

Workwell Overview

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Workwell Program Overview

- A WSIB prevention program since 1989.
 - More than 8000 audits with a 75% success rate
- **Purpose:** Motivate employers with poor health and safety (H&S) records to implement sound health and safety management programs.
- **Process:** Initial assessment conducted of the firm's H&S program and practices. The results of the assessment determine the appropriate intervention strategy - be it an audit, risk management or monitor plan.

Legal & Policy Authorities

Section 82, *Workplace Safety and Insurance Act*

- Review employer safety programs & adjust premiums

Section 135, *Workplace Safety and Insurance Act*

- Enter workplaces and ascertain whether the workplace has sufficient measures to ensure workers are safe

WSIB Policy, 13-01-02

- Sets out selection process and how surcharges are established if not in conformance to audit requirements

Annual Selection

Sample Selection Matrix

Condition Description	Time period	Firm LTI Rate / Ave. RG LTI Rate	Firm NLTI Rate / Ave. RG NLTI Rate	Serious Injury/ Amputation (CSA nature category) count	Serious injury with life to date cost > \$20,000	LTI Count	Non LTI Count	RG with Largest FTE	In SCIP	In SG	WW audited in past 2 yrs unless previous WW failure	Hours of work > 20,000	10 or more days per year LTI
		1	2	3	4	5	6	8	9	10	11	12	13
Tier 1	Jan/05 to Dec/05	1.25		> 0	\$	3		largest	N	N	N	Y	Y
Tier 2	Jan/05 to Dec/05	1.25				3		largest	N	N	N	Y	Y
Tier 3	2004 and 2005		4				>=5	largest	N	N	N	Y	N



