2012

Safety Group Sponsor Business Plan

SAFETY GROUP NAME: Northern Ontario Safety Group

SUBMITTED BY: Workplace Safety North (WSN), Workplace Safety & Prevention Services (WSPS), Infrastructure Health & Safety Association (IHSA) and Public Services Health & Safety Association (PSHSA)

DATE: June 30, 2011

NAME(S) & CONTACT DETAILS OF SAFETY GROUP SPONSOR:

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Rose Bedard, Safety Groups Administrator, WSN (rosebedard@workplacesafetynorth.ca)

HSA Co-sponsor Safety Group Lead Contacts:

Henrietta Van Hulle, Director Prevention Services West (PSHSA) (Hvanhulle@pshsa.ca)

Connie Costa, Training Manager (WSPS) (Connie.costa@wsps.ca)

Lisa Graham, Safety Group Program Lead (WSPS) (Lisa.graham@wsps.ca)

Joe Covey, Transportation Safety Group Coordinator (IHSA) (JCovey@ihsa.ca)
BRIEF HISTORY/OUTLINE OF ORGANIZATION (include services currently being provided to workplaces):

In January 2011, Ontario’s health and safety associations representing Northern Ontario came together to initiate a pilot project involving five communities (Thunder Bay, Timmins, Sault Ste. Marie, Sudbury and North Bay) where individually sponsored Safety Group branches had meetings scheduled. Through a cooperative approach, the associations agreed to hold joint Safety Group meetings throughout 2011 in these five Northern Ontario locations while each group continued to maintain their individual Safety Group sponsor role with their firms. The purpose of these joint meetings was to pool resources, avoid duplication and to give more and better support to clients.

The outcomes of the meetings to date have been very positive in creating greater opportunities for Safety Group members to collaborate and network with other firms as they jointly work towards achieving the program requirements. The creation of these larger, more viable groups has increased the opportunity to bring in speakers and provide joint training to meet client needs within each community.

As we progress through the remainder of 2011 we anticipate continuing success as the joint partnership matures and relationships continue to be built among field staff from the associations.

As we begin to plan towards 2012, initial discussions with regarding the next steps in the evolution of the Northern Ontario Safety Group partnership have started. Based on these early discussions, HSA Safety Group program leads supported by the CEO’s of each organization have met and agree to the following business plan which establishes criteria for a joint multi-sector Northern Ontario Safety Group for 2012.

PURPOSE OR MISSION STATEMENT OF ORGANIZATION:

The Northern Ontario Safety Group (NOSG) is organized to administer an occupational health and safety support system that will provide qualified participating firms with sector specific program development resources and assistance to enhance the Internal Responsibility System within each firm. With a Northern Ontario focus our Safety Group will provide a better reach to businesses in smaller northern communities along with an enhanced occupational health and safety support and networking capacity.

Membership and active participation in the Northern Ontario Safety Group will enable participating firms to become more self-reliant in carrying out their responsibility in preventing workplace illnesses and injuries. The NOSG creates an opportunity for organizations to come together to share ideas and solve problems while taking advantage of the new Health & Safety Ontario (HSO) sponsor structure.
SUMMARY OF AVAILABLE RESOURCES FOR SAFETY GROUP ACTIVITIES (i.e. - administrative staff; consulting staff, health & safety knowledge; training knowledge; presentation materials, programs and equipment; business equipment)

Consulting and Training Field Staff: The four HSA’s in Northern Ontario represent 33 field staff available to support the Safety Group initiative by providing sector specific support in consulting, training and specialized services including ergonomics and industrial hygiene. Each HSA will select participating firms for engagement throughout the year based on legacy sector, ongoing relationship and cost effective staff resources to assist firms. Firm selection for engagement will occur prior to the first meeting and the Northern Ontario Safety Group control form will document this selection and be available for future reference.

Administrative Support Staff: WSN will take the lead in providing and co-ordinating support through the WSN Safety Group Administrator position. All presentation material and meeting support documentation will be provided to field staff through this position as well as the administrative coordination of Safety Group reports and submission to WSIB.

DEFINE TARGET MARKET(S):

The target market will include all sectors in Northern Ontario with a focus on clients with the greatest need based on injury statistics.

