



## DUNK & ASSOCIATES INC.

### WSIB HEALTH & SAFETY EXCELLENCE PROGRAM (HSEp)

#### WHAT IS THE HSEp?

WSIB's HSEp recognizes an Employer's and workplace's efforts in safety. This program integrates the strengths of the previous Safety Groups, and Workwell programs. This model provides a clear road map for Ontario businesses to improve health and safety and achieve recognition and will help make Ontario a healthier and safer place to work.

Whether you are just getting started or want to optimize systems and processes you already have in place, the HSEp can help you reach your goals.

Participants can earn both financial and non-financial rewards and create safer workplaces and cultures.

**Dunk & Associates does not take a percentage of the Employer earned rebate; we never have, and we never will.**

#### WHAT DUNK OFFERS?

Dunk & Associates offers more than just documents and legal jargon. We engage with each firm and meet you where you are at on your safety journey. Whether one employee or 10,000, we have the resources to assist you in building your safety program.

Dunk & Associates is an **approved provider** of the HSEp in Ontario. We have been a provider with the WSIB in the Safety Groups program since 2003 and are now one of the **most experienced** approved providers for the HSEp. We are "leaders in safety" and our team of professionals is comprised of a variety of specialists in safety, human resources, claims management, and administrative supports. Dunk is only a phone call away to our HSEp members. We specialize in making the **journey simple for safety**. With a client base of more than 2000 workplaces, Dunk has the system, training programs, templates, procedures and fully vetted content for you, with **unlimited access** to your business. We provide online services, e-learning and simple processes with **fully developed supports** for every industry sector in Ontario. This includes those regulated by the Canadian Labour Code.

## WHAT'S INCLUDED IN THE HSEp

### WEBINARS

We host our Mandatory meetings and sessions via webinar, making it easy for you to participate. Updates to both HSEp and impacting legislations are communicated through our Guidance and Instruction webinars. **Attending all quarterly webinars are mandatory.**

Dunk webinars build HSEp competencies and teach you how to achieve and exceed the minimum legal compliance.

With quarterly webinars to attend, you can choose to join live, or watch the recordings later at your convenience. Just remember to let us know once you have viewed them as we track member attendance. These webinars are included in your participation fee.

Participation also gives you access to our archive of recorded webinars.

### INCLUDED SERVICES

- Guidance in selecting the best health and safety topics for your workplace.
- One-to-one phone call to review and complete WorkPlan.
- Resources to assist in building the competencies required for each topic, including policies.
- Monthly Newsletters, eBlasts, and resources.
- Mandatory webinars for Guidance and Instruction on the HSEp requirements (quarterly).
- Samples of program topic, policies, associated forms, and program support.
- Unlimited inbound coaching calls by Dunk & Associates to assist with program implementation.
- Opportunities to network and share resources with other member firms.
- One review of any required additional evidence for WSIB validation process, as needed.

### COST TO PARTICIPATE

*Fees to participate are for a 12-month enrollment.*

\$500 per topic per firm/ account number (minimum of 1 to a maximum of 5 topics) for each million dollars in WSIB premium per account number.

Unfinished or incomplete topics will not carry over to the next year.

A one-time extension can be purchased if needed to complete your program at \$75 per topic and must be paid for by credit card (3.5% surcharge applies). No refunds or credits will be issued as per our terms and conditions.

**Want to learn more?  
Contact Dunk & Associates today!**

Visit [www.systems24-7.com](http://www.systems24-7.com), call 1-866-754-8839 or email [excellence@systems24-7.com](mailto:excellence@systems24-7.com).

## DUNK PROGRAM GUIDELINES

- Employers can choose to work on 1 to 5 health and safety topics in a 10-month period. The additional 2 months in your enrollment is for validation support, if required.
- Selected topics are to be customized to your business size and sector – make these topics work for you! Choose your level of entry and the topics which are relevant to your business.
- Registration is open all year and you can start whenever you want. Dunk provides quarterly mandatory Guidance and Instruction webinars to keep you updated on the program requirements.
- Financial and non-financial recognition is based on your firm's individual success.

