

Health and Safety  
Excellence program  
Approved provider  
wsib 2022



## DUNK & ASSOCIATES INC. SMALL BUSINESS HSEp

Dunk & Associates is proud to participate in the WSIB's Small Business Pilot HSEp! This pilot is designed for small to medium-sized employers (1-99 employees) who are struggling to implement health and safety, have no health and safety, or are looking for financial relief. Starting May 5th, the WSIB is providing additional benefits to smaller businesses which includes double the rebates and up to \$1000 to put towards their provider fees until December 31, 2022. Dunk & Associate's pre-scripted program is designed exclusively to create a simple, achievable program for small businesses. This is a limited 2022 opportunity for a limited enrollment of firms with Dunk & Associates.

### WHAT IS HSEp?

Launched in 2020, the WSIB Health & Safety Excellence program (HSEp) recognizes an Employer's and workplace's efforts in safety. This program integrates the strengths of the previous WSIB Small Business, Safety Groups, and Workwell programs. This new model provides a clear road map for Ontario businesses to improve health and safety initiatives in the workplace, achieve recognition, and help make Ontario a healthier and safer place to work. Participants can earn both financial and non-financial rewards and create safer workplaces. HSEp allows businesses to invest in their health and safety programs and receive a portion of that investment back. Don't miss this opportunity to grow your program, participate and get rewarded!

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) to learn more.



# DUNK & ASSOCIATES INC.

## SMALL BUSINESS HSEp

### HOW DOES THE REBATE WORK

For each topic successfully completed, your firm can receive a minimum of \$1000 per topic (up to 100% of your premium) in rebate. Then that amount is doubled if you finish the program in 2022. **WOW!!! Register now!!!** Register now, attend our orientation session and if you like what you hear – participate. Registration is required but you will have 5 business days to withdraw, with no fees charged, after the orientation session.

### FINANCIAL SUPPORT

**This new pilot initiative helps small business with 1-99 full-time equivalent (FTE) employees by:**

- 1** Increasing the maximum rebate cap of 75% of annual reported premiums to 100% of annual reported premiums.
- 2** Offering small businesses double the rebate for complete action plan topics and \$1,000 towards provider services for an approved action plan.
- 3** Double the rebate when topics are completed successfully by the end of 2022.

### ELIGIBILITY CRITERIA

**In order to participate, the small employer must:**

- Have 99 or less full-time equivalent (FTE) employees\*
- Comply with the Workplace Safety and Insurance Act (WSIA)
- Have no work-related traumatic fatalities in the last 12 months

*\* If you're not sure if you qualify, please contact us and we can verify your numbers with the WSIB.*

### NON-FINANCIAL REWARDS

- Enhance your safety culture and improve your safety performance.
- Create structure and goals for your safety program.
- An Excellence program participation badge will be visible in the WSIB COMPASS when a firm's action plan is approved by the WSIB (updated quarterly). Firms will receive additional COMPASS recognition for each topic and level completed, as well as number of years in the program.



### COST TO PARTICIPATE \$\$ 00.00 \$\$ (UP TO 3 TOPICS)

**WSIB is now funding directly to small businesses, \$1000 to offset the cost to participate with an approved provider.**

**The Dunk & Associates Small Business HSEp fee is \$1000 per WSIB account number (incl. HST) which includes the selection of up to three topics for potential rebate. Two additional topics may be selected at \$500 per topic. Payment due to Dunk & Associates upon your receiving WSIB funding dollars.**

# SMALL BUSINESS HSEP PROCESS, EVENTS AND TIMELINES

Now until June 14, 2022

Businesses complete their application for participation in the Dunk Small Business HSEp.

June 15, 2022 (Mandatory Webinar 1)

Attend your mandatory **Orientation and Steps 1-3 Webinar** and select topics from the list below to work on (min. 1 topic is required).

Recognition of Hazards (Inspection, Recognition, Reporting)

Injury, illness and incident reporting

Incident Investigation & Analysis

Health and Safety Communication

Leadership and Commitment

Health and Safety Responsibilities

**Invoice for Participation Fees and Funding Once Topics Selected on WSIB Portal.**

June & July

Following selection of topics, businesses will begin the first 3 steps in the implementation process (setting the standard, communication, and training) using the program materials provided.

July 25, 2022

(Optional Program Review & Getting Help Webinar)

Join the **optional webinar** to get help in the Small Business HSEp. Dunk & Associates will answer questions, review requirements and coach your business through the program.

