



TRANSPORTATION SAFETY GROUP BUSINESS PLAN 2008

Prepared by THSAO

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INTRODUCTION

The Transportation Health and Safety Association (THSAO) has been a Safety Group sponsor since the Workplace Safety and Insurance Board (WSIB) Pilot Program began in the year 2000. For 2007, THSAO recruited 234 members representing various rate groups within the transportation sector. In general, participating transportation firms have showed a positive trend in the reduction of Lost Time Injuries (LTI's), No Lost Time Injuries (NLTI's), Injury Rate and Frequency while actively participating in the Transportation Safety Group Program for years 2000, 2001, 2002, 2003, 2004, 2005, 2006 and 2007. The reductions in workplace related injury rates are reflected in statistics compiled by the WSIB in their Enterprise Information Warehouse (EIW) database.

Safety Group performance indicators reflect positively on the ability of the Transportation Safety Group to eliminate injuries collectively in the workplace. Moreover, the elimination of workplace injuries and illnesses are the main mandate of both THSAO and WSIB.

The continued support and expansion of the Transportation Safety Group is very important in the development and application of occupational health and safety programs aimed at eliminating workplace injuries and illnesses for transportation sector employers.

TRANSPORTATION SAFETY GROUP MANDATE

The Transportation Safety Group mandate is to reduce injuries and hopefully eliminate illnesses in the workplace. In order to achieve our mandate, THSAO actively promotes self-reliance through the Internal Responsibility System (IRS) in all companies involved in the Safety Group. The IRS is an approach to Occupational Health and Safety (OHS) management, which holds that OHS should be integrated into every individual's job at every level of the organization.

The three rights – the right to refuse unsafe work, the right to know about hazards, and the right to participate – are fundamental IRS components. The Safety Group Program is a vehicle, which THSAO member firms can use to ensure that the IRS is working properly, and provide industry specific program development, resources and networking opportunities.

SAFETY GROUP GOALS

- To reduce/eliminate workplace injuries and illnesses through the sharing of information, best practices and expertise.
- To encourage member firms to become more self-reliant in all aspects of occupational health and safety.
- To encourage member firms to develop and implement occupational health and safety programs in their respective workplaces.
- To set standards for occupational health and safety education and training, as required, and set appropriate time frames for compliance.
- To encourage all employers to include health and safety education and training for all new employees and supervisors.
- To establish and maintain Early and Safe Return to Work Programs.
- To encourage interaction among members to assist in implementing internal health and safety programs.
- To share in potential Safety Group financial incentives
- To encourage non-participating firms to join the Safety Group.

ADMINISTRATIVE SUPPORT

THSAO will sponsor and administer the Safety Group Program for members in conjunction with the WSIB. The sponsor's function is to assist in developing, implementing and monitoring compliance with WSIB Program requirements. THSAO will continue to provide the resources to help firms meet the Safety Group requirements through consulting, auditing, training, program development and on-site support.

Policy and direction will be established by THSAO Senior Management and carried out by the Safety Group Coordinator Joe Covey.

As part of the sponsorship requirement, THSAO is required to:

- Develop and review annually a Business Plan for submission to the WSIB
- Develop member Participant's Manuals
- Recruit for the Safety Group Program
- Complete Base Line Workplace Assessments
- Identify Group Achievement List Elements

- Propose Group Element
- Encourage networking and sharing of best practices
- Complete Action Plan Progress Reports
- Monitor compliance with Program requirements
- Provide WSIB with required documentation within stated deadlines
- Coordinate and track Achievement Lists and Evaluations
- Assist with the Dispute Resolution Process
- Encourage mentoring among participants
- Organize safety meetings / seminars for members
- Provide occupational health and safety consulting services
- Identify training needs
- Complete Year-End Workplace Assessments of individual firms
- Liaise between WSIB and participating firms
- Participate in sponsor and Transportation Safety Group Advisory Committee meetings
- Provide updates of Safety Group activity as required

TRANSPORTATION SAFETY GROUP ADVISORY COMMITTEE

The purpose of the Transportation Safety Group Advisory Committee is to provide THSAO, the sponsor for the WSIB Safety Group, with recommendations, advice and solutions on behalf of the Safety Group participants. (Appendix A)

The Transportation Safety Group Advisory Committee will act as a mentor to those companies requesting assistance while maintaining an advisory role to the sponsor on behalf of all participating companies.

