



Workplace Safety North

Workplace Culture Maturity Awards

Applicant Guide

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Unique benefits of Workplace Culture Maturity Awards

You strive to ensure every worker goes home safe and healthy, and so does Workplace Safety North (WSN). The Workplace Culture Maturity Awards are intended to recognize and celebrate your journey towards a positive health and safety culture.

You can use this award application process to assess your workplace safety culture on a regular basis. Your company not only qualifies for an award, but it also gets valuable information on how to improve. The award acknowledges your current progress as well as plans to address gaps in workplace culture.

Benefits of applying for the Workplace Culture Maturity Awards

- Demonstrate a commitment to health and safety
- Get external recognition for your commitment to health and safety
- Build a safer and healthier workplace
- Strengthen organizational health and safety standards
- Create healthy and safe organizations
- Foster supportive leadership and encourage employee ownership of safety
- Create a learning culture through self-reflection and continuous improvement
- Promote the priority of health and safety

A strong Internal Responsibility System (IRS) is foundational to a positive workplace culture

About the Climate Assessment and Audit Tool or 'CAAT'

In 2017, the Institute for Work and Health validated the WSN Climate Assessment and Audit Tool (CAAT) and found that companies with strong safety cultures had fewer cases of injured worker compensation claims.

Now you have the opportunity to make use of this tool and qualify for an award from Workplace Safety North. The Workplace Culture Maturity Awards makes the most of this recent evidence-based research. It uses a worker perception survey to measure the current cultural 'climate' in the workplace.

These awards are open to forest products and mining companies served by Workplace Safety North, including forestry, paper, printing, and converting sectors, as well as surface and underground mining operations.

The Workplace Culture Maturity Awards take a targeted approach to assess the current culture to recognize the maturity level of key practices that support a positive workplace culture and a strong Internal Responsibility System (IRS).

The higher a firm’s maturity level, the better its health and safety. Contributing factors influence the way people behave, and how they think and how they feel about health and safety issues.

The Workplace Culture Maturity Awards are not intended to measure legal compliance, replace, or audit a complete health and safety management system.

CAAT Essentials (small business) and the IRS CAAT (large business) are the tools used to target and validate key health and safety maturity factors.

Health and Safety Maturity Factors and Frameworks		
	CAAT Essentials (up to 49 employees)	IRS CAAT (50+ employees)
1	Leadership Commitment	Leadership Commitment and Vision
2	Risk Management	Hazard Management and Risk Appreciation
3	Integrity	Communication
4	Loss Mitigation	Responsibilities and Empowerment
5	Knowledge and Competency	Training and Competency
6	Resources and Support	Responsiveness and Support
7	-	Participation and Consultation
8	-	Safety Representative Support and Integration
9	-	Priority for Safety and Loss Mitigation
10	-	Integrated Risk Management

Get the recognition you deserve

Make sure your organization meets the parameters of the award program in order to be recognized for your maturity level in the respective award year. To receive a WSN Culture Maturity Award, your firm needs to complete the following steps:

Workplace Culture Maturity Awards Process



Note: The top performer in each of the CAAT Essentials and the IRS CAAT will be entitled to receive additional recognition after an on-site verification takes place. This verification must be completed by January 31 (the following year).

Step 1: Application from January 31 to October 31**

- Download the application form at workplacesafetynorth.ca/services
- Complete the form and choose the electronic or hard copy climate assessment
- E-mail completed form to customercare@workplacesafetynorth.ca
- WSN will verify your firm's eligibility to move to step two. When your application is approved, you will be assigned a WSN Health and Safety Specialist (HSS) who will contact you about next steps within five business days.

Step 2: Assessment by November 30

- Conduct either electronic or hard copy WSN CAAT Climate Assessment

	A - Electronic climate assessment	B - Hard copy climate assessment
1	Provide e-mail addresses of all staff in a csv file with all addresses in one column and one e-mail address per row.	Have a worker member of the JHSC/Representative complete the CAAT climate assessment training (instruction and materials will be provided).
2	WSN will administer the climate assessment (minimum response rate must be achieved).	Company representative will administer the climate assessment according to WSN standards (minimum response rate must be achieved).
3	Maturity level is determined.	Company representative submits the completed surveys to WSN for processing to determine maturity level. Note: comments will not be analyzed for hardcopy surveys as part of the award process. (Comments can be analyzed as a separate service, contact WSN for more details).

