

Topic Selection | Frequently Asked Questions

- 1) Can I choose topics that I've started to work on (e.g. developing a work plan or drafting a policy) but have not implemented in my workplace?**

Yes.

This is an example of Category 1: New. As long as the health and safety initiative has not been implemented in your workplace, you can select it as a topic. For example, a new Health and Safety Coordinator reviews a previously drafted incident reporting policy and procedure. Upon review, it is evident that the policy/procedure requires some updates **and was not implemented**, as employees are not aware of the policy/procedure. In other words, the policy and procedure document was "sitting on the shelf". In this example, the business may choose the Injury, Illness and Incident Reporting topic to address the gaps identified with the previously drafted policy/procedure and ensure effective implementation.

- 2) My company completed an external audit 10 years ago, but we have not had one since. Can I choose the External Audit topic?**

Yes – if significant change has occurred or if there are gaps in effectiveness.

This is an example of Category 2: Significant gap in effectiveness. The requirements for this topic indicate that your business will establish, implement, monitor and maintain a procedure to coordinate an external third party audit of your occupational health and safety management system. If you do not have an active audit process that is monitored and maintained then there is a gap in effectiveness.

- 3) My business is now using diesel fuel to operate new mobile equipment. Control measures must be put in place to ensure the diesel exhaust does not harm my employees. Would we be eligible to select the Control of Hazards topic?**

Yes.

This is an example of Category 4: Repeating Control of Hazards. The introduction of a new exposure (e.g. diesel) can create new hazards for employees. To address this change, the risks associated with the new exposure will need to be controlled. The Control of Hazards topic can be selected, as required, to address new hazards.

4) Can I select any of the 36 topics and focus only on a COVID- 19 response because it is a new hazard to my business?

No, with one exception – the Control of Hazards topic.

Partial implementation of a topic, such as focusing only on COVID-19 within a topic area, is not permitted in the Health and Safety Excellence program.

However, if it is selected as a Control of Hazards topic within a Category 1 or Category 4, then it is eligible. The Control of Hazards topic can be repeated for as many hazards that are new and require the development and implementation of control measures to eliminate or reduce risk.

We also offer four other topics in addition to the Control of Hazards that can help you address pandemic-related prevention, management, and health and safety outcomes. When choosing these topics for your action plan, work with your provider to make sure they meet topic requirements and are not limited to only COVID-19.

5) During a review of our return to work program I identified the need to add information to our return to work policy on where and how to access WSIB forms. Would I be eligible to select the Return to Work Program Requirements, Forms and Tools topic to improve my return to work program?

No.

This is an example of continuous improvement. Updates where existing documentation is reviewed, revised and employees are made aware of the changes would be considered part of your continuous improvement cycle. The Return to Work Program Requirements, Forms and Tools topic **would be eligible for selection only if there were significant changes to the workplace**. For example, the business structure and activities change significantly requiring new analysis of job tasks, new roles and responsibilities, new accommodations, new contact information, etc.