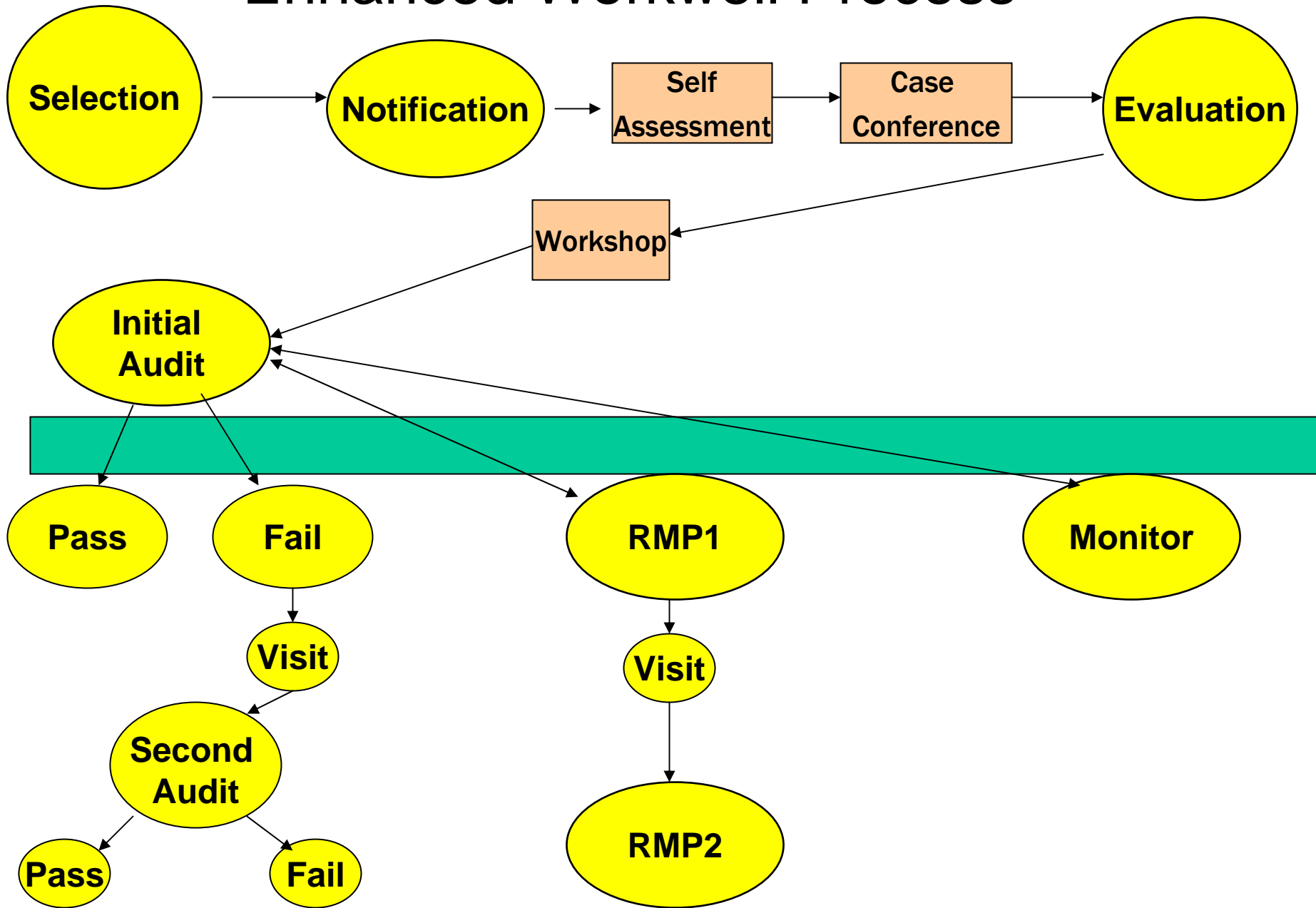
Dynamic Selection

- Fatalities
- Frequency & compliance with Ministry of Labour orders
- Compliance with first aid regulations
- Complaints from workers and others

or

- Any other information that may come to the WSIB's attention (e.g. Inspectors, firms registering with WSIB after accident date, etc)

Enhanced Workwell Process



Workwell Core Audit Tool

Audit details covered on pages 6 through 9:

* Words in **bold** throughout document are defined on pages 54 through 59.

Documents

Review of Policies, Procedures, Standards, Records, and Others.

Interviews

Verify understanding & knowledge of your program amongst workers & Managers

Observations

Verify work performed according to program standards and that machines, equipment and the work environment pose no hazards.

Question Format

- Element
- Guidelines
- Purpose
- Score

Element Evidence

Ask yourself three questions

- Do I have a procedure and is it in writing?
- Have the appropriate people been trained on the procedure?
- Is the procedure in use in the workplace?

Audit Elements

1 . **Health and Safety Policy**

Employer, Supervisor & Employee

2 . **Health and Safety Responsibilities**

Managers, Supervisors, Employees, supplied labour, contractors & visitors

3 . **Posted Health and Safety Material**

OHSA, WHMIS...

Audit Elements

4 . Hazard Identification & Control

Hazard ID, risk analysis and control.

5 . Health & Safety Committee/Representative

Terms of Reference, Certified members, inspections, management response.

6 . Health & Safety Education/Training

Initial job instruction, Legislation, incident investigation and inspections.

Audit Elements

7 . **First Aid**

Ontario Regulation 1101, proper kits, first aiders.

8 . **Inspections**

Committee, Representative, Management, Pre-use.

9 . **Preventative Maintenance**

What, who and when.

Audit Elements

10 . Accident/Incident Investigation

What happened and how can a repetition be prevented.

11 . Senior Management

Leadership!

12 . Early & Safe Return to Work

Roles & Responsibilities.

Scoring

Verification is completed by:

- Reviewing documents
- Training records
- Speaking with and observing staff
- Observations of workplace

Guidelines

- All guidelines must be addressed
- Points are not earned if:
 - a documented procedure/policy does not exist
 - appropriate people have not been trained
 - procedure is not in use in the workplace

Element Evidence

Ask yourself three questions

- Do I have a procedure and is it in writing?
- Have the appropriate people been trained on the procedure?
- Is the procedure in use in the workplace?

Questions

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Thank you!

and please call if we can be of any help at all.