

2019

**Safety Groups
Program Options**

Welcome to the 2019 Safety Groups Program options

Objectives: The 2019 Safety Groups Program is designed to offer a variety of program options for current, past and new firms, to choose the best option for making meaningful health and safety program improvements in their workplaces.

New! Option #1: Remain in regular Safety Groups Program

A firm that participated in the regular Safety Groups Program in 2018, (or any previous year), can choose to participate in the regular Safety Groups Program in 2019, regardless of the number of years of program participation.

Updated! Option #2: Safety Groups Advantage Program (SGAP): See 2019 SGAP Employer requirements for program updates for 2019. Notable updates include sections 5.4 (all priority non-conformities must be started within three months of audit completion) and 5.5 (all other non-priority non-conformities must be started within six months of audit completion). Eligibility for the Advantage Program includes:

- A. **Move to the Advantage Program** - A firm that has successfully completed three or more years in the Safety Groups Program can choose to participate in the 2019 Advantage Program.
- B. **Remain in the Advantage Program** - A firm that participated in the Advantage Program in 2018 (or any previous year) can choose to continue in the 2019 Advantage Program.

New! Option #3: HYBRID: Advantage Program back to regular Safety Groups Program

A firm that participated in the Advantage Program in 2018 can return to the regular Safety Groups Program in 2019 with the following requirements:

1. Based on the firm's 2018 HSMS Audit findings, convert a minimum of five (5) ongoing audit non-conformities from the 2018 Continuous Improvement Plan (CIP) that relate to high-risk hazards, legal requirements, hazard recognition and assessment, or return-to-work into new 2019 Safety Groups Program elements.
2. Implementation of the five (5) converted audit non-conformities must follow the Safety Groups 5-Steps to Managing Health and Safety.
3. Maintain all previous Safety Groups Program elements in 2019. **The HSMS Audit Program Standard (SGAP Standard) does not need to be maintained in 2019 nor does an Internal Audit need to be completed in 2019.**

Note:

- i. Firms that choose this option and are selected for a 2018 Advantage Program validation audit are required to continue working on their 2018 CIP until the development and approval of their 2019 Safety Groups Program Action Plan.
- ii. Attach a current copy of the firm's 2018 SGAP CIP with their 2019 Safety Groups Program Action Plan.

New! Past Members not in the 2018 Program

A firm that participated in the regular Safety Groups Program or the Advantage Program before 2018 - can choose to return to the regular Safety Groups Program, select five new elements and maintain all previous Safety Group elements in 2019; or if the firm has successfully completed three or more years in the Safety Groups Program, can choose to participate in the 2019 Advantage Program.

Regardless of the Safety Groups Program option selected, requirements are as outlined on page eight of the Safety Groups Program Employer Guidelines 5th Edition and the 2019 Safety Groups Application Form.

Option #4: Small Business transition until March 29, 2019

Build Your Program (BYP) small businesses and/or small businesses new or existing in Safety Groups (with annual premiums less than \$90,000) can apply to join a Safety Group of their choice, with the following criteria;

- ✓ Select a minimum of three Safety Group elements from the table below (choosing two elements from the **foundation elements** and one element from the **high-risk hazard elements**)
- ✓ Follow the five-steps model and the SG program requirements (as outlined in the 5th Edition Employer Safety Groups Guidelines)
- ✓ Firms new to Safety Groups - each element will be scored at 33% - validation audit pass will be 60% or greater
- ✓ Existing SG firms – each 2019 element will be scored at 25% and maintenance at 25%

Foundation elements (2 elements from below)	High-risk hazard elements (1 element from below)
<ul style="list-style-type: none"> • Health and safety policy • Health and safety orientation • Roles and responsibilities • Supervisor competency • Incident investigations • Hazard ID & reporting • Workplace inspections (not available if previously implemented in SBBYP) • First aid • Personal protective equipment 	<ul style="list-style-type: none"> • Slips, trips and falls • Working at heights • Motor vehicle incidents • Violence and harassment • Lock out/tag out • Confined space • WHMIS/GHS

Option #5: Workwell transition until March 29, 2019

Identified Workwell employers will have two options to join a safety group of their choice, with the following criteria:

Option one	Option two
<ul style="list-style-type: none">• Employers with a 2018 WW Action Plan can apply to a Safety Group of their choice before March 29, 2019 on agreement that;<ul style="list-style-type: none">○ Employers will share the WW evaluation and implementation plan with their Safety Group Sponsor to guide them in element selection.○ Follow the 5 Steps to Managing Health and Safety and all other SG Program requirements as outlined in the Safety Groups Program Guidelines 5th Edition○ Scoring will be 20% for each completed element.○ All other Safety Group Program requirements apply as outlined in the Safety Groups Employer Guidelines 5th Edition.	<ul style="list-style-type: none">• Employers that have been invited to participate in the Workwell Program may join the regular Safety Groups Program and select five elements in accordance with the Safety Groups Employer Guidelines 5th Edition.• May choose from the Other category if more relevant to their workplace.