- All surveys must be in the possession of WSN by November 30 in order to be processed for that year's award. Surveys submitted after this date will not be considered for an award. It is your responsibility to submit all surveys on time.
- Hard copy surveys are to be sent to the following:
Attention: Awards
Workplace Safety North
235 Cedar Street
Sudbury, ON P3B 1M8

Step 3: Analysis by December 15

- All data will be analyzed, and maturity levels assigned.
- WSN will generate a report card report containing your company's aggregate results.
- WSN will provide an electronic copy of the aggregate results to applicants via e-mail within 30 days of the survey closure.
- If a company would like comments analyzed, this can be done under a separate fee for service consulting project.
- For the top performing firms in each CAAT (Essentials and IRS), WSN will set up on-site verification where a WSN Health and Safety Specialist will conduct a series of follow-up observations and interviews to corroborate the climate assessment results.
- If you qualify for an award, you'll be notified of your achievement by February 25 of the following year.

***Note:** The top performer in the CAAT Essentials and the IRS CAAT will be entitled to receive additional recognition after an on-site verification takes place. This verification must be completed by January 31 (of the following year). Please do not wait until the last minute to submit your application. On-site verifications are scheduled based on Health and Safety Specialists availability.

Step 4: Award

- Mining sector firms will receive their award in April at the WSN Mining conference
- Industrial sector firms and top performing firms in CAAT Essentials and IRS CAAT will receive their award in September at the WSN Annual General Meeting.

**Qualifying for Application

To be considered for a Workplace Culture Maturity Awards a firm must:

- Provide their WSIB account number
- Provide their WSIB firm number
- Be a WSN sector firm (mining and forestry)
- Not have experienced (as a business site) a traumatic fatality within the 12 months prior to the award application or be awaiting a decision regarding a traumatic workplace fatality under the Occupational Health and Safety Act relating to the high-risk hazard (client must disclose).

Workplace Culture Maturity Awards Application [Sample]

Submit completed form to customercare@workplacesafetynorth.ca indicating 'WSN Awards' in the subject line. This application must be submitted to Workplace Safety North between **January 30 and October 31 (applications will not be accepted after this date)**.

1.	Application Date		
2.	Organization/Firm Name and Address		
3.	Site (if applicable, to determine scope)		
4.	Organization/Firm Management Contact*	4A. Name	
		4B. Position	
		4C. Email	
		4D. Tel	
*Statement of attestation for management contact: I certify that our organization/site has not experienced a traumatic fatality within the last year prior to the award application year, nor are we awaiting a decision regarding a traumatic workplace fatality, under the Occupational Health and Safety Act or sector regulation.		Signature of management designate	
5.	**Worker JHSC member/ Worker Rep or Worker (if less than 5 FTE) who will be coordinating or administering the CAAT climate assessment.	5A. Name	
		5B. Position	
		5C. Email	
		5D. Tel	
**Statement of attestation for worker: I certify that I will be coordinating and/or administering the climate assessment.		Signature of worker designate	
6.	WSIB Firm Number		
7.	Sector:		
8.	Climate Assessment Type:	<input type="checkbox"/> Electronic	<input type="checkbox"/> Hardcopy
9.	Firm Size: please provide the TOTAL number of people for each on-site	8A. Senior leaders	
		8B. Middle Managers	
		8C. Supervisors	
		8D. Workers	
		8E. Contractors	

Once your e-mailed application is received, you can expect to hear from a WSN Health and Safety Specialist within five business days.

Thank you for your application!