August & September

Let the first three steps of the process **live and breathe** in your workplace.

October 6, 2023 (Mandatory Webinar 2)

Attend mandatory **Steps 4 & 5 Webinar** and then complete the last two steps in the implementation process (Evaluation, Success & Improvements).

November 1, 2022

All evidence submission materials must be submitted to Dunk & Associates by this date.

Rebate Issued

Potential rebate will be earned upon successful completion of the program. Rebate date is dependent on WSIB's quarterly rebate run.



**When You're Finished the program?** Consider enrollment in the on-going Excellence program and/or private services with Dunk & Associates/Systems 24-7.

**Have a question about the program, need support, or not sure what you're doing?**

**Enrollment includes unlimited inbound calls to Dunk & Associates for support at 1-866-754-8839 or email to [excellence@systems24-7.com](mailto:excellence@systems24-7.com)**



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## SMALL BUSINESS HSEP SUPPORTS AND WEBINARS

At least one member of your organization must register for each of the following mandatory webinars. The **Program Review and Getting Help** webinar is optional. These are recorded and a copy of the recording will be made available.

### Mandatory Webinar 1: Mandatory Orientation and Steps 1-3

**Wednesday, June 15th, 2022**

9:00am-12:00pm

Registration Link: [Link](#)

### Optional Webinar: Program Review and Getting Help

**Monday, July 25, 2022**

9:00am-12:00pm

Registration Link: [Link](#)

### Mandatory Webinar 2: Implementing Steps 4 & 5 Webinar

**Thursday, October 6, 2022**

9:00am-12:00pm

Registration Link: [Link](#)

Dunk & Associates also offers a variety of complimentary health and safety, HR and claims webinars throughout the year. These are free for you to attend. If you wish to register for our complimentary webinars, visit us online:

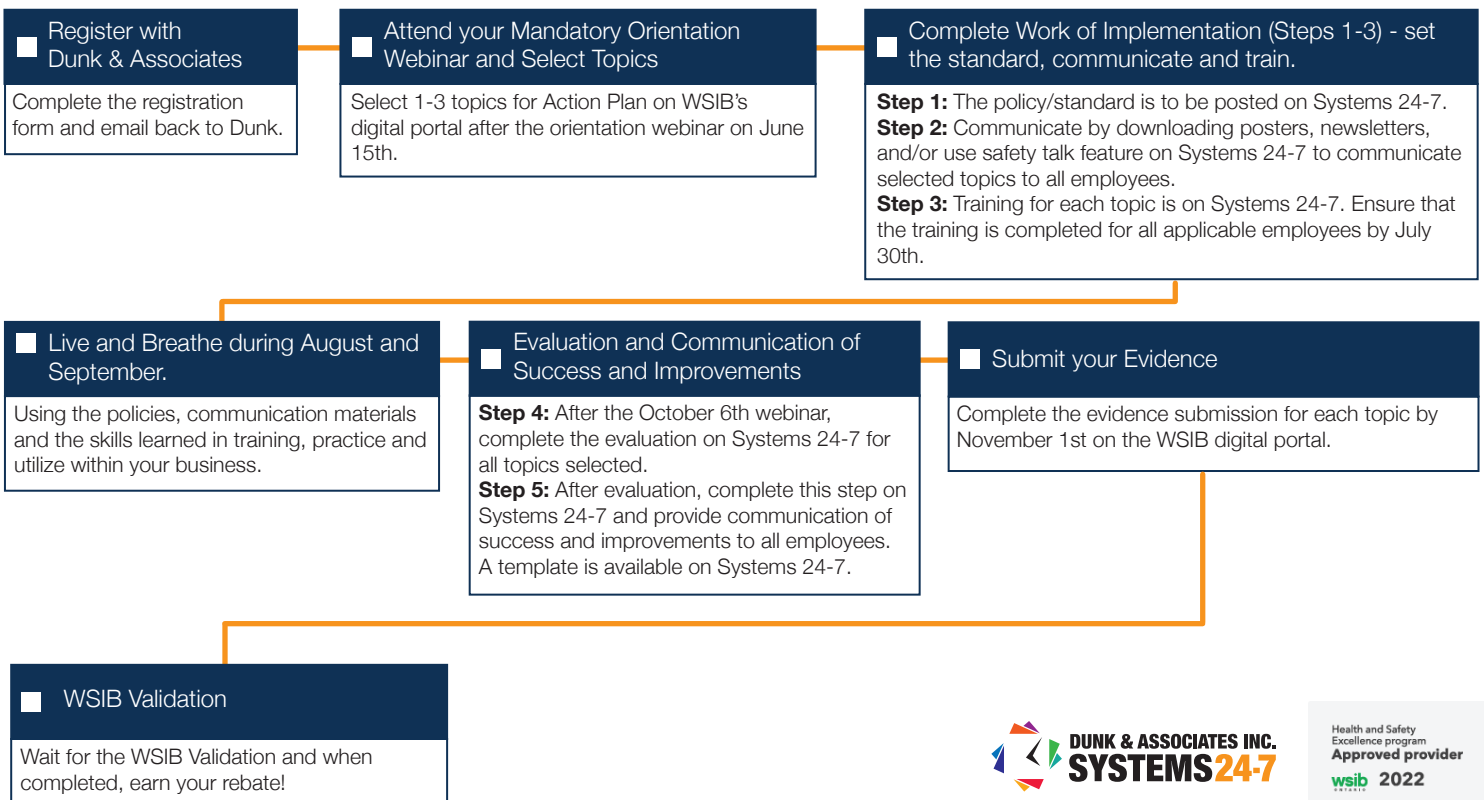
<https://www.systems24-7.com/webinars>

### Dunk & Associates provides to employers in the Small Business HSEp:

1. A sample policy for each topic that can be customized to your business.
2. Communication pieces for each topic (Safety Talk, Poster, Newsletter Article).
3. Training for each topic. Dunk will provide you with eLearning which can be accessed through Systems 24-7.
4. Evaluation template for each topic to be completed during step 4 of the implementation process (Evaluation).
5. Celebrate Success and Action Planning samples (i.e. letters of success, or certificates, and action plan template for any deficiencies identified in step 4).
6. HSEp Supports – check-ins and unlimited inbound supports.
7. Other Services at additional cost (On-site visits and Systems 24-7 private client services). Please contact Dunk for more information and pricing.

## SMALL BUSINESS HSEP WORK FLOW

See our flowchart to help guide you through the Small Business Excellence program.



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## SMALL BUSINESS HSEp Registration Form

Please fill in the information below.

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

**This Registration is for:**

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

WSIB Premium Amount from Previous Year: \_\_\_\_\_

For multiple accounts, please contact Dunk & Associates at [excellence@systems24-7.com](mailto:excellence@systems24-7.com).

### FEES: \$1000 (HST Included) per WSIB Account Number

Enrollment in Dunk & Associate's Small Business HSEp includes selection of up to three topics. Up to two additional topics can be selected at \$500+HST per topic to increase rebate potential. To purchase additional topics, please select below.

1 Additional Topic  2 Additional Topics

### 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: \_\_\_\_\_

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

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

**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. Topics may be deferred for up to one year only.*

# DUNK & ASSOCIATES TERMS AND CONDITIONS OF PARTICIPATION:

- 1. Employers must submit a completed registration form to Dunk & Associates to be registered into the Small Business HSEp program. Employers must have 99 or less FTE employees to participate.
- 2. Employers applying to participate in the Small Business 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 must attend the two mandatory webinars. During these webinars, employers are encouraged to participate.
- 4. Employers participating in the Small Business HSEp are required to select one to five topics preselected by Dunk & Associates. More details can be found in the HSEp Member guidelines.
- 5. Employers are required to submit evidence to demonstrate they have implemented their chosen topic(s) by the outlined due date. This provides Dunk & Associates with enough time to do a comprehensive review of evidence to ensure employers receive the highest rebate employers are entitled to.
- 6. 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.
- 7. Employers must maintain a point of contact with Dunk & Associates. If there are any changes, Dunk & Associates must be notified.
- 8. An employer who declines to participate in an on-site validation will not receive any recognition; financial or non-financial.
- 9. Employers will only be validated on the topics that evidence is submitted for; if topics are being dropped, the employer must notify Dunk & Associates.
- 10. Employers and their employees may be asked to participate in questionnaires or surveys as part of the ongoing HSEp evaluation.
- 11. Employers are required to adhere to the Excellence program requirements as outlined in the HSEp Member guidelines, current edition.
- 12. No refund/credit for unused topics or deferral of topics. This is a limited program and these funds are directly used to develop and support HSEp.

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

Position: \_\_\_\_\_

Date: \_\_\_\_\_

