

Workplace Safety North

WSN's Workplace Excellence Awards Program – recognizing workplace excellence in health & safety

Frequently Asked Questions

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Completing the Self-Assessment

Who can participate?

Any firm with predominant business activities in one of Workplace Safety North's WSIB rate groups can participate in our awards program. Our rate groups are:

Forestry

- 030 – Logging
- 033 – Mill Products and Forestry Services
- 036 – Veneer, Plywood and Wood Preservation

Mining

- 110 - Gold Mines
- 113 – Nickel Mines
- 119 – Other Mines
- 352 – Steel and Other Smelting and Refining Industries

Paper, Printing and Converting

- 039 – Pulp, Newsprint and Specialty Papers
- 041 – Corrugated Boxes
- 333 – Printing, Platemaking and Binding
- 338 – Folding Cartons
- 341 – Paper Products

Who completes the self-assessment?

It is important the self-assessment reflect both the input of workers and management. To be recognized, the company **must** complete the self-assessment with the Joint Health and Safety Committee. For companies with less than 20 employees, the assessment **must** be completed with the health and safety worker representative and management.

How do I complete the self-assessment?

Management and worker representatives complete WSN's Workplace Excellence Awards Program self-assessment form. Each question is worth one point, unless otherwise specified. You may need to reference procedures, policies, training reports and incident investigations to accurately answer all questions.

How much time will it take to complete the self-assessment?

On average, during the pilot of the program, companies took a half day to a full day to complete the self-assessment.

Workplace Excellence Award Plaque

How do I qualify?

If you've scored 80% or more on the self-assessment, you can submit your completed assessment to WSN in order to receive a plaque that can be displayed at your workplace. WSN will review the self-assessment and scores may be validated by an on-site visit from a WSN Field Consultant.

When will I know if my company will receive an award?

WSN will take up to two months to review the self-assessment and calculate your firm's statistical performance. You will then be contacted regarding one of the following next steps:

- You have qualified for an award, where should the plaque and your scorecard be delivered to?
- You have been randomly selected for an on-site visit from a WSN field consultant to verify the findings of the self-assessment. Once results are verified, you will receive your plaque and scorecard.
- WSN has calculated your self-assessment and the score does not exceed 80%. We will provide you with a scorecard and encourage you to resubmit once you have improved your health and safety program in support of an improved assessment score.

President's Award

What is the President's Award?

All submitted assessments will automatically be considered for the President's Award. Scoring for the President's Award is based on the results of the self-assessment in combination with statistical performance of the past two calendar years. The top scoring firm in forestry, mining, paper, printing and converting and small business will be presented with the President's Award at WSN's Annual General Meeting in September.

How many President's Awards are there?

Every calendar year, WSN will recognize four companies with the President's Award. The top performer in each of the below categories will receive the President's Award:

- Forestry
- Mining
- Paper, Printing and Converting
- Small Business (less than 20 full-time employees)

How are the statistics calculated for the President's Award?

Statistical performance for the President's Awards are calculated by WSN using WSIB statistics for your firm's performance and your rate group's performance. The statistical analysis looks at three parts:

- Company's year over year percent reduction in Lost-time Injury Rate
- Company's year over year percent reduction in Total Injury Rate
- Company Total Injury Rate Percentage below the Major Rate Group Total Injury Rate

For a complete breakdown of the point system and definitions, see the chart in Appendix A.

How is the final score calculated for the President's Award?

The final score is based on the results of the self-assessment and the company's health and safety performance. The breakdown is as follows:

Self-Assessment:	up to 120 points
Health & Safety Performance:	<u>up to 30 points</u>
Final Score:	up to 150 points

If I don't win the President's Award, will I know how I scored?

Yes. Every submission will receive a scorecard confirming:

- Final score on the self-assessment (after a WSN review and possible on-site visit from a WSN Consultant/Trainer)
- How your company ranked on statistical performance

When will I know if my company will receive the President's Award?

Our Consultant/Trainers will validate scores before award winners are named. WSN will then be contacting the successful firms in late August or early September. Representatives from the firm will be invited to our Annual General Meeting to receive the award.

Submitting the Self-Assessment

How do I submit my self-assessment?

You can mail a hard copy of your assessment to:

Workplace Safety North
Workplace Excellence Awards
690 McKeown Avenue
P.O. Box 2050, Station Main
North Bay, Ontario P1B 9P1

Or you can email a copy to:

dawnanighbor@workplacesafetynorth.ca
Subject Line: Workplace Excellence Awards

How will I know my self-assessment has been received?

You will receive a confirmation email from WSN within five business days of submitting your self-assessment. Please ensure an accurate email address is submitted with your self-assessment.

What are the submission dates?

Submissions can be made at any time throughout the calendar year. For mining companies that would like to be recognized with a plaque at the annual Mining Health and Safety conference, the deadline for submission is **March 15**. To be considered for the President's Award, companies must submit their assessment by **July 1**.

For More Information

If I have any questions, who do I contact?

For more information, phone 1. 888. 730. 7821 to speak with Dawna Nighbor (x225), dawnanighbor@workplacesafetynorth.ca or Judi Norman (x231), judinorman@workplacesafetynorth.ca

Appendix A – Statistical Performance – Breakdown of Calculations

This statistical performance section will be completed by Workplace Safety North using WSIB statistics for your company’s safety performance. **Companies can receive up to 30 additional points in this section.** You will be contacted with the marks you receive from this section and provided with your total score.

The statistical calculation takes into account the following three elements:

Part 1: Company’s percent reduction in Lost-Time Injury Rates (LTI) - 5 points

Points for LTI rates are calculated based on your company’s performance compared to your company’s previous year performance. The greater the reduction in LTI (by percentage), the greater the number of points.

Lost-time injury: Injury that results in lost workdays away from work. It includes fatal injuries.

Lost-time injury rate: (Allowed lost-time injuries X 200,000)/Derived hours for year.

Percent Below Company Rate	Points Assigned
No reduction	0 points
Less than 7%	1 point
7 – 25%	2 points
26 – 49%	3 points

Percent below Company Rate	Points Assigned
50 – 79%	4 points
80% or greater	5 points
Or 0 LTI	5 points

Part 2: Company’s percent reduction in Total Injury Rate (TIR) - 10 points

Points for TIR rates are calculated based on your company’s performance compared to your company’s previous year performance. The greater the reduction in TIR (by percentage), the greater the number of points.

Total injuries: Allowed fatal, lost-time and medical aid injuries for year

Total Injury Rate: (Total allowed injuries X 200,000)/Derived hours work in a year.

Percent Below Company Rate	Points Assigned
No reduction	0 points
Less than 5%	2 points
5 – 25%	4 points
26 – 49%	6 points

Percent below Company Rate	Points Assigned
50 – 79%	8 points
80% or greater	10 points
Or 0 TIR	10 points

Part 3: Company’s Total Injury Rate Percentage below Major Rate Group - 15 points

Points for TIR percentage below major rate group are calculated based on a comparison of your company’s TIR rate and TIR rate for your major rate group in the previous calendar year. The further percentage below the major rate group rate, the more points are assigned.

Percent Below Major Rate Group TIR	Points Assigned
No Reduction	0 points
Less than 5%	3 points
5 – 25%	6 points
26 – 49%	9 points

Percent Below Major Rate Group TIR	Points Assigned
50 - 79%	12 points
80% or greater	15 points
Or 0 TIR	15 points