The committee will encompass all Transportation Safety Group activity including but not limited to:

- ❖ Mentoring and guidance to participating companies;
- ❖ Monitoring Group compliance to WSIB Safety Group requirements
- ❖ Arbitrating the Dispute Resolution Process
- ❖ Support of THSAO in the administration of the Program

Transportation Safety Group Advisory Committee membership shall consist of volunteers from among participating Transportation Safety Group companies as well as representatives from THSAO (the sponsor) and WSIB.

2008 ENTRY CRITERIA

Transportation Safety Group current year participants must submit WSIB Application Form by October 31, 2008.

New firm applications for the Safety Group Program must be submitted by December 5, 2008.

Each Safety Group member must be a Schedule 1 firm, and have a WSIB firm number that includes at least one of the following THSAO Rate Groups: 497, 551, 553, 560, 570, 577, 580, 584, 590, 681, and 689.

Each member must be in good standing with the WSIB and provide in writing proof of same when requested. The President/CEO of the member firm must confirm their support of safety and health in the workplace and participation in the Transportation Safety Group. The employer must appoint a senior person as Safety Group contact.

Acceptance into the Group will be subject to meeting the Group entry criteria and ratification by the WSIB.

2008 TRANSPORTATION SAFETY GROUP REQUIREMENTS FOR PARTICIPATING FIRMS

Safety Group members will be required to comply with conditions stipulated by the WSIB as a condition of being a member of the Safety Group, together with any other requirements as may be determined by THSAO. For firms to remain in good standing with the Group each firm must meet the following criteria:

- Create and promote a safety culture in the workplace.
- Attendance at a minimum of three Safety Group meetings per year.
- Complete Base Line Assessment (by February 8, 2008) and complete Year-End Workplace Assessments (by December 5, 2008).
- Develop an Action Plan to implement the Achievement List Elements.
- Submission of Progress Reports, as required, indicating progress in implementing individual elements (these must be back to THSAO by May 16, 2008 and Sept 19, 2008 respectively).
- Participate in any random WSIB Safety Group Spot Checks
- Submission of the Year-End Achievement Report (five elements) by December 5, 2008 for submission to the WSIB
- Provide THSAO with ten percent (10%) of any individual company rebate received under the Safety Group Program to cover the costs of administering the program.
- All similar business activities of the participating member shall be included, as long as they have the same WSIB firm number. Separate operations, with a different WSIB firm number, engaged in different rate group activities (manufacturing, retail, electrical, etc.) would not be included in the Safety Group.
- Each member of the Group remains solely responsible for its own records, obligations, assessments, payments, etc.
- All activities and initiatives of the Group will be coordinated by THSAO.
- Each year, the President/CEO of each member firm will sign an application form reaffirming their support of the Program and commitment to improving safety performance, as well as sign an acknowledgement of the contents of the Transportation Safety Group Participant's Manual.

- Members are encouraged to make all employees, customers, suppliers and subcontractors aware of participation in this Program.
- Members will be required to file a Progress Report with THSAO at regular intervals indicating their progress to date in implementing the elements they are working on.
- No member of the Group may be a member of another similar Safety Group except as determined by the WSIB.
- Members may apply to join the Group for the next calendar year, up to October 31, 2008 (or as may be determined) of any given year.
- Each member and the Group collectively, will establish target goals for each year.
- All members of the Group must be members in good standing of the WSIB in their appropriate membership category, and may be required to provide verification of it.
- Companies are encouraged to "reward and celebrate" achievement of company safety goals.
- Employees shall be encouraged to submit suggestions to their employer to improve safety in their workplace.
- Any potential Group rebate distribution will be based on a flat rate and the balance based on the percentage of premiums paid to the WSIB.

