



**Transportation Health & Safety  
Association of Ontario**

Thank you for your interest in participating in the Safe Communities Incentive Program (SCIP) for small business employers. This health and safety initiative is aimed at reducing lost time injuries and illnesses in your workplace with the support of the Transportation Health and Safety Association of Ontario (THSAO) and the Workplace Safety and Insurance Board (WSIB).

Firms that meet the program requirements are eligible to receive a 5% rebate **on their WSIB premiums**. A 2<sup>nd</sup> year follow-up program is also available where participants will be eligible for similar benefits.

Attached you will find a THSAO SCIP Application form. To register for the SCIP program we ask that you complete this form in its entirety and return it by mail or fax to the attention of:

**George Iacono (Business Development Consultant)**  
**Transportation Health and Safety Association of Ontario**  
**5110 Creekbank Road Suite 200**  
**Mississauga, Ontario L4W 0A1**  
**Fax: (905) 219-0052**

Safe Communities Incentive Program (SCIP) is a two-part WSIB incentive program for small businesses. The first step includes the 5 Steps of Managing Health & Safety Program, which is an initial 16 hour (4 session) in-class management training course with the second step being an additional 4 hr. class 3 months later. THSAO will be available as a resource to provide some consulting and guidance to firms in the program as they develop policies and procedures to fit their own workplace aimed at improving their health and safety program. For an overview of the program click:

[http://www.wsib.on.ca/wsib/wsibsite.nsf/LookupFiles/DownloadableFileSCIPBrochure/\\$File/SCIP.pdf](http://www.wsib.on.ca/wsib/wsibsite.nsf/LookupFiles/DownloadableFileSCIPBrochure/$File/SCIP.pdf)

The (4 session) 16 hour in-class management training course & 1 supplementary session currently scheduled is as follows;

<b>2009 Etobicoke</b>	<b>2009 Etobicoke</b>	<b>2009 London (tba)</b>	<b>2009 Ottawa (tba)</b>
Module 1 – February 4	Module 1 – September 9	Module 1 – January 14	Module 1 – October 15
Module 2 – February 25	Module 2 – September 17	Module 2 – February 18	Module 2 – October 22
Module 3 – March 4	Module 3 – September 30	Module 3 – March 5	Module 3 – November 25
Module 4 – March 18	Module 4 – October 14	Module 4 – April 9	Module 4 – December 10
<b>Module 5 – April 15</b>	Module 5 – October 29	Module 5 – April 16	Module 5 – December 17

- Etobicoke Location is THSAO Head Office at 555 Dixon Road, Toronto, Ontario M9W 1H8
- London & Ottawa Ont. Session locations to be advised.
- Start time; 8am – all sessions
- Duration; approximately 4 hours in length per class

On the attached Safe Communities Incentive Program Firm Application Form, please indicate the date of the 1<sup>st</sup> session you would like to attend and mark "THSAO" in the box marked 'I will attend training at the following location' in the application form.

I will attend training at the following location  
(Enter date) *Sept. 9/09 THSAO Etobicoke*

**Please note the following key points;**

**The Company is eligible to join SCIP if:**

- is a registered Schedule 1 firm contributing to the WSIB's insurance fund
- Pays \$90,000 or less in WSIB premiums per year
- Is not part of the Safety Groups Program or a past SCIP participant

**Who should attend this program?**

The program is for owners and senior managers. The Safe Communities Incentive program helps owners become more aware of their company's health and safety and encourages a strong commitment towards the improvement of practices and programs in their workplace.

**Program requirements are:**

- Owner attends training
- Owner submits Health & Safety policy
- Owner submits Roles & Responsibilities for employer, supervisor and worker
- Owner submits Self-Evaluation and Goals/Action Plan

**Course costs;**

**\$550.00 plus 5% GST per person**

- **PAYMENT MUST BE MADE PRIOR TO COURSE.**
- **VISA / MASTER CARD** \_\_\_\_\_
- **Expiry Date:** \_\_\_\_\_
- **CONFIRMATION WILL BE SENT UPON SUFFICIENT ENROLLMENT.**
- **COURSES MAY BE CANCELLED IF SUFFICIENT ENROLLMENT IS NOT RECEIVED ONE WEEK PRIOR TO COURSE DATE.**
- **CANCELLATION POLICY**
  - 7 working days notice                      100% refund
  - 6 – 2 working days notice                50% refund
  - less than 2 working days notice        *no refund*

*For questions or additional information please contact; George Iacono (THSAO - Business Development Consultant) at 905-219-0003 ext. 2425 or toll free 1-877-242-4827 ext. 2425.*