### HOW IT WORKS

1. **Join:** Choose an approved provider (Dunk & Associates is an approved provider), complete an assessment and select from 1-5 topics to work on.
2. **Develop:** Learn and implement safety topic(s) with the services and supports of Dunk. Dunk reviews your completed evidence submissions prior to submission for validation.
3. **Demonstrate:** Submit evidence of implementation demonstrating Topic Implementation for validation by a WSIB validator.
4. **Achieve:** Receive rebates and non-financial recognition.
5. **Validate:** WSIB will virtually validate your topic evidence submissions. In addition, WSIB may select your workplace for an on-site validation of evidence.

## FINANCIAL REWARDS

Under the current HSEp Rate Framework, employers will fall into one of two categories based on their ability to influence their premium rates. Predictability is a measurement of how much your past claims and insurable earnings can be used to predict future outcomes. This information will be available on the WSIB Compass portal found on the WSIB Online Services Portal.

### Group 1: Low Predictability (under 20%)

Businesses who have low past claims and low insurable earnings qualify for a minimum \$1,000 rebate per completed Health and Safety Topic or 2% of their premiums, whichever is greater, up to 100% of WSIB premiums. The maximum potential rebate for any firm is \$250,000 per 12 months, for five topics completed or 100% of premiums paid.

### Group 2: High Predictability (over 20%)

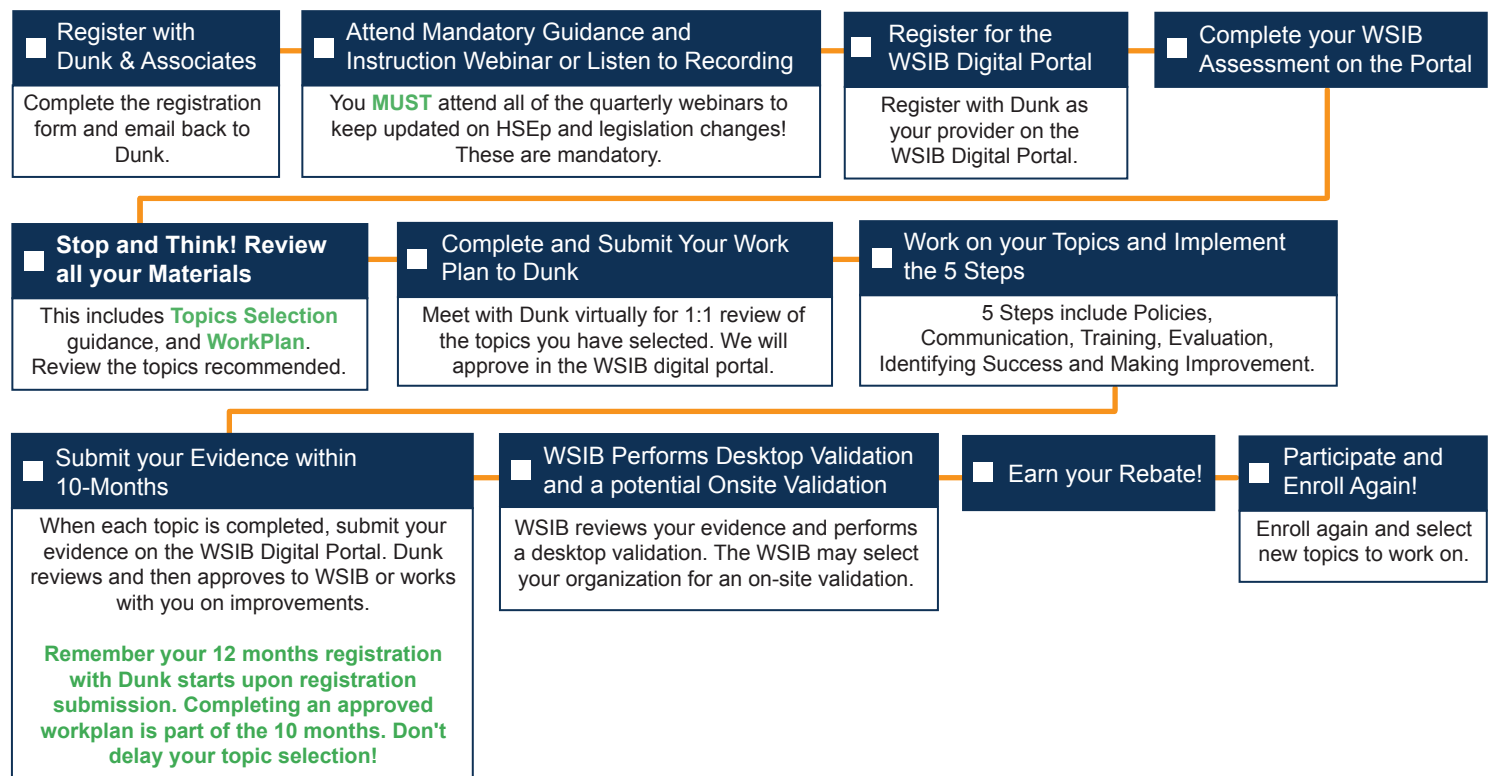
Businesses who have high claim costs and considerable insurable earnings qualify for a 1.4% rebate off their WSIB premiums up to a maximum of \$50,000 per completed Health and Safety Topic or 100% of their premium. The maximum potential rebate for any firm is \$250,000 per 12 months, for five topics completed or 100% of premiums paid.