IMPORTANT DATES/DEADLINES

1. October 31, 2007: Current participants must submit 2008 applications.
2. October 31, 2007: Current participants must submit signed acknowledgement sheet from the Participant's Manual.
3. December 7, 2007: Current participants must submit Year-End Workplace Assessments for 2007.
4. December 7, 2007: Current participants must submit Year-End Achievement Report - the five elements worked on in 2007 with supporting documentation for each of the five steps.
5. December 7, 2007: Current participants must submit the Transportation Safety Group Seminar choices for 2008.
6. December 7, 2007: New participants must submit Transportation Safety Group Application Form for 2008.
7. December 7, 2007: New participants must submit Transportation Safety Group Participant's Manual acknowledgement sheet for 2008.
8. December 7, 2007: New participants must submit seminar schedule choices for 2008.
9. February 9, 2008: Workplace Baseline Assessments, Action Plan and Achievement Elements for 2008 are due.
10. May 16, 2008: 1st Progress Report is due.
11. September 19, 2008: 2nd Progress Report is due.
12. October 31, 2008: Current participants must submit 2009 applications
13. October 31, 2008: Current participants must submit signed acknowledgement sheet from the Participant's Manual for 2009

14. December 5, 2008: Current participants must submit Year-End Workplace Assessments for 2008
15. December 5, 2008: Current participants must submit Year-End Achievement Lists with supporting documentation for 2008
16. December 5, 2008: Transportation Safety Group Application Form for 2009 are due from new participants
17. December 5, 2008: Transportation Safety Group Participant's Manual acknowledgement sheet for 2009 are due from new participants

SUSPENSION/DISQUALIFICATION

Any member of the Transportation Safety Group, who fails to maintain the entry criteria, or other criteria established by WSIB or THSAO herein, may be subject to being put "On Notice" and/or "Disqualified" from the Safety Group Program, as determined by the Safety Group Advisory Committee. Such firms shall take immediate steps to improve their safety program and performance and/or reporting requirements in order to be reinstated.

- "On Notice" shall mean that the company may continue to participate in the Group and the rebate program subject to meeting conditions set out by the Transportation Safety Group and WSIB and/or the Transportation Safety Group Advisory Committee.
- "Disqualified" / "Termination" shall mean that the firm is removed from the Safety Group and the rebate distribution, and shall have to re-apply for re-admission.
- Any member of the Group may withdraw voluntarily, under conditions established by the Group, but their company record and financial obligations to the Group and WSIB remain the responsibility of the said company.
- Member firms that are disqualified or resign from the Safety Group in a given year will also be ineligible for rebates applicable to that year.

DISPUTE RESOLUTION PROCESS

- Any dispute regarding entry into the Group, being put "On Notice", and/or being "Disqualified"; or any other issue, which cannot be resolved by the parties involved, will be submitted to the Dispute Resolution Process established by THSAO. The Dispute Resolution Process involves taking the concern to the Transportation Safety Group Advisory Committee who would then render a final decision in the matter of the dispute.
- All decisions through arbitration shall be final and binding upon the parties.

TRANSPORTATION SAFETY GROUP REBATE DISBURSEMENT PLAN

- If the Transportation Safety Group is eligible for any financial Group rebates, the monetary rebate will be distributed based on a flat rate of \$2000.00 for each member of the Safety Group. The balance of the rebate will be distributed based on the percentage of premium paid to the WSIB by each member firm. The rebate disbursement plan is subject to the Safety Group receiving enough of a rebate to cover the flat rate amount. If there is not enough funds to cover the flat rate amount, the rebate will be disbursed based on the percentage of premium paid to the WSIB by each member firm.
- The WSIB will issue rebates directly to individual companies. Individual companies will upon invoice direct 10% (ten percent) of the rebate to THSAO to cover Safety Group administration costs, etc.

TRANSPORTATION SAFETY GROUP REFERENCE MATERIALS

SAFETY GROUP PUBLICATIONS:

“WSIB Safety Groups Employer’s Guidelines”
“Transportation Safety Group Business Plan”
“Transportation Safety Group Participant’s Manual”
“Transportation Safety Group Resource Binder”

SAFETY GROUP SUPPORT SYSTEM AND ONLINE RESOURCES

THSAO: www.thsao.on.ca
THSAO MSN User Group: <http://Groups.msn.com/THSAOSafetyGroup/homepage>
WSIB: www.wsib.on.ca
WSIB Best Practices: www.preventionbestpractices.net I.D.: best, Password: WSIB
MOL: www.gov.on.ca/lab/main.htm
HRDC: http://info.load-otea.hrdc-drhc.gc.ca/federal_legislation/home.htm
Ontario Safe Workplace Associations: www.preventiondynamics.ca
CCOHS: www.ccohs.ca

