



The Corporation of the Town of LaSalle

Date	September 17, 2018	Report No:	CL-25-18
Directed To:	Mayor and Members of Council	Attachments:	1. WSIB Safety Groups Pamphlet 2. WSIB Safety Group Audit Results
Department:	Council Services	Policy References:	
Prepared By:	Rick Hyra, Human Resources Manager		
Subject:	WSIB Safety Groups		

RECOMMENDATION:

That the report (CL-25-18) of the Human Resources Manager dated September 17, 2018 regarding WSIB Safety Groups be RECEIVED by Council.


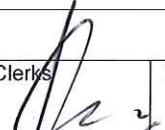
REPORT:

Over the last three calendar years (2015, 2016, and 2017), the Human Resources Department has voluntarily participated in the WSIB Safety Group program. The attached WSIB Safety Group Pamphlet provides a brief overview of the benefits of participating in the program which includes items such as development and implementation of health and safety policies, improved employee safety, reductions in WSIB claims, improved Return to Work programs, sharing of best practices with other organizations, building a positive safety culture, earning financial rebates, etc.

In order to ensure compliance with the Safety Group program the WSIB conducts random audits on organizations. For both 2015 and 2016 the Town of LaSalle was not audited, however for 2017 the Town was selected for an audit. As a result of that audit Human Resources is pleased to inform Council that the Town received a passing mark of 95%, and that the Town will once again be entitled to receive a financial rebate from the WSIB for 2017. Mr. Rick Mamak, Human Resources Generalist has been the lead person responsible for ensuring the Town's success in the WSIB Safety Group program. Achieving a passing mark of 95% is no small feat and the passing mark is a definitely a reflection of Mr. Mamak's lengthy efforts and dedication.

During the audit, the WSIB auditor commented that the Town has completed a tremendous amount of work in over a relatively short period of time in developing a health and safety program. The auditor was impressed with the electronic tracking of health and safety training modules, policies, forms, etc. and the level of knowledge that the Human Resources department at the Town of LaSalle encompassed.


Rick Hyra, MBA, B. Comm., CHRL, CRM
Human Resources Manager

Reviewed by:							
CAO 	Treasury	Clerks 	Env. Services	Planning	Parks & Rec	Building	Fire

Workplace Safety Good for Business



The Safety Groups Program

Since 2000 participation in the Safety Groups Program (SGP) has proven to be a very effective way for businesses, like yours, to reduce injuries/illnesses and get people back to work safer and faster. The Safety Groups Program helps eliminate workplace injuries and illnesses in Ontario. The program is voluntary and offers a financial incentive to firms that implement effective health and safety and Return to Work measures into their daily business.

Each safety group has a sponsor. Sponsors are approved by the WSIB to administer the SGP and to facilitate and support workplace self-reliance in health and safety and Return to Work programs.

Sponsors promote the group's interaction and networking by organizing meetings and leadership workshops. They offer guidance on action plan development and track the individual firm's and the group's achievement and performance goals. You should select a sponsor and safety group that best meets their company's needs.

Safety Groups is based on the premise that a well integrated workplace health and safety program is good for business. Employers join a safety group with a collective purpose: to learn from each other's experience in implementing injury and illness prevention programs. It's a win win, all with the common goal of helping your business to be successful and your workers safe. I encourage you to contact one of our sponsors today to get started.