Northern Ontario for the purposes of this proposal will be defined consistently with the Government of Ontario definition which runs north of Parry Sound east to Huntsville and along the Algonquin Part boundary to the Quebec border.

OUTLINE TARGET MARKET(S) INJURY/ILLNESS RATES, TYPES AND TRENDS:

Through utilizing statistics provided by the WSIB Enterprise Information Warehouse, as well as tapping the internal intelligence of field staff, clients with the poorest injury performance will receive greatest focused during marketing activities. We will also promote the program with better performing clients and Advantage program firms who would make effective mentors within the Safety Group and enhance networking within the group.
OUTLINE HOW YOU ANTICIPATE IMPROVING THE HEALTH AND SAFETY OUTCOMES OF YOUR TARGET MARKET(S):

We anticipate that through participation in the implementation of the 5 health and safety program action plan elements of the program annually that clients will continue to upgrade their current health and safety programs to a working model which has positive impact on the elimination of injuries.

Advantage program members will continue to maintain and enhance their health and safety programs through participation in the 5+ year Safety Groups program. This ongoing focus towards improving health and safety programs will ensure ongoing injury reductions within these firms.

Clients participating in the program will also enhance their knowledge in health and safety through training sessions conducted in conjunction with the meetings and will benefit from the networking opportunities provided through the group.

MARKETING PLAN TO RECRUIT/RENEW FIRMS WITHIN TARGET MARKET(S) AND PROJECTED NUMBER OF PARTICIPANTS:

Current Safety Group firms, including 5+ year members, will be invited to participate in the new safety group. Through our multi-sector promotion and marketing for new clients utilizing a community based approach we anticipate significant success in gaining greater exposure for this initiative.

We estimate that within the first year of this new safety group initiative we will have 100+ participating clients. Through continuing promotion within northern communities we anticipate that this number will grow significantly into the future.

PROPOSED COMMUNICATION METHODS (to participating firms, H&S partners and WSIB):

Marketing plans will be coordinated through the four HSA’s utilizing a community based approach and will include: mail outs, e-mail blasts, promotion in newsletters and web sites. Field staff will also be provided with both electronic and hard copies of promotional materials which they will be able to share with clients during regular consulting or training activities.

SCHEDULE, FREQENCY AND LOCATION(S) DETAILS OF SAFETY GROUP MEETINGS:

Our Safety Group will be scheduling four meetings throughout the year with meetings occurring quarterly.

(*PSHSA has committed to participate in the identified meeting locations to support local firms.)*

Subsequent to the first safety group meeting of the year clients may decide to participate in the Safety Group meetings through webinar. Both webinar and regular community Safety Group meetings will be options for Safety Group member participation and are recognized as full meetings required by the program.

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SELF-FUNDING PLAN FOR GROUP / Participant Fees:

ANNUAL FEES AND RANGE OF SERVICES PROVIDED TO SAFETY GROUP MEMBERS:

The Northern Ontario Safety Group will be self-funded with funding coming from two primary sources:

1. Upfront funding to support the costs of meeting rooms, refreshments and material support costs will be realized through the registration fee for clients to join the group. Registration fees will range from: $250 for firms with $100,000 or less in annual WSIB premiums, $500 for firms with $100,000 to $500,000 in annual WSIB premiums and $750 for clients with 500,000 and up in annual WSIB premiums. Any remaining funds in this account at the end of the year will support the cost of the Safety Group Administrator position.

2. The remaining funds to support the Safety Group Administrator position will be realized from 5% the annual financial rebate realized by the group. Each client participating in the Safety Group program will provide 5% of their rebate funds to the sponsor to support this position.

- Note that all remaining funds after covering the administration costs of the group outlined in number 1 and the cost of the Safety Group Administrator Position outlined in number 2 will be shared between the four HSA’s on a pro-rated basis based on member firm participation in the Northern Ontario Safety Groups program.

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DISPUTE RESOLUTION PROCEDURE:

The Dispute Resolution Standing Committee addresses any concerns associated with the Safety Group program. The committee consists of three Steering Committee members who are selected and approved by the full Executive Committee, Safety Group program lead and the HSA Safety Group program lead from the effected association (excluding those members in an advisory capacity).