SELECTED THSAO HEALTH AND SAFETY TRAINING PROGRAMS

Canada Labour Code Part II
Certification Training
Collision Review Committee
Commercial Motor Vehicle Collision Investigation Levels 1, 2 & 3
Defensive Driving – School Bus, Commercial and G-Class
How to Prevent Over-exertion, Strains and Sprains
Lift Truck Operator – Classroom and Practical Evaluation

Occupational Health and Safety Act
Personal Injury Investigation
Principles of Effective Training
Transportation of Dangerous Goods
Workplace Hazardous Materials Information Systems (WHMIS)

FUNDING FOR THSAO ADMINISTRATIVE SUPPORT

On average, participating transportation firms in the Transportation Safety Group have showed a decrease in Lost Time Injuries (LTIs) and Frequency while actively participating in the Safety Group Program for years 2000, 2001, 2002, 2003, 2004, 2005, 2006 and 2007. Reductions in injury rates are reflected in data compiled by the WSIB Prevention Division, Safety Groups Program.

The Safety Group Program is an excellent vehicle to help companies to become more self-reliant in the development and application of occupational health and safety programs aimed at eliminating workplace injuries and illnesses.

Participation in the Group has also yielded financial benefits for the companies involved in the Transportation Safety Group. Not only have companies' experienced increased individual NEER savings, but have also shared in Group financial rebates for the years 2000, 2001, 2002, 2004 and 2005.

For the year 2000, 52 THSAO Safety Group firms shared in \$268,159.16 in Safety Group rebates (WSIB Prevention Division, Safety Groups Program).

For 2001, 53 THSAO Safety Group firms shared in \$362, 545.04 in Safety Group rebates (WSIB Prevention Division, Safety Groups Program).

In 2002, 86 THSAO Safety Group firms shared in \$1,181,820.72 in Safety Group rebates (WSIB Prevention Division, Safety Groups Program).

In 2004, 161 THSAO Safety Group firms shared in \$2,193,485.62 in Safety Group rebates (WSIB Prevention Division, Safety Groups Program).

In 2005, 171 THSAO Safety Group firms shared in \$1,181,820.72 in Safety Group rebates (WSIB Prevention Division, Safety Groups Program).

To ensure continuing success and expansion of the Transportation Safety Group Program in 2008 and beyond, it is necessary to maintain adequate levels of funding. THSAO will continue to provide the resources to help firms meet the Safety Group requirements through auditing, training, program development and on-site support.

In order to offset the administrative costs associated with the Safety Group Program it is necessary to include a mechanism for cost recovery. THSAO requires 10% of any rebate that a company receives from the Safety Group Program to be paid directly to THSAO. This fee will be used to recover costs incurred by THSAO for administering the Program.

APPENDIX A

Transportation Safety Group Advisory Committee

TERMS OF REFERENCE

INTRODUCTION AND OVERVIEW

The purpose of the Transportation Safety Group Advisory Committee is to provide the Transportation Health and Safety Association, the sponsor for the WSIB Safety Group, Transportation Sector, with recommendations, advice and solutions on behalf of the Safety Group participants. The Transportation Safety Group Advisory Committee will act as a mentor to those companies requesting assistance while maintaining an advisory role to the sponsor on behalf of all participating companies.

The committee will encompass all Transportation Safety Group activity including but not limited to:

- ❖ Mentoring and Guidance to participating companies;
- ❖ Monitoring Group compliance to WSIB Safety Group requirements;
- ❖ Support of THSAO in the administration of the program

The committee may be asked for input from internal and external resources for a variety of reasons and must be willing to disperse information accordingly.

MEMBERSHIP

Transportation Safety Group Advisory Committee membership shall consist of volunteers from among participating Transportation Safety Group companies as well as representatives from the THSAO (the sponsor.)

The committee will maintain a maximum number of 10 representatives, including those members assigned by the sponsor. The committee will represent the participating companies.

A member's *term of office* will correlate directly with his/her company's length of participation in the Safety Group program. Should a committee member's company cease participation in the Safety Group Program, or should a member leave for any other reason, additional members may be requested from participating companies at the next THSAO sponsored Safety Group seminars.

MEETINGS

Transportation Safety Group Advisory Committee meetings may be held in conjunction with the Transportation Safety Group seminars held monthly. In this case, the meeting will be held immediately after the seminar.

