



Why join an OSSA Safety Group?

OSSA and Tim Hortons - Building Safety & Success Together

- **We understand Tim Hortons:** A relationship going back over a decade with Tim Hortons makes us well equipped to adequately provide you with the health and safety support you need
- **Our groups are sector specific:** Dedicated groups for Tim Hortons means you interact with your peers on health and safety issues specific to the fast food restaurant business – one such group already operates in the GTA with 14 members
- **Groups facilitated by health and safety specialists :** OSSA Safety Groups are supported by experts that specialize in health and safety and also provide ongoing coaching and visits
- **Hear it straight from the regulators:** OSSA safety group meetings offer you the opportunity to listen to speakers from the WSIB and Ministry of Labour among others

Get back a slice of your annual WSIB premiums

Rebate Formula for 2010

**GROUP
REBATE**

**6%
Max.**

Achievement

$$= \text{up to } 4\% + \text{up to } 1\% + \text{up to } 1\%$$

For successful program implementation For improvements to LTI frequency rate For improvements to severity rate

*Based on Group Premiums paid
*NO CAP

Highlights of OSSA Safety Groups

- * Previous Safety Group members were successful in achieving their annual improvement plans
- * 50% growth in members over previous year
- * Meetings addressed by guest speakers from the Ministry of Labour, Workplace Safety & Insurance Board, among others
- * Small, industry-specific groups for more effective sharing of experiences and best practices between members

DON'T DELAY!

OSSA Safety Group Program



What to do

Please complete the application form on the opposite page and fax or email to:
905-614-3040
safetygroup@ossa.com

Questions?

For further information on OSSA's Safety Group Program, please contact:
Stella Nicastro-Greenough
Safety Group Administrator
(888) 478-6772
SNicastro-Greenough@ossa.com

Already a Safety Group Member?

Congratulations on your good business decision. This notice is not intended to solicit firms already participating in a Safety Group

OSSA can help

Whatever your health & safety issue, OSSA is available to help you build a safer, healthier workplace. Just give us a call.

Why join an OSSA Safety Group?

- * OSSA Safety Groups help you develop the necessary skills and strategies to obtain commitment from management to lead prevention in workplace injury and illness
- * Sponsored and run by the designated health and safety association for service sector firms in Ontario
- * Knowledgeable facilitators experienced with prevention in service sector businesses
- * OSSA Consultants available across Ontario to support individual members with coaching, tools and products designed for their subsector
- * A dedicated web site facilitates easy information sharing and access to helpful tools, templates and resources

What is expected of members?

- * Participate in at least three of five safety group meetings in the year
- * Complete an Initial Workplace Assessment at the start of the program and then complete an annual Workplace Assessment (end of year)
- * Develop Action Plan to implement 5 health & safety program elements
- * Implement the 5 Steps for Managing Health & Safety for each of the five elements on the Action Plan
- * Keep sponsor informed of progress with quarterly reports
- * Submit Year-End Reports verifying what was completed for each health and safety program element in their Action Plan
- * If selected, participate in spot check or progress visit

What do 2008 Safety Group members have to say?

"Working with a knowledgeable partner has been instrumental in improving and fine tuning our best practices, greatly enhancing the safety of our staff and customers."

- **Kaiyoz Vesuwala**
Tim Hortons franchise owner

"The project can be overwhelming when you look at it as a whole. The OSSA Safety Group encourages us to make it manageable by breaking it down into smaller sections, instead of trying to do everything at once. The experts in the room and guest speakers help us meet legislative requirements by sharing specific best practices, which reduces rework and saves time."

- **Anna Salvati**,
Director - People Resources, Delta Toronto East

Membership fees and registration

OSSA has established a balanced three-level fee structure designed to cover resource and support costs for the Safety Group.

- * Single location (up to \$ 100,000 in annual WSIB premiums) - \$750 + GST with 2 seats at each meeting. \$100 + GST for each additional seat.
- * Single Large Location (annual premiums of \$100,000 or more) - \$1,000 + GST with 3 seats at each meeting
- * Multi-location companies - \$1,500 + GST with 4 seats at meetings

**Safety Groups Program
Firm Application Form**



Yes, as the owner/Senior Manager, I would like to apply on the behalf of my company to participate in the Safety Groups Program for 2010.

