

## 2017 WSIB Small Business Health & Safety Leadership Award Guidelines

---

### Are you a small business owner who invests in workplace health and safety?

We're investing in small businesses that believe workplace health and safety is a priority. The *Small Business Health and Safety Leadership Award* recognizes the accomplishments of businesses with less than 50 workers that foster healthy and safe workplaces. The three awards are Gold, Silver and Bronze awarding \$5000, \$3000 and \$2000 respectively to the selected winners. The WSIB is looking for nominees who are committed to building an effective health and safety program within their workplace and are able to demonstrate the steps they are taking to keep their workers healthy and safe.

### Important Dates

**Nominations due:** June 30, 2017

**Nominations short-listed, notified, and sent to judging panel:** August 11, 2017

**Interviews/Onsite validation of health and safety practices (top scoring nominees):** Aug 17-25, 2017

**Winners selected:** Sept 8, 2017

**Awards presented to winners during WSIB Annual General Meeting:** Sept 20, 2017

### Eligibility Requirements

- Small business owners/operators can nominate themselves for an award or be nominated by an individual or organization dedicated to supporting small businesses (e.g. trade/business/professional associations). All nominees must sign a statement confirming the information in the nomination form.
- Nominees must be registered with the WSIB and have an account in good standing (i.e. all premiums and other amounts owing to the WSIB are paid up-to-date, no prosecutions)
- Nominees must have at least one worker (not including owner/operator) but less than 50 workers
- During the life of their business, nominees must **not** have:
  - Any workplace fatalities
  - Any prosecutions by the Ministry of Labour for violations to the *Occupational Health and Safety Act* (OHSA) and its regulations or the *Employment Standards Act* (ESA)

### Award Criteria

Nominations will be reviewed for achievement in the following categories:

- Safety Culture and Leadership
- Inspections Process and Documentation
- Hazard Identification and Control
- Return to Work Program
- Worker Health and Safety Engagement

### Nomination and Selection Process

1. Nomination packages (**completed nomination form [\[link\]](#)** and supporting documentation) submitted to the WSIB by June 30, 2017:

MAIL: WSIB  
Attention: Small Business Health & Safety Programs  
200 Front Street West, 11<sup>th</sup> Floor  
Toronto, ON M5V 3J1

FAX: 416-344-3493

EMAIL: [smallbizsafety@wsib.on.ca](mailto:smallbizsafety@wsib.on.ca)

All nominees will receive an email confirming receipt by July 7, 2017.

2. Nominations scored against award criteria, short-listed and sent to the judging panel for review. Nominees are notified of their standing.
3. WSIB validates information provided in the nomination package:
  - Interview with small business owner/operator and confirmation of health and safety practices at workplace (this may include onsite assessment of certain health and safety elements and interviews with workers that can confirm information in the nomination package)
  - Confirmation of WSIB account in good standing
  - Confirmation that no fatalities have occurred or there have not been any prosecutions under the OHSA or ESA
4. Gold, Silver and Bronze winners selected by judging panel and notified by WSIB.
5. Cash prizes awarded. Winners invited to award presentation on Sept 20, 2017.

#### **Other Important Information**

- Nominations that fail to meet the eligibility requirements will be removed from the selection process.
- The panel of judges includes representatives from the following organizations:
  - Canadian Federation of Independent Business
  - Ontario Chamber of Commerce
  - Ministry of Economic Development and Growth
  - Ministry of Labour
  - Workplace Safety and Insurance Board
- WSIB and occupational health and safety system partners may encourage potential nominees to apply, but cannot submit nominations on their behalf.
- WSIB will cover the cost of transportation to and from the award presentation venue for the winners.

#### **Contact**

For more information please contact:

EMAIL: [smallbizsafety@wsib.on.ca](mailto:smallbizsafety@wsib.on.ca) PHONE: 416 344 4046