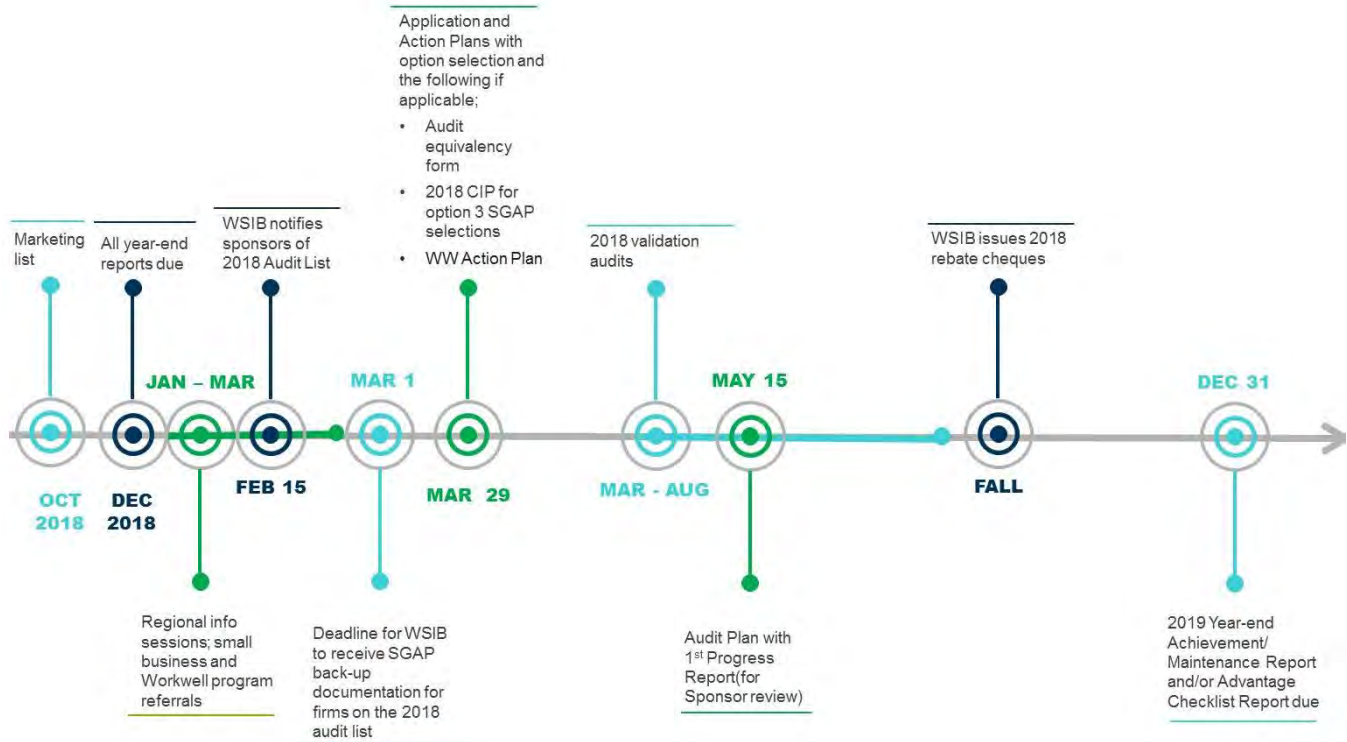
Employer options until March 29, 2019

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	SG light (Min. 3 elements)	SG	SGAP	Hybrid
Businesses that pay less than 90k in premium	✓			
Former or current SG participants <3 years in program		✓		
Former or current SG participants >3 years in program		✓	✓	
Current SGAP participants w/o 5 priority non-conformities from 2018 audit			✓	
Current SGAP participants w/ 5 priority non-conformities from 2018 audit			✓	✓
Former SGAP participants		✓	✓	
Former or current Workwell participants		✓		



Timeline: 2019 Safety Groups Program



Note:

- Small businesses that have participated in Build Your H&S Program and/or small businesses with premium less than \$90,000 can transition to a Safety Group of their choice until March 29, 2019.
- Sponsors are permitted to establish earlier due dates to allow sufficient time to review the documents before submitting to WSIB.

2019 Safety Groups Program due dates

March 29, 2019 – extended deadline for Sponsors to submit Application and Action Plan forms to WSIB.

- Audit Equivalency Form (if required)
- For Option # 3 Hybrid, attach a copy of the 2018 CIP with 2019 Action Plan
- For Workwell Employers with a WW Action Plan – provide copy with SG Action Plan

Note: 2019 Audit Plan with Spring Progress Reports - for Sponsor to review and action

December 31, 2019 – year-end forms due to WSIB.

Note: Safety Groups Program Sponsors are permitted to establish earlier due dates to allow sufficient time to review the documents before submitting to WSIB.

2018 validation audit year reminders

- 2018 Year-End Achievement/Maintenance Report and Maintenance and/or SGAP Year-End Checklist due to the WSIB on or before **December 31, 2018**.
- For the 2018 Program Year, Sponsor will be notified of the 2018 Audit List on **February 15, 2019** and SGAP supporting documentation for firms on the 2018 Audit List must be received by WSIB no later than **March 1, 2019**.