



Dunk & Associates 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, achieve recognition, and help make Ontario a healthier and safer place to work.

Whether you are just getting started or want to build on your existing Health and Safety program, 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 member and meet you where you are on your safety journey. Whether one employee or 10,000, we have the resources to assist you in building your safety program. Dunk has created two programs for you to choose from based on your service needs for the program (Self-Directed HSEp and HSEp Plus). Inclusions for each program are provided in this package.

Dunk & Associates is an approved provider of the HSEp in Ontario. We have been a provider with the WSIB since 2003 and are now **one of the largest and most experienced approved HSEp providers**. 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 for our HSEp members. We specialize in making the **HSEp journey simple for our members**. Dunk has the necessary resources to achieve HSEp success.

At an additional cost, we provide other online services such as eLearning, policies/procedures, and simple processes with fully developed supports for every industry sector in Ontario. Including those regulated by the Canadian Labour Code.

What's Included in the HSEp?

Webinars

We host **MANDATORY** meetings and sessions via our Guidance & Instruction webinars, making it easy for members to participate. Attending all quarterly webinars are **MANDATORY**. These webinars are where we share important HSEp updates and validation focuses on getting you through the program successfully without frustration, as well as impacting legislation in Ontario. They are also a great way to network with other members and share best practices.

If you cannot attend live, you **MUST** watch the recording from the Dunk HSEp Portal within 2 weeks and send an email to us to let us know you watched it. Failure to attend or watch the webinar will result in the Self-Directed HSEp Members having to move to the HSEp Plus program (at additional cost) or be removed from the program altogether. Dunk & Associates tracks member attendance.



Choose Your Program

Self-Directed HSEp Program Included Services

- One administration access to the Dunk HSEp Portal
- Access to newsletters, topic resources, templates, and instructions for your selected topics. All you have to do is customize them to your workplace/s.
- Ability to take topic training on the Dunk HSEp Portal if your business is under 50 employees. There are training exports available for those over 50 employees for most of our topics. Some topic training would be based on your newly created program.
- 3 submission reviews per topic. After 3 you will need to move to the HSEp Plus program to continue in the program at additional cost.
- One review of any required AERs as identified by WSIB
- Unlimited inbound phone/email support related to your topics to assist you in your HSEp journey. There will be no process-related support as this program is self-directed. Quick verification questions will be allowed.

HSEp Plus Included Services

In addition to the services in the Self-Directed HSEp:

- Up to three administration accesses to the Dunk HSEp Portal.
- Ability to take topic training on the Dunk HSEp Portal up to a maximum of 1000 employees.
- Unlimited submission reviews to finalize your topic submissions.
- Assisting the member in creating step deadlines with a follow-up 1 week before the date.
- 1 written standard (policy/SOP) review per topic.
- Unlimited inbound phone or email support related to your topics or processes to assist you in your HSEp journey.
- 1 Topic selection assistance meeting before topic selection on the WSIB Digital Portal.

Remember we are not Google Doc, Microsoft, or Adobe support and cannot assist you with any issues related to these software applications.

Want to learn more? Contact Dunk & Associates today!

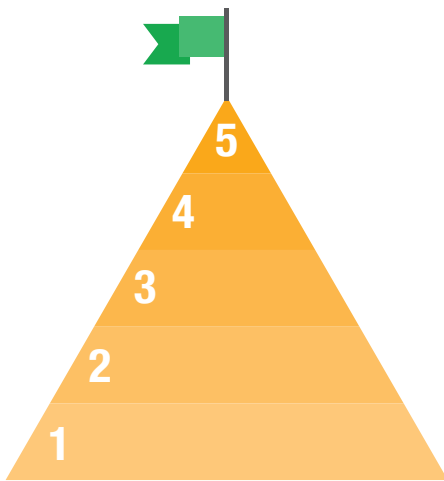
Visit systems24-7.com or contact us directly.

1-866-754-8839

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 Dunk & Associates to review and work with the member to finalize the submission.
- Selected topics **MUST** be new (no policy or program implemented or continuous improvements will be allowed). 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 that are new to your business.
2. **Develop:** Learn and implement safety topic(s) with the services and supports of Dunk. Dunk reviews your completed evidence submissions before submission for validation.
3. **Demonstrate:** Submit evidence of implementation demonstrating Topic Implementation for validation by a WSIB validator.
4. **Validate:** WSIB will virtually validate your topic evidence submissions. In addition, WSIB may select your workplace for an on-site validation of evidence.
5. **Achieve:** Receive rebates and non-financial recognition.