Special or emergency meetings may be held at the call of the chair if warranted. Committee members will be advised of any special or emergency meetings by way of email.

Committee members will receive no remuneration of any kind for participation on the committee however, based on WSIB Safety Group requirements, once the mandatory three Transportation Safety Group Seminar requirements has been met, committee members will not be required to pay for attendance at further seminars.

Quorum must be achieved at all meetings. This may be achieved when the majority of members are present, of which at least one member of the sponsor is present.

Each representative will be allowed the opportunity to offer commentary. In order to achieve this, the chair may designate a set allotment of time in which a member will be allowed to present his/her commentary. This time allotment shall be the same for each member.

DOCUMENTATION AND RECORD KEEPING

AGENDAS

Agendas will be provided for each meeting by the chairperson based on previous minutes, outstanding issues, and concerns raised by participating company representatives or Transportation Safety Group Advisory Committee members. It is recommended that the agenda be distributed the week prior to the meeting.

MINUTES

The secretary will record minutes of the meeting. Minutes will be provided to the chairperson and the Chief Operating Officer of the THSAO for review and approval prior to distribution. Minutes will be made available to any member of a participating Safety Group company, the sponsor or the WSIB as requested.

Distribution of Information/Confidentiality

All information provided by the committee is considered available to any member of a participating Safety Group company. Therefore, all documents being distributed must not contain the names of any company personnel or confidential company specific information.

ISSUES AND DECISIONS

The Transportation Safety Group Advisory Committee will be responsible for monitoring compliance of WSIB Safety Group requirements and must review all instances where a participating company has failed to meet these requirements. The committee must determine, in each case, if the company has made all reasonable efforts to maintain program requirements using sponsor and WSIB approved standards. Committee members will be presented with information provided by the required Progress Reports as well as Year End Achievement Report to make these determinations.

Where in the decision of the Committee a company has not met the requirements, the company will be advised by the sponsor in writing and will face disqualification from the program for non-compliance.

All decisions and recommendations will be made by way of *consensus* on behalf of the committee as a whole. Where a dispute arises, the majority of members will form the consensus. Each representative will be allowed the opportunity to offer commentary and must present his / her commentary before the committee in the time allocated to him/her.

Recommendations, decisions and direction will be documented by the secretary at the time of the meeting and forwarded to the sponsor for distribution to the responsible party for resolution and / or follow up.

APPEALS

All decisions made by the committee regarding company compliance to program requirements may be appealed by the individual(s) in question, in writing, within 30 days of receiving the committee's decision. All appeals must be forwarded to the sponsor.

Once an individual(s) has presented his/her basis for appeal to the Safety Group Advisory Committee, the committee will review the decision. The decision of the committee upon hearing the appeal will be final and binding.

Outside resources may be utilised where deemed necessary to ensure that all pertinent information is brought forth in the appeal process.

WSIB SAFETY GROUP REQUIREMENTS

1. Employers must submit their application form to the sponsor by December 31, for the following year.
2. Applicants to the Safety Group Program must participate for at least one calendar year.
3. Employers applying to participate in the Safety Group Program must be a schedule 1 employer with the WSIB and be in good standing.
4. Employers can participate in only one Safety Group at a time and only one WSIB Prevention Program (i.e. Safety Groups Program or Safe Communities Incentive Program) at a time.
5. Employers participating in the Safety Group Program are required to complete at least 5 elements from the Achievement List as set out in the "Safety Group Program Guidelines".
6. Employers must complete a baseline assessment of their workplace to identify their current prevention programs strengths and weaknesses. They will use this information to select their Achievement List Elements.
7. Employers must participate in a workplace assessment at the end of the year. This assessment can act as a baseline assessment for the next year in the program.
8. Employers must appoint and maintain a Safety Group Coordinator to fulfil the administrative activities required as a participant in the Safety Groups Program.
9. Employers must attend and participate in at least three Safety Group meetings/workshops per year as organized by the Safety Group Sponsor.
10. Employers must participate in networking activities with other Group members.
11. If asked, Employers must cooperate with WSIB spot-checks as part of the evaluation process.
12. Employers must maintain regular contact with their Safety Group Sponsor.
13. Employers and their employees may be asked to participate in questionnaires, surveys or interviews as part of the program evaluation of the Safety Group Program.