**Workplace Safety North**

**SWO/Small Company Program Timelines**

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| **Timeline** | **SFL** | **Overlapping Licensee**  **and/or**  **Harvest Contractors** | **WSN** |
| January 1 | H & S Policy reviewed and approved by SFL Board  Posted on website | H & S Policy reviewed and posted on each work site  Commence internal review of their H&S programs and submission of completed Self Evaluation reports | **Provide SWO/Small Company Status Report to SFL Board**  Distributes notice to program participants that have been selected for:  a) full audit with tentative meeting date or  b) are required to complete self- evaluation |
| April 30 | Coordinates with WSN on the delivery of missing information from all program participants | **Submission deadline for Self-Evaluation Reports** | Commence review of self-evaluations and meets with SFL to provide list of participating companies that have not provided self-evaluation reports |
| May 1 | Coordinates with WSN on the scheduling of SWO/SCHSP field audits for missing program participants  Confirms meeting date with WSN for presentation of previous years trends to SFL Board | **Confirm scheduled meeting dates for Full SWO/Small Company WSN audit site visit** | Meets with SFL and provides list of participating companies that have not scheduled a field visit meeting date for full audit with WSN representative – commence field audits as scheduled  Director, Prevention Services prepares summary of previous calendar year trends and industry perspective with SFL Board |
| May 30 | - | Submission of any missing or outstanding self-evaluation information requested by WSN | - |
| June 30 | - | - | **Deadline of Self Evaluation Certification/Endorsement** |
| September 1 | Distributes Joint SFL/WSN reminder bulletin to program participants to complete any outstanding action items from WSN full audit findings | Commence alterations and implementation of program improvements based on audit review findings | Complete all field inspections for Full Audits  Provides review recommendations and advises individual program participants of gaps in obtaining recognition |
| September 15 | Distributes Joint SFL/WSN reminder bulletin to program participants to submit any missing information from field audits | Submission of any missing or outstanding full audit information requested by WSN | Provides Draft SWO/Small Company Status Report to SFL Board – ‘pending’ status is permitted on report |
| September 30 | Coordinates delivery of missing information from program participants | Program participants complete any outstanding action items from WSN review of full audit findings | **Deadline of Full Audit Recognition**  *Note: WSN at their sole discretion provides an extension to program participants to allow for submission of any outstanding supporting documentation to obtain certification* |
| November 1 | Joint meeting with SFL/WSN | - | Meets with SFL and completes a Program level gap analysis for Board. Includes improvements, training, legislative changes |
| November 15 | Reviews draft SWO/Small Company Status Report and communicates default in status and/or confirms WSN extension in place where eligible | - | Provides Draft SWO/Small Company Status Report to SFL Board – ‘pending’ status is permitted on report |
| December 15 | Develop and forward list to WSN of companies expected to be active for next calendar year | - | **Prepare Final SWO/Small Company Status Report and Gap Analysis to SFL Board confirms current year completion** |
| December 31 | **Confirm certification of active companies for upcoming operating season prior to operations** | Program participants receive WSN Recognition for upcoming year | End of annual program |