member firms of each Safety Group. WSIB Safety Group Program Consultants will conduct on-site validation audits of the selected firms. The following will be verified by documentation, records, interview and observation:

- 1. Written HSMS Audit Standard including 20%**
 - a. Audit schedule with procedure and timelines
 - b. Auditor training qualifications
 - c. Assignment of roles and responsibilities
 - d. Continual Improvement Plan process



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| 2. Internal Auditor training | 20% |
| a. Record of specific audit training for Auditor(s). | |
| 3. HSMS Audit | 20% |
| a. Completed approved HSMS Audit with supporting documentation available for review. | |
| b. Sign-off (with date) of Auditor(s). | |
| c. Documented evidence of Senior Management review of the completed 2012 HSMS Audit. | |
| 4. Continual Improvement Plan | 20% |
| a. All nonconformities identified by the HSMS Audit are addressed on the Continuous Improvement Plan. | |
| b. Verifies Continuous Improvement Plan has been initiated in 2012 and actions progressing based on timelines recorded. | |
| c. Documented evidence of Senior Management review of the 2012 Continual Improvement Plan. | |
| 5. Return to Work | 20% |
| a. Verification the firm audited their Return-to-Work Standards against the WSIB WR Policies and added nonconformities to the Continual Improvement Plan. | |

Notes:

1. All Advantage Program requirements must be completed within the 2012 program year. The 2012 Advantage Program Timeline Guide is intended only as a best practice reference.
2. Firms who participated in the 2011 Advantage Program are expected to continue working on their 2011 Continual Improvement Plans until they have completed their 2012 HSMS Audit and developed a new Continuous Improvement Plan that may carry forward items from the 2011 program year.
3. The firm may use a format of their choice for the Continual Improvement Plan as long it as meets the program requirements.
4. Firms are eligible to participate in the 2012 Safety Group rebate based on the submission of the Year-end Report/Checklist Form with the required attachments and achieving a minimum score of 60% and verified by on-site audit if selected. All the applicable Terms and Conditions of Participation on the 2012 Safety Group Application Form apply.