The dispute resolution process is as follows:

1. The committee identifies the problem or concern and, if necessary, conducts research into the concern.
2. The committee meets by conference call to discuss the concern and the supporting background information.
3. The committee identifies a solution or course of action (this must be agreed to by a
minimum of two committee members).
4. The decision of the committee is communicated to the firm or individual that raised the concern through the Executive Committee chairperson.
5. Follow-up on the course of action is conducted by the Executive Committee chairperson within a month of the decision being communicated to the company or individual to confirm resolution.

In specific situations relating to issues with Safety Group validation audits (Element Verification), the following dispute resolution process will be followed:
1. The firm will address specific concerns with validation audit (Element Verification) results directly with the WSIB Safety Groups Consultant conducting the validation audit and if possible issues are resolved *(Time frame: Immediately upon being advised on validation audit (Element Verification) results.)*

2. In situations where the WSIB Safety Groups Consultant has considered the firm’s concerns and maintains the previous position, the firm has the opportunity to voice its concerns to the Dispute Resolution Standing Committee of the SWO Executive committee. *(Steps 1 to 3 above will be initiated as noted above.)* *(Time frame: Immediately upon receipt of reconfirmed decision from the WSIB Safety Groups Consultant)*

3. If the committee decision is that they agree with the firm that the validation audit (Element Verification) results require adjustment by WSIB, they will document their concerns and forward a letter on behalf of the firm to the WSIB Safety Groups Consultant and copy in the Manager of Safety Groups. *(Time Frame: Within one week of being advised by the firms of the specific concerns.)*

4. Follow-up on this course of action is conducted by the Executive Committee chairperson within **two weeks** of the letter being communicated to the WSIB. This will include either reviewing the response of WSIB and communicating this with the subcommittee or contacting WSIB where no response has been received.

5. The response provided by the WSIB Safety Groups Consultant may be appealed to the Manager of Safety Groups through the Dispute Resolution Process if the subcommittee and firm disagree with the reply being provided by the WSIB Safety Groups Consultant. The correspondence to the Manager of Safety Groups will copy in the WSIB Safety Group Program Director. *(Time frame: Within one week of receiving WSIB response)*

6. The decision of the Manager of Safety Groups will be final and communicated with the Executive Committee and the firm in question.

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**REBATE DISBURSEMENT PLAN:**
TO BE COMMUNICATED TO MEMBERS IN WRITING AND AGREED TO BY THE GROUP

The financial rebate for the 2012 Northern Ontario Safety Group will be shared by the firms on a prorated basis according to the percentage of individual premiums compared to the combined premiums paid by the Safety Group membership as a whole.

Five percent of the financial rebate realized by each firm will cover the costs of program administration.

OTHER:

SELF DISCLOSURE IF ONE OR MORE PARTICIPATING ACCOUNTS ARE BEING ADMINISTERED BY THE SPONSOR: N/A

___________________  ___________________  ___________________
PRINT NAME            SIGNATURE            DATE

SERVICE LEVEL AGREEMENT BETWEEN THE SAFETY GROUP SPONSOR AND THE WSIB SAFETY GROUP PROGRAM CONSULTANT

DATE:

SAFETY GROUP SPONSOR:

WSIB SAFETY GROUP PROGRAM CONSULTANT (SGPC):

PROGRAM YEAR:

1) SUBMISSION DATE OF FINAL 2012 BUSINESS PLAN:
2) SUBMISSION OF REVIEWED 2012 SAFETY GROUP APPLICATIONS TO SGPC:

3) SUBMISSION DATE OF COMPLETED 2012 SAFETY GROUP EXCEL SPREADSHEET:

4) CONFIRMATION OF 2012 GROUP ELEMENT:

5) SUBMISSION DATE OF REVIEWED 2012 ACTION PLANS:

6) SUBMISSION DATES OF REVIEWED 2012 PROGRESS REPORTS:

7) SUBMISSION DATE OF 2012 ATTENDANCE REPORTS:

8) SUBMISSION DATE OF REVIEWED YEAR-END ACHIEVEMENT & MAINTENANCE REPORTS:

9) AGREEMENT TO ADVISE SGPC, IN WRITING, OF ANY REMOVALS OR WITHDRAWALS FROM THE 2012 SAFETY GROUP PROGRAM WITHIN _____ DAYS

10) OTHER:

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SAFETY GROUP SPONSOR                  SAFETY GROUP PROGRAM CONSULTANT