## NON-FINANCIAL REWARDS

- Enhance your safety culture and improve your safety performance.
- Create structure and goals for your safety program.
- An HSEp participation badge will be visible in the WSIB Online Services Portal when a firm's action plan is approved by the WSIB (updated quarterly). Firms will receive additional recognition for each level completed.
- Annually, an achievement report will be sent to employers from the WSIB providing their progress in the program.

## PROCESS FOR THE HSEp

See our flowchart to help guide you through the HSEp.



# MANDATORY GUIDANCE AND INSTRUCTION WEBINARS

You **MUST** attend our mandatory Guidance and Instruction webinars to learn more about updates to the program. During these webinars, we discuss the program requirements, build topic competency, explore the five steps of implementation and learn what's new in Ontario. These engaging sessions are held quarterly! Network with other firms, learn from our professionals, and bring your questions. If you cannot attend the webinar live, a recording will be posted on the Dunk Excellence Portal but make sure to send us an email once you have watched it as attendance is tracked. To register, log into the Dunk Excellence portal and the links to register are found on your dashboard along with the webinar recordings of previous webinars.





## **DUNK-HSEp FEES**

### **12-month Membership Pricing**

#### **Dunk-HSEp Membership 12-month Fee**

##### **Regular Pricing:**

- \$500 per topic (min. 1, max. 5) for each million dollars in WSIB premium per account number.
- For premiums in excess of 1 million dollars and or multiple WSIB account numbers, please call for a quote.
- Up to two attendees for each webinar and two account accesses to the Dunk portal.

Corporations that hold a WSIB Corporate Identification please call Dunk for pricing discounts and access numbers. Your firm must have a WSIB corporation identification for claims and the maximum rebate is \$50,000 per topic to apply the program at this level of operation.

##### **Fees provide the following services:**

- Access to the Dunk HSEp portal for all resources, content and program information.
- Excellence Newsletters, eBlasts, and resources.
- Webinars for Guidance and Instruction on the HSEp requirements (quarterly). These webinars are mandatory to attend.
- Samples of program topic, policies, associated forms, and support.
- Inbound coaching calls by Dunk & Associates to assist with program implementation.
- Opportunities to network and share resources with other member firms.
- Review of evidence submission (does not include policy review or rewriting of evidence story and documents). This review will include written recommendations to the Employer needed for Dunk approval to submit to WSIB.
- One AER submission review and approval for WSIB if required.
- One preparation virtual meeting if selected for an onsite validation for your submissions.
- WSIB meeting participation by Dunk, if required on a topic, evidence, or validation support.

#### **Additional Fees**

##### **Professional review of policy for topics is \$75 per topic or \$300 for 5 topics**

Fee includes providing recommendations for improvements, identification of requirements not being met either for topic or implementation of topic, one phone/virtual consultation with firm to review findings and recommendations, and written recommendations for improvements to program management.

##### **Onsite visit for full Occupational Health and Safety system assessment - call for quote**

Physical walk around to assess overall safety processes and culture including first aid, health and safety board, hazard identification and reporting, work refusal process, hazard controls, etc.

##### **Systems 24-7 private client service - call for quote**

- Systems 24-7 provides your organization with secure online access to all your business-related information. Dunk & Associates can also offer professional services in Health & Safety and Human Resources to manage these programs for you.
- In any Systems 24-7 package, receive complete access to our **eLearning library**:





## DUNK AND ASSOCIATES HSEp Registration Form

Please fill in the information below.