Joanne Gordon

Director, Service Delivery
Workplace Health and Safety Services

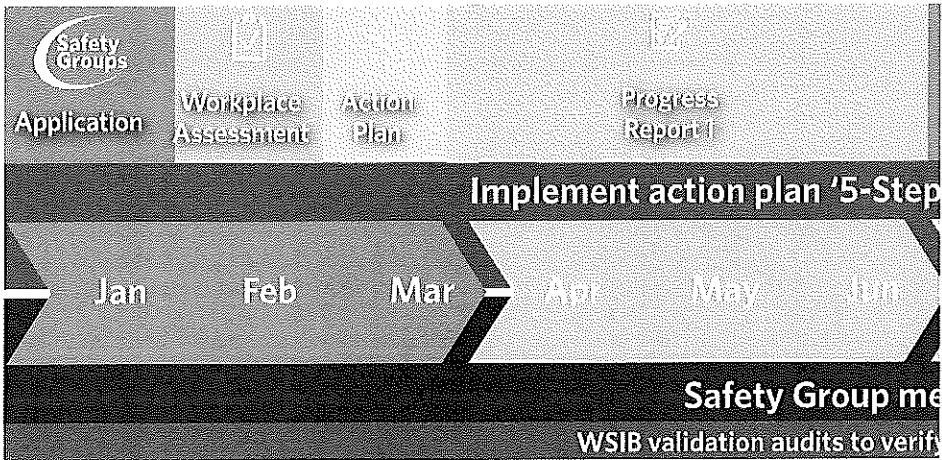
PROGRAM AT A GLANCE

- Eliminate workplace injuries and illnesses
- Reduce the risk of workplace injuries and illnesses when they do occur
- Achieve success by pooling resources, mentoring and sharing best practices in your group
- Manage your workplace Health & Safety risks
- Develop and implement an action plan that fits your company's needs
- Utilize the 5-Steps for Managing Health & Safety system to achieve success
- The program is about program standards not compliance
- Attain a financial incentive by demonstrated achievement of your goals and improved injury and illness performance.

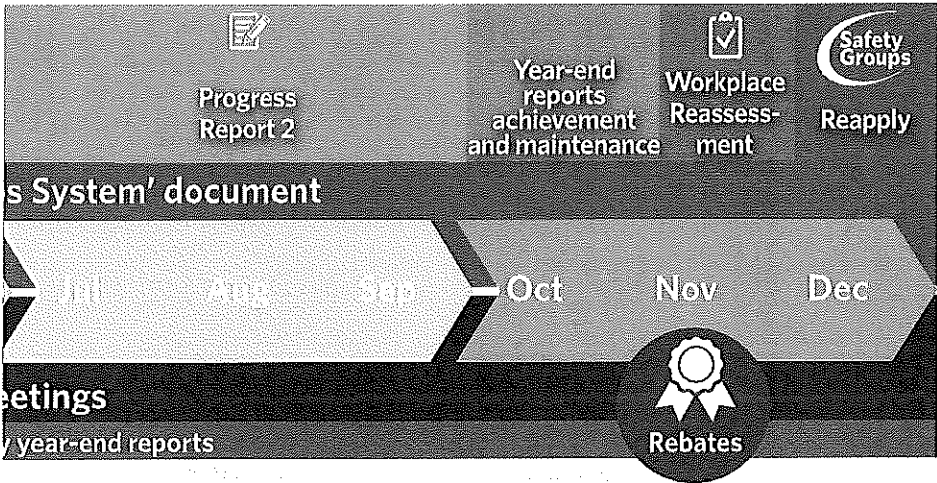


SAFETY GROUP ANNUAL CYCLE

At the beginning of each year, your company selects five safety elements that it will initiate or improve upon from the Safety Groups' Achievement List provided by the WSIB. Your firm will learn how to implement these initiatives by attending meetings, sharing ideas and pooling resources with other firms in your safety group.



At the end of the following year, your group can receive a rebate based on the entire group's success in implementing their selected safety elements. In each subsequent year, firms are required to maintain their elements from the previous year and pick five new ones.



FIVE STEPS TO MANAGING HEALTH AND SAFETY

To manage an effective health and safety program in the workplace, a cycle of continuous improvement must be followed using the following structured Five-Step system:



The Safety Group Program is a five year program that runs on a calendar year. After five years, successful firms will have a health and safety program with 25 complete elements aligned with their workplace needs and legislation.

The FINANCIAL INCENTIVE

The Safety Groups Program offers financial rewards to employers who are able to demonstrate achievement of their goals and improve the injury and illness performance of their workplace. Groups participating in this incentive may receive rebates of up to six per cent of their WSIB premium. Safety Groups Program incentives are over and above any rebates or surcharges earned through the WSIB's Experience Rating Programs.

