



## **DUNK & ASSOCIATES INC.**

### **SMALL BUSINESS HSEp**

Dunk & Associates is proud to participate in the WSIB's Small Business HSEp! This program 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. 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, 2023. Dunk & Associate's pre-scripted program is designed exclusively to create a simple, achievable program for small businesses. This is a limited 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!



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## 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 2023. **WOW!!! Register now!!!** Attend our orientation session and if you like what you hear – participate. Registration is required, but you will have the ability to withdraw from the program until your topics have been selected, with no fees charged.

### FINANCIAL SUPPORT

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

- 1** Providing a \$1000 registration credit to put towards your provider services once your topics are digitally approved.
- 2** Offering small businesses double the rebate for successfully completed action plan topics if completed by December 31, 2023.

### 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.**

## HOW THE PROGRAM WORKS - WHAT CAN YOU EXPECT?

### See it's the right fit

Determine if the program is right for you. You can watch our orientation webinar recordings to see how the program is implemented to our members and what needs to be done. There are two webinars, one for the first three steps and the other for steps 4,5,and 6.

### Choose your topics

If you decide the program is a fit for you, it's now time to select your topics. You must select a minimum of 1 topic to a maximum of 5. All topics you plan on selecting for the 12-month period must be selected now. You cannot select more later. Not sure of what topics to take, Dunk will assist you with your topic selection.

Dunk has pre-scripted topics to make your journey even more efficient. The topics that are available in this program include (select from the following):

- Recognition of Hazards (Inspection, Recognition, Reporting)
- Injury, Illness, & Incident Reporting
- Incident Investigation & Analysis
- Health & Safety Communication
- Leadership & Commitment
- Health & Safety Responsibilities
- First Aid
- Control of Hazards – Workplace Violence, Harassment, and Bullying
- Control of Hazards – Slips and Trips from Level Surfaces
- Control of Hazards – Infectious Diseases
- Control of Hazards – Musculoskeletal Disorders in the Workplace
- Health & Safety Participation
- Emergency Prevention and Preparedness
- Emergency Response

### Select topics on the WSIB Digital Portal

Once topics are selected Log into the WSIB Digital Portal and select your topics for approval. At this point, your \$1000 registration credit will be initiated and will be paid out as per WSIB 2023 Rebate schedule.

### Work on your topics

Dunk will provide you with your login information to the Dunk Small Business HSEp portal where you will begin working on your topics.

### Work through the steps

Move through the 6 steps of the program. Make sure to allow the mandatory 60 day "living and Breathing" period after step 3 is completed.

### Evidence Submission

Once the steps have been completed, send your evidence submission to Dunk for review by November 1st 2023.

### WSIB Validation

Once reviewed and finalized, your evidence submission will be submitted to WSIB for Validation

### On-Site Validation

Upon successful validation of the topic, you may be selected for an onsite WSIB validation. Don't worry, this is not an audit, but a chance for WSIB to see your topic implementation in the workplace and offer suggestions for improvement.

### Earn the Rebate

Earn your double rebate if successfully completed by December 31, 2023

**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)**

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



# SMALL BUSINESS HSEp SUPPORTS AND WEBINARS

At least one member of your organization must register and attend each of the following mandatory webinars. These will be recorded and a copy of the recording will be made available on the Dunk Small Business HSEp Portal, just let us know you've watched them so we can track your attendance:

## MANDATORY WEBINARS

### HSEp Guidance and Instruction Webinar

**Tuesday, January 10, 2023** | 9:00am-11:00am EST

Link: <https://systems24-7.adobeconnect.com/excellenceguidance9/event/registration.html>

*\*Only the first two parts of this webinar are mandatory for Small Business Members to attend.*

### Mandatory Orientation and Steps 1-3

**Tuesday, March 7, 2023** | 9:00am-11:00am EST

Link: <https://systems24-7.adobeconnect.com/sbhsep1/event/registration.html>

### HSEp Guidance and Instruction Webinar

**Tuesday, April 11, 2023** | 9:00am-11:00am EST

Link: <https://systems24-7.adobeconnect.com/excellenceguidance10/event/registration.html>

*\*Only the first two parts of this webinar are mandatory for Small Business Members to attend.*

### HSEp Guidance and Instruction Webinar

**Tuesday, June 13, 2023** | 9:00am-11:00am EST

Link: <https://systems24-7.adobeconnect.com/excellenceguidance11/event/registration.html>

*\*Only the first two parts of this webinar are mandatory for Small Business Members to attend.*

### Implementing Steps 4, 5 & 6 Webinar

**Tuesday, August 15, 2023** | 9:00am-11:00am EST

Link: <https://systems24-7.adobeconnect.com/sbhsep2/event/registration.html>

### HSEp Guidance and Instruction Webinar

**Tuesday, October 10, 2023** | 9:00am-11:00am EST

Link: <https://systems24-7.adobeconnect.com/excellenceguidance12/event/registration.html>

*\*Only the first two parts of this webinar are mandatory for Small Business Members to attend.*

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

1. A sample policy or procedure for each topic that can be customized to your business.
2. Communication pieces for each topic (Poster, Newsletter Article, etc.)
3. Training for each topic. Dunk will provide you with eLearning or a Safety Talk which can be accessed through the Dunk Small Business HSEp portal.
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 – Unlimited phone or email 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 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 - Health and Safety Topics Guide.
- 5. Employers are required to submit evidence to demonstrate they have implemented their chosen topic(s) by the November 1st deadline. 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 deferred, 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 - Health and Safety Topics Guide, current edition.
- 12. No refunds, credits, or deferrals will be issued once your topics have been approved. These funds go towards the development and support of the program
- 13. Your registration payment for the Small Business HSEp must be paid to dunk upon invoicing, your registration credit will be processed and received according to the 2023 WSIB Rebate Schedule. In order to ensure a check is received, please make sure you have no outstanding balances, your WSIB account has been reconciled, and you have no outstanding payrolls.

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

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

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