Firm Information:					
Firm (full name):					
Parent Company (if any):					
WSIB Account Number:			WSIB Firm Number(s):		
Annual WSIB Premium:		Number of Employees:	Union <input type="checkbox"/> yes <input type="checkbox"/> no	If "yes", state Union name.	
Address:			City/Town:	Province:	Postal Code:
Telephone Number:		FAX Number:	E-mail Address		
Contact Name (please print):				Language: <input type="checkbox"/> English <input type="checkbox"/> French	
Title:					
Signature:				Date (dd/mmm/yyyy)	
Safety Group Sponsor:					
Indicate the completed year(s) in the program. <input type="checkbox"/> 2000 <input type="checkbox"/> 2001 <input type="checkbox"/> 2002 <input type="checkbox"/> 2003 <input type="checkbox"/> 2004 <input type="checkbox"/> 2005 <input type="checkbox"/> 2006 <input type="checkbox"/> 2007 <input type="checkbox"/> 2008 <input type="checkbox"/> 2009 <input type="checkbox"/> 2010					

Please forward to the Safety Groups Sponsor of the group you are joining.



FAX OR EMAIL COMPLETED APPLICATION TO:

Fax: 905-614-3040
 Email: safetygroup@ossa.com
 Tel: 1-888-478-6772 (OSSA)
 Ontario Service Safety Alliance (OSSA)
 5110 Creekbank Road, Ste. 500
 Mississauga, ON. L4W 0A1

Financial Information Disclosure:		
<p>We authorize the Workplace Safety & Insurance Board (WSIB) to disclose to the "Safety Group Sponsor" all financial information required for the administration of a Safety Group. This information would include files regarding:</p> <ul style="list-style-type: none"> • Our premiums, classification, experience rating and claims costs. <p>This authorization is valid for a minimum of 12 months from the date of this application or to the following date of _____.</p> <p><i>(Written notice to the Prevention Services Branch of the WSIB is required to cancel this agreement)</i></p>		
Signature:	Title (Owner/senior manager):	Date (dd/mmm/yyyy)

Safety Groups Program

Terms and Conditions of Participation

- 1.** Employers must submit their signed application form to their sponsor by December 31, 2009.
- 2.** Applicants to the Safety Groups Program must participate for at least one calendar year, and may participate for up to five completed years.
- 3.** Employers applying to participate in the Safety Groups Program must be a schedule 1 employer with the WSIB and have an account in good standing without changes or convictions under the Workplace Safety & Insurance Act. An employer that experiences a traumatic fatality will be disqualified during that year from participating in the rebate.
- 4.** Employers can participate in only one Safety Group at a time and cannot participate in the Safe Communities Incentive Program or Accreditation Program during the same year.
- 5.** Employers participating in the Safety Groups Program are required to complete 5 elements annually from the Program Element List as set out in the program guidelines. Employers must successfully complete a minimum of 3 elements to share in any potential rebate. For an element to be considered complete, all five steps of the management system have to be in place and documented.
- 6.** Employers must complete an annual baseline assessment of their workplace to identify their current prevention programs strengths and weaknesses. They will use this information to select their Program Elements and develop their action plan.
- 7.** Employer's are required to complete the Year-end Achievement Report by December 15.
- 8.** Employers must appoint a Safety Groups Coordinator to fulfill the administrative activities required as a participant in the Safety Groups Program. Should the person appointed change during the year, the WSIB should be advised.
- 9.** Employers must attend and participate in at least three Safety Groups 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 mid-year progress visits, and validation audits as part of the evaluation process. Employers selected for a validation audit will be required to provide documentation to demonstrate what they reported to the WSIB.
- 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 ongoing Safety Groups Program evaluation.
- 14.** Employers are required to adhere to the Safety Groups Program requirements as outlined in the Employer Guidelines, 3rd Edition.

Signature

Title (Owner/senior manager)

Date (dd/mmm/yyyy)