Appendix 1: WSN CAAT Maturity Factors

CAAT Essentials		
Health and Safety Factors		Scope Details
1	Leadership Commitment	Leadership is perceived as being committed to the protection of the health and safety of all stakeholders when it comes to the activities the organization carries out. This commitment is visible, genuine and systematically consistent. A health and safety strategy guides the decisions of the senior management team with the intent of achieving the goals and objectives of the organization as they relate to health and safety.
2	Risk Management	Proactive steps to understand the risks of the workplace environment and these are addressed through a comprehensive risk management process. Individuals are aware of hazards in their work environment and acknowledge the importance of a consistent approach to managing these in an effective manner. Hazards are consistently reported to ensure awareness across all levels and every effort is taken to ensure the effectiveness of controls has been considered by all stakeholders.
3	Integrity	How health and safety expectations are set and carried out including the degree to which individuals believe ‘bending’ or ‘not following’ these rules are occurring in order to get the job done. Health and safety are managed consistently and effectively across the organization.
4	Loss Mitigation	When dealing with contingency planning and prevention of re-occurrence or preventative action, the organization assesses loss and loss potential using a consistent root cause analysis approach. Effective understanding allows the organization to develop and implement effective controls and make systematic improvement to mitigate further or future loss.
5	Knowledge and Competency	Appropriate training is provided to relevant levels and positions within the organization. Staff feel they have been provided with the proper knowledge and possess the ability to perform the

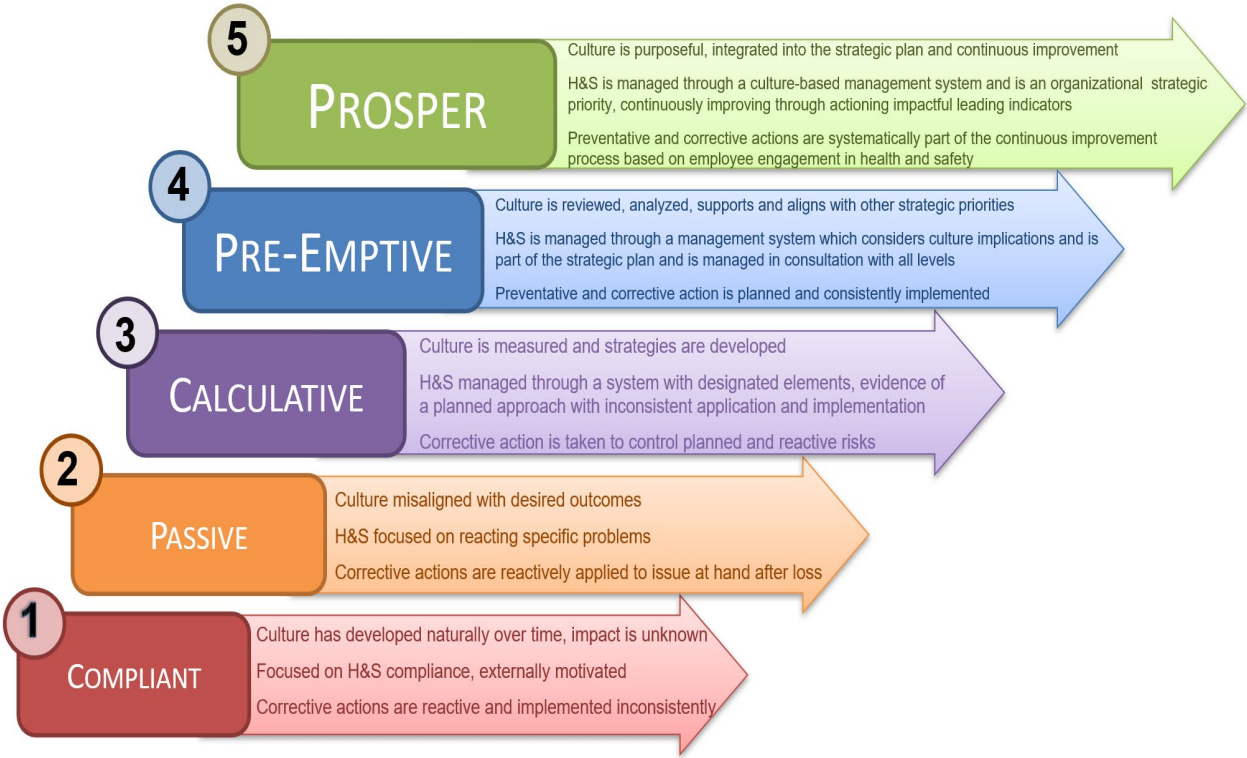
		responsibilities that have been assigned to them. Everyone knows what they are required to do and how to do it. Management is responsible for addressing all health and safety hazards and know what do to in the instance where they encounter roadblocks and need assistance.
6	Resources and Support	Act quickly to address health and safety concerns and provides appropriate levels of resources to ensure the health and safety of workers (time, resources, education, etc.) and to ensure safety goals can be met.