BENEFITS OF PARTICIPATING IN SAFETY GROUPS

- Increase competitive advantage
- Keep your workers safe
- Fewer WSIB claims
- More effective Return to Work when an accident does happen
- Increase productivity and improve quality
- Access to health and safety resources
- Share best practices through networking
- Create a positive safety culture in the workplace
- Earn financial incentive

TO JOIN A SAFETY GROUPS PROGRAM YOU MUST:

- Have the owner or senior management commit to participate in the program
- Be a Schedule 1 firm paying premiums to the WSIB
- Be in good standing with the WSIB without charges or convictions under the Workplace Safety and Insurance Act
- Be in only one safety group at a time
- Not participate in the WSIB's Small Business Health and Safety Programs at the same time

NEXT STEPS:

1. Visit Safety Groups Program at **www.wsib.on.ca**
2. Select and contact Safety Group Sponsor
3. Complete and sign Safety Group Application
4. **Send application to Sponsor by December 31**



Connect With Us!


For more information, contact your

Workplace Health and Safety Services Program Administrator at:

416-344-2287 or 1-800-387-0750

or e-mail: safetygroups@wsib.on.ca

www.wsib.on.ca

 **@wsib**



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August 20, 2018

Mr. Rick Mamak, RN, COHN(C), CRSP, CDMP
Town of LaSalle
5950 Malden Road
LaSalle, Ontario
N9H 1S4

WSIB Account # 2930714

Dear Mr. Mamak:

I would like to thank you for meeting with me on August 15, 2018 regarding the Safety Groups Program validation audit of Town of LaSalle. Mr. Jay Ramsek from the WSPS attended as an observer.

As you are aware, the Safety Groups Program is a volunteer safety program whereby employers agree to participate and share in a group rebate by following a set of rules. The program offers a financial incentive to employers which is over and above any rebates or surcharges earned through the WSIB Experience Rating Programs. A firm's individual WSIB experience rating is not affected by its participation in the Safety Groups Program or by the results from the Safety Group validation score.

The purpose of the onsite validation audit was to verify the health and safety information contained in the 2017 Year-end Reports which were signed-off by Ms. Brenda Andreatta, Director Council Services/Clerk indicating Town of LaSalle had successfully implemented five Safety Group elements.

In order to receive credit for each reported element, an employer must provide documented evidence to demonstrate that each of the five steps (Set Standard, Communicate the Standard, Training, Evaluate the Standard, Acknowledge Success) was in place for the year under review (2017). Partial marks are not granted for an incomplete element.

The results from the onsite audit confirmed Town of LaSalle has implemented the five-steps to managing health and safety in the workplace. I was able to verify, with the required supporting documented evidence, the completion of the following five Safety Group elements from 2017 – Health and Safety Networking, Slips, Trips and Falls, Return-to-Work Case Management, Incident Investigations and Workplace Violence and Harassment.

Roles and Responsibilities for All Workplace Parties, Physical Demands Analysis, Health and Safety Orientation, Workplace Inspections, and WHMIS were reviewed as elements that were previously reported as completed.

Credit was not granted for Workplace Inspections because September 2017 report was missing. As a result, 5% was deducted from the overall reported score because Town of LaSalle is in violation of the Ontario Occupational Health and Safety Act which requires the Town of LaSalle to inspect the workplace monthly for hazards.

The self-reported score of 100% has been verified at **95%** based on the findings from the Safety Groups Program validation audit. Congratulations! Town of LaSalle is eligible to participate in the 2017 Safety Groups Program rebate incentive.

If you have any questions or concerns regarding the validation audit, please contact me by email at lawrence_medas@wsib.on.ca or by telephone at 647-505-1149.

Sincerely,

Lawrence Medas

Lawrence Medas, BSW, RSW, CRSP, CHSC, Cert OHS
Consultant, Safety Groups Program

CC: Ms. Lisa Ghaham, WSPS