

**2018**



**SAFETY GROUPS**  
PROGRAM

# 2018 SAFETY GROUP PROGRAM

## WHAT IS THE SAFETY GROUP PROGRAM?

The Safety Groups Program is a WSIB initiative that allows groups of companies to pool their health and safety experience and resources together to help improve their health and safety practices.

Safety Group members can reduce their workplace injuries and illnesses and be rewarded with rebates on their WSIB premiums. Each year participants select five elements from the WSIB Safety Groups' Element List to initiate or improve within their organizations.

Attendance in the Safety Groups Program gives you the knowledge and skills to improve your health and safety performance in your organization.

## WHY JOIN THE DUNK & ASSOCIATES SAFETY GROUP?

Dunk & Associates, an approved Safety Group sponsor, is a multi-sector group that services retail, health care, automotive, industrial and small businesses. In our program, our members have access to hundreds of resources to support their health and safety programs. With webinars throughout the year, you'll get the opportunity to network with other businesses similar to your own, share ideas, pool together resources and learn from each others experiences.

The best part? This is an incentive program. Upon successful completion, you can receive up to 6% back on your premium dollars paid to the WSIB.

Our goal is simple - to help you reduce workplace injuries to protect your most valuable asset - your employees - and help you reduce your WSIB costs.

## BENEFITS OF JOINING THE PROGRAM

- Access to online resource library
- Monthly health and safety webinars
- Monthly newsletters
- Preferred pricing on other services such as Training 24-7
- Access to 50+ PowerPoint training presentations
- Access to more than 150 Safe Operating Procedures
- Generic full safety program of policies and forms using the WorkWell layout
- Resource sharing
- Access to more than 200 Safety Talks

## OUR SAFETY GROUP STATS

### SAVE MONEY. GET RESULTS.

Over the past five years, our Safety Group has averaged as one of the top five firms to receive the highest percentage of rebates when compared to other Safety Groups. In 2015, we received a percentage rebate score of 5.06 out of a possible 6, providing our members with a great return on their investment.

In addition, on average over the past five years, our firms have reduced their frequency of lost time (greater than seven days) and severity rate (number of days lost) by double digits which translates into fantastic results.

If you want to earn a WSIB rebate and reduce worker injuries, Join us!



## OUR FOCUS IN 2018

### MENTAL HEALTH AND INVESTIGATIONS

It is currently proposed that as of January 2018 the WSIB will start accepting claims for Traumatic or Chronic Mental Stress. This year, our Safety Group program will be focusing on topics such as Workplace Mental Health and Stress to help you gain more understanding about employer obligations, policies and programs that can prevent workplace mental stress from occurring and we can help you handle situations that may arise.

In addition, our primary group element will be Investigations. Conducting investigations may seem like an easy task, but a poor investigation can leave you in a position of liability and with an unhappy workforce. As a group, the goal will be to learn, develop programs and ultimately become top notch investigators for anything from safety investigations, mental health and workplace violence and harassment. With our tools, you will have the confidence and resources to do it right!

**DUNK & ASSOCIATE'S WILL NEVER TAKE A CUT FROM YOUR SAFETY GROUP REBATE. PARTICIPATING IN THE PROGRAM CAN ACTUALLY PAY FOR ITSELF!**

## WHAT'S INVOLVED IN SAFETY GROUPS?

There are two levels of the Safety Groups Program. The 1-5 Years Program for new members up to 5 years and the Advantage Program, who are mature members in the program above 5 years. Assuming you know nothing about the Safety Groups Program and what it entails, we'll explain what is involved in the 1-5 Years Program.

Each firm selects five safety elements identified as key organizational goals to address and improve. Participants learn how to implement these initiatives by attending safety group meetings, and through the collective sharing of ideas and resources with other group members. Element completion is based on a five step continuous improvement process. Past elements have included Return to Work Program Development, Supervisor Competency, Health and Safety Policy Statement and more.

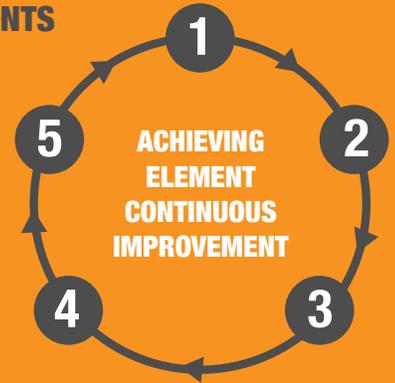
## THE SAFETY GROUPS ANNUAL CYCLE

Over the course of a one-year cycle, members must complete the following:

TIME FRAME	TASK
OCTOBER 31 - DECEMBER 15	<ul style="list-style-type: none"> <li>Confirm commitment to program by owner or senior management.</li> <li>Appoint senior management person as Safety Group contact.</li> <li>Complete application and submit to Safety Group Sponsor.</li> </ul>
BY FEBRUARY 28	<ul style="list-style-type: none"> <li>Complete Initial Workplace Assessment.</li> <li>Develop Action Plan by choosing health and safety program elements.</li> <li>Submit the Action Plan to Dunk &amp; Associates. The plan must be signed by senior management.</li> </ul>
JANUARY 1 - FEBRUARY 28	<ul style="list-style-type: none"> <li>Attend the first group meeting by Webinar.</li> <li>Confirm group element with Dunk &amp; Associates.</li> </ul>
MARCH 1 - APRIL 30	<ul style="list-style-type: none"> <li>Attend the Spring Conference webinar.</li> </ul>
MARCH 1 - NOVEMBER 30	<ul style="list-style-type: none"> <li>Utilize resources to implement Action Plan.</li> <li>Network to share, receive ideas and best practices from successful member firms.</li> <li>Submit a progress report to Dunk &amp; Associates on a regular basis.</li> </ul>
OCTOBER 30 - NOVEMBER 30	<ul style="list-style-type: none"> <li>Attend the Fall Conference webinar.</li> </ul>
BY DECEMBER 15	<ul style="list-style-type: none"> <li>Complete Year-End Report and submit to Dunk &amp; Associates.</li> <li>Receive your rebate the following year if all requirements are met.</li> </ul>

## HOW ARE ELEMENTS COMPLETED?

The 5 Steps to Managing Health & Safety are applied to each element of a health and safety program.



### STEP 1: SET STANDARDS

Standards are written statements outlining expectations, policies, procedures and workplace rules for health and safety. Standards are important as they set out clear guidelines as to what is expected. Standards tell people what to do, how to do it, why to do it, and when to do it.

### STEP 2: COMMUNICATE

Communicating standards means ensuring that all appropriate people in your workplace have a clear understanding of what is expected of them and what they can expect from others. Communication increases awareness of health and safety in your organization and also encourages employees to give you feedback about health and safety and how it can be improved.

### STEP 3: TRAINING

Training means that management, supervisors and workers all attain the knowledge and skills needed for their jobs. For each Safety Groups element, you must determine who needs what knowledge and skills, and how they will be developed. To meet Safety Groups Program requirements, training must be completed, or verified, within each program year (January 1 to December 31).

### STEP 4: EVALUATE

Evaluating each element is an important process; it helps make sure you are carrying out the standard, that the element is properly communicated and that effective training has occurred. It's an opportunity to check if the standard is working and decide its strengths and weaknesses. This way, you are better able to make effective improvements with the feedback you receive.

### STEP 5: MAKE IMPROVEMENTS AND ACKNOWLEDGE SUCCESS

Based on the results of the evaluation, look for opportunities for improvement and create a documented plan or recommendations to implement change.

# LEADERS IN SAFETY

## ADDITIONAL SERVICES

Dunk & Associates offers other additional services at discounted rates to our Safety Group members:

- 200 online training seats with access to more than 30 health and safety modules, \$200 + HST
- Supervisor Competency Training (via webinar) a 90 minute session \$250 + HST
- Additional 12 health and safety webinars \$150 +HST
- Coming soon – MOL approved provider for JHSC Certification Part I & II offered entirely by webinar (Distance Learning)

## SAFETY GROUP PARTICIPATION FEES

### EARLY BIRD UNTIL NOVEMBER 1, 2017.

Every WSIB Account and Firm < \$1,000,000 is \$950 + HST.  
Every WSIB Account and Firm > \$1,000,000 is \$1,150 + HST  
per \$1,000,000 in premiums.

### AFTER NOVEMBER 1 UNTIL DECEMBER 31, 2017.

Every WSIB Account and Firm < \$1,000,000 is \$1,050 + HST.  
Every WSIB Account and Firm > \$1,000,000 is \$1,200 + HST per  
\$1,000,000 in premiums.

Our Safety Groups Program does not take a cut off of your potential premium rebate that you receive upon successful completion of the program. In order to be eligible to receive the early bird special, payment must be received within 60 days of invoicing.



## PARTICIPATION REQUIREMENTS

- Schedule 1 Firm
- In good standing with WSIB
- Committed to participating for at least one full calendar year
- Have commitment from the owner or senior management to participate in the program
- Not be a member of the Safe Communities Incentive Program (SCIP)
- Participate in only one safety group at a time

## WHAT OUR MEMBERS ARE SAYING

*"Thank you, Nancy, for using your talents/ skills as an orator for a very good purpose in your life; not everyone does this with their talents. I'm sure that because of your engaging presentation skills (that help people stay awake to hear critical information), you have prevented injury and premature death for many people over the years."*

*"The information you provided was great. I have since explored your website and took advantage of the R&D policy. Dunk has certainly put a lot of thought into the needs of their clients!"*

*"I like the interactive element, and the content this morning was interesting! I also love the Webinar option, as it saves me time travelling."*

## HOW TO REGISTER

Registration for the 2018 Safety Groups Program is now open for new and returning firms. Register to participate in the following ways:



Fill out the Registration Forms online:  
[www.dunkandassociates.com](http://www.dunkandassociates.com)



Give us a call:  
1-866-754-8839