IRS CAAT		
Health and Safety Factors		Scope Details
1	Leadership Commitment and Vision	Leadership is perceived as being committed to the protection of the health and safety of all stakeholders when it comes to the activities the organization carries out. This commitment is visible, genuine and systematically consistent. A health and safety strategy guides the decisions of the senior management team with the intent of achieving the goals and objectives of the organization as they relate to health and safety.
2	Hazard Management and Risk Appreciation	Proactive steps to understand the risks of the workplace environment and these are addressed through a comprehensive risk management process. Individuals are aware of hazards in their work environment and acknowledge the importance of a consistent approach to managing these in an effective manner. Hazards are consistently reported to ensure awareness across all levels and every effort is taken to ensure the effectiveness of controls has been considered by all stakeholders.
3	Communication	Communications are frequent, effective and honest. A healthy level of communication exists throughout the organization in all directions when it comes to health and safety. Communication channels are established and monitored to ensure that the clear and consistent flow of information to all parties that require the information can and does take place.
4	Responsibilities and Empowerment	Provides clear delegation and accountability for health and safety issues. The organization has made all levels of workers

		and management aware of their duties and responsibilities as they relate to health and safety. Where appropriate, everyone plays their respective role when it comes to health and safety from reporting to controlling hazards in the interest of prevention.
5	Training and Competency	Appropriate training is provided to relevant levels and positions within the organization. Staff feel they have been provided with the proper knowledge and possess the ability to perform the responsibilities that have been assigned to them. Everyone knows what they are required to do and how to do it. Management is responsible for addressing all health and safety hazards and knows what do to in the instance where they encounter roadblocks and need assistance.
6	Responsiveness and Support	Act quickly to address health and safety concerns and provide appropriate levels of resources to ensure the health and safety of workers (time, resources, education, etc.) and to ensure safety goals can be met.
7	Participation and Consultation	Individuals are involved and are empowered to exercise their right to participate in their health and safety. This participation is encouraged in the form of involvement in addressing safety concerns, communicating and participating in/with the health and safety representatives and knowing that they have the support of the organization to address and raise safety concerns.
8	Safety Representative Support and Integration	Acknowledge the importance of the health and safety representatives (legislated or voluntary). They support the involvement and actions of the representatives and consider these members a partner in improving health and safety. The representatives are seen as an integral part in ensuring a properly functioning Internal Responsibility System and are given the time, knowledge and resources necessary to carry out their role. Workers are encouraged to utilize the representatives as a health and safety resource and management also seeks their advice and input regarding health and safety matters. Recommendations put forth by the representatives are carefully considered in the interest of prevention.
9	Priority for Safety and Loss Mitigation	When dealing with contingency planning and prevention of reoccurrence or preventative action, the organization assesses

		loss and loss potential using a consistent root cause analysis approach. Effective understanding allows the organization to develop and implement effective controls and make systematic improvement to mitigate further or future loss.
10	Integrated Risk Management	Views regarding how work is carried out in line with existing safety rules, including the applicability of established rules and the degree to which individuals believe 'bending' or 'not following' these rules are occurring in order to get the job done. Health and safety are managed consistently and effectively across the organization. This is supported by a strong systematic approach to risk management, focusing on prevention and control effectiveness when it comes to key risks surrounding management of change, procurement and contractor management.

Appendix 2: WSN CAAT - Culture Maturity





About Workplace Safety North

An independent not-for-profit, Workplace Safety North (WSN) is one of four sector-based health and safety associations in Ontario. Headquartered in northern Ontario, WSN administers the provincial mine rescue program and provides province-wide Ministry-approved workplace health and safety training and services for the mining and forest products industries.

With health and safety specialists and mine rescue officers located across the province, WSN and its legacy organizations have been helping make Ontario workplaces safer for more than 100 years. A leading provider of health and safety training and consulting, businesses call upon WSN for expert advice and information. For more information, visit workplacesafetynorth.ca.