**\$500 per topic (min. 1, max. 5) per 1 million in WSIB Premiums for each account number.**

**Previous Years' WSIB Premium Amount:**

**Number of Topics (1-5):**

*Includes Dunk & Associates supports and services, competency development tools.*

*Fees are based on your previous year's premium amounts. If paying less than 1 million in premiums, the fee remains \$500 per topic.*

**Date of Registration:** \_\_\_\_\_

**This Registration is for:**

☐ One WSIB account. Account # \_\_\_\_\_ Number of locations covered by this account number. \_\_\_\_\_

☐ Multiple account numbers; please complete excel spreadsheet and submit with this registration form.

Total number of account numbers. \_\_\_\_\_

**12- month enrollment commences the date that you submit your registration form to Dunk & Associates. Your 10 months to select your topics and implement them begins at that point. Do not delay topic selection!**

### Contact Information

Primary Point of Contact's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ ext: \_\_\_\_\_ Email: \_\_\_\_\_

### Billing Information

Company Legal Name: \_\_\_\_\_

Company Operating Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

If a purchase order number is to be included on the invoice please provide: \_\_\_\_\_

Name of Person that invoice is to be sent to: \_\_\_\_\_

Email of where invoice is to be sent: \_\_\_\_\_

Signature: \_\_\_\_\_

☐ Check off if you have read and agree to all the terms and conditions (*on following page*).

**Email your completed forms to [excellence@systems24-7.com](mailto:excellence@systems24-7.com). Questions? Call us at 1-866-754-8839**  
**No refund/credit of Excellence program fees after 30 Days.**

## DUNK & ASSOCIATES TERMS AND CONDITIONS OF PARTICIPATION:

1. Employers must submit a completed registration form to Dunk & Associates to be registered into the HSEp program.
2. Employers applying to participate in the HSEp must have an active account in good standing with WSIB. An employer that experiences a fatality will be disqualified during that year from participating in the rebate.
3. Employers can only register with one HSEp Provider, and cannot switch during their 12 month cycle, unless approved by WSIB.
4. Employers must attend ALL of our Guidance and Instruction webinars as each session is different and will provide Employers with any HSEp and legislation updates. During these webinars, employers are encouraged to participate.
5. Employers participating in the HSEp are required to select one to five topics annually from the 38 topics, as set out in the HSEp Health and Safety Topics Guide.
6. Employers must complete a Health & Safety Assessment the first year they participate in the HSEp; completion in subsequent years is voluntary.
7. Employers are required to submit evidence to demonstrate they have implemented their chosen topic(s) by the 10 month mark of their program. This allows Dunk enough time to review your evidence submissions and work with you to finalize them and achieve the highest rebate possible. If WSIB modifies the program, a communication will be sent out to the member to notify them of any amendments that need to be made to achieve a double rebate. Submissions will be reviewed in a first in first out order. **MEMBERS MUST BE AWARE THAT SUBMITTING AFTER THE 10TH MONTH MARK COULD RESULT IN NOT ACHIEVING A REBATE DUE TO WAITING TILL THE LAST MINUTE.** If an extension is required to complete the program, the cost is \$75 per topic for additional 3 months and must be paid for by credit card (3.5% surcharge applies).
8. Any AER evidence submissions must be submitted 2 weeks prior to submission deadline to provide Dunk & Associates with enough time to review evidence and provide any feedback as required. Any submissions after this deadline will result in your topic being marked as incomplete.
9. Employers must maintain a point of contact with Dunk & Associates. If there are any changes, Dunk & Associates must be notified.
10. All evidence submitted by the employer will be reviewed by WSIB, with some employers being selected for an onsite validation. If selected, employers may need to allow WSIB access to all locations under the account number.
11. An employer who declines to participate in an onsite validation (virtual) will not receive any recognition; financial or non-financial.
12. Employers will only be validated on the topics that evidence is submitted for; if topics are being deferred, the employer must notify Dunk & Associates. No refund or credit is given for deferred topics.
13. Employers and their employees may be asked to participate in questionnaires or surveys as part of the ongoing HSEp evaluation.
14. Employers are required to adhere to the Excellence program requirements.
15. No refunds or credits are allowed after 30 days from your date of registration. These funds go towards the development and support of the program.