Financial Rewards

Under the current HSEp Rate Framework, if the member's topic has been successfully validated, a rebate will be issued based on the previous year's premiums paid and the spreadsheet located below. Previous year premiums are switched to the next year on February 1st of the current year.

In addition, all members will receive a \$1,000 registration credit that will be automatically applied once your topics have been approved digitally on the WSIB Digital Portal. This credit will be sent to the member as per WSIB's rebate schedule. Members will pay Dunk & Associates Invoice and then receive the credit later from WSIB.

Premium Range Categories		Rebate
1	\$1 – \$50,000	\$1,000 per action plan, plus \$2,000 per topic completed*
2	\$50,001 – \$100,000	\$1,000 per action plan, plus \$3,000 per topic completed
3	\$100,001 – \$250,000	\$1,000 per action plan, plus \$5,500 per topic completed
4	\$250,001 – \$500,000	\$1,000 per action plan, plus \$8,000 per topic completed
5	\$500,001 – \$1,000,000	\$1,000 per action plan, plus \$12,000 per topic completed
6	\$1,000,001 – \$2,000,000	\$1,000 per action plan, plus \$20,000 per topic completed
7	\$2,000,001 – \$5,000,000	\$1,000 per action plan, plus \$37,000 per topic completed
8	\$5,000,000 +	\$1,000 per action plan, plus \$50,000 per topic completed

* Up to a maximum of 200% prior year's reported premiums, regardless of the number of topics selected.

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 member'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 available to employers on the WSIB Digital Portal providing their progress in their recently completed years HSEp.

Visit systems24-7.com, call 1-866-754-8839 or email excellence@systems24-7.com to learn more.

Process for the HSEp

See our flowchart to help guide you through HSEp.

Register with Dunk & Associates

Complete the registration form and email back to Dunk.

Register, complete the assessment, and select your topics on the WSIB Digital Portal

Link your business to Dunk & Associates, complete your WSIB Assessment, and select your topics for approval on the WSIB Digital Portal.

Stop and Think! Review all your Materials

This includes **topics related documents (i.e. policies, posters, training materials, etc.)**

Work on your Topics and Implement the PDCA Steps

Steps include Plan (create policies), Do (communicate and train your topics), Check (evaluate your implementation), and Act (Identifying Success and Making Improvements).

Submit your Evidence within 10-Months

When each topic is completed, submit your evidence to Dunk & Associates. Dunk will review your submissions and works with you to finalize them. When finished Dunk will upload to the WSIB Digital Portal for validation.

Remember your 12 months registration with Dunk starts upon registration submission.

WSIB Performs Desktop Validation and a potential Onsite Validation

WSIB reviews your evidence and performs a desktop validation. The WSIB may select your organization for an on-site validation.

Earn your rebate!

Participate and enroll again!

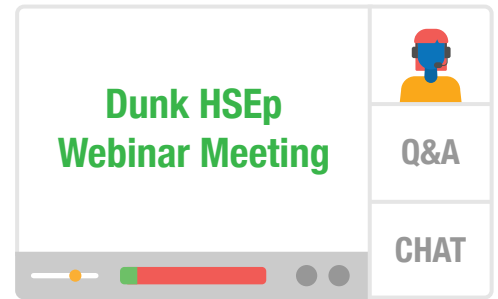
Enroll again and select new topics to work on.

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 HSEp updates, learn what's new legislatively in Ontario, validation focuses and tips, HSEp and provider requirements, and provide an opportunity to network and ask questions on the HSEp or topics.

These engaging sessions are held quarterly! If you cannot attend the webinar live, you **MUST** watch the recording off the Dunk HSEp Portal within 2 weeks and send an email to us to let us know you watched it. **Failure to attend or watch the webinar will result in the Self-Directed HSEp Members having to move to the HSEp Plus program (at additional cost) or be removed from the program all together.** Dunk & Associates tracks member attendance.

To register, log into the Dunk HSEp 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

Self-Directed HSEp Membership*

\$550 per topic (min. 1, max. 5) for each million dollars in WSIB premium per account number. Must be paid by credit card.

HSEp Plus Membership*

\$1000 per topic (min. 1, max. 5) for each million dollars in WSIB premium per account number. Must be paid by credit card.

*For premiums in excess of 1 million dollars and or multiple WSIB account numbers, please call for pricing.

Additional Fees

30-day topic extension is \$80 + HST per topic.

Sometimes members run out of time or delays push back the program implementation. If more time is required a one-time extension can be granted after a discussion with Dunk. This fee **must** be paid for by credit card.

ONE TIME
EXTENSION

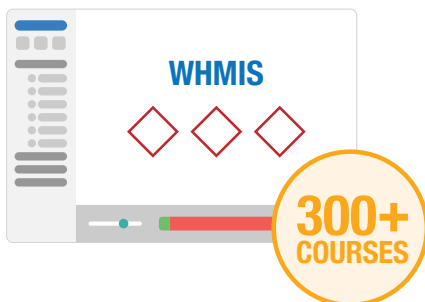


Professional review of policy for topics is \$150 + HST per topic.

As Dunk provides members with policies/SWPs for each topic that meet the topic requirements, we do not review that content as part of our services. If the member decides to create their own policies/SWPs Dunk will review for an additional fee and provide recommendations for improvements, identification of requirements not being met either for topic or implementation of topic.

Onsite visit for full Occupational Health and Safety system assessment – Call for quote

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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.
- Included with any Systems 24-7 package, subscribers will receive complete access to our [eLearning Library](#).

Please fill in the information below.

Select Your Program	
<p>HSEp Self-Directed \$550 per topic (min. 1, max. 5) per 1 million in WSIB Premiums for each account number.</p> <p>HSEp Plus 1,000 per topic (min. 1, max. 5) per 1 million in WSIB Premiums for each account number.</p> <p>Previous Years' WSIB Premium Account: _____ Number of Topics (1-5): _____</p>	

¹ Includes Dunk & Associates supports and services, competency development tools.

² Fees are based on your previous year's premium amounts. If paying less than 1 million in premiums, the fee remains \$500 per topic.

WSIB Account Information	
Date of Registration: _____	Number of Employees: _____
How many WSIB accounts are you registering?	
One WSIB Account	
Account Number: _____	Number of locations covered by this account number: _____
Multiple Account Numbers – Please complete an excel spreadsheet and submit with this registration form.	
Total number of account numbers: _____	

Contact Information		
Full Name of Primary Point of Contact: _____		
Phone Number: _____	Ext: _____	Email: _____

Billing Information		
Company Legal Name: _____		
Company Operating Name: _____		
Address: _____		
Phone Number: _____	Person Receiving Invoice: _____	Email Invoice to: _____

I have read and agree to all the [Terms and Conditions of Participation](#) (on following page).

Signature: _____

Email your completed forms to excellence@systems24-7.com. Questions? Call us at 1-866-754-8839.

No refund/credit of Excellence program fees after topic approval.

Dunk & Associates Terms and Conditions of Participation



1. All HSEp fees must be paid by credit card.
2. Employers must submit a completed registration form to Dunk & Associates to be registered into the HSEp program.
3. 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.
4. Employers can only register with one HSEp Provider, and cannot switch during their 12 month cycle, unless approved by WSIB.
5. 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. For Self-Directed Members, failure to attend webinars will result in having to upgrade to HSEp Plus at additional cost or removal from the HSEp.
6. Employers participating in the HSEp are required to select one to five topics per program run from the list of WSIB Approved topics as set out in the HSEp Health and Safety Topics Guide.
7. Employers must complete a Health & Safety Assessment the first year they participate in the HSEp; completion in subsequent years is voluntary.
8. Employers are required to submit to Dunk & Associates each steps evidence submission to demonstrate they have implemented it correctly once completed. Dunk will review and approve the member to move to the next step once finalized. The total allowance of time to complete all 4 steps is 10 months. This allows Dunk enough time to review your final evidence submission and get all the steps submissions prepared to submit for validation and achieve the highest rebate possible. If WSIB modifies the program, the modification/s will be shared with the members during the following Guidance & Instruction webinar and communicated in our newsletter. 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
9. 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.
10. Employers must maintain a point of contact with Dunk & Associates. If there are any changes, Dunk & Associates must be notified.
11. All evidence submitted by the employer will be validated by WSIB, with some employers potentially being selected for an onsite validation. If selected, employers may need to allow WSIB access to all locations under the account number.
12. An employer who declines to participate in an onsite validation (virtual) will not receive any recognition; financial or non-financial.
13. 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.
14. Employers and their employees may be asked to participate in questionnaires or surveys as part of the ongoing HSEp evaluation.
15. Employers are required to adhere to the Excellence program requirements.
16. No refunds or credits are allowed after topic approval. These funds go towards the development and support of the program.