

**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 2019.**

<b>Firm Information</b>			
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 <b>yes</b> , 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:			
<b>Signature:</b>			Date (dd/mmm/yyyy)
Safety Group Sponsor: Grand Valley Construction Association			
Indicate the completed year(s) in the program. <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 <input type="checkbox"/> 2011 <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <b>Note: Firms may complete up to five years in the program.</b>			

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

<b>Financial Information Disclosure</b>		
<p>We authorize the Workplace Safety &amp; 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"> <li>• Our premiums, classification, experience rating and claims frequency and severity.</li> </ul> <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 Standards and Incentives Branch of the WSIB is required to cancel this agreement)</i></p>		
<b>Signature:</b>	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, 2018.
- 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.** An employer who declines to participate in a validation audit will receive a zero score and will also be removed from the current program, the year the audit is declined. A zero score means the firm is no longer eligible for a rebate. For example, in 2018 WSIB is auditing the 2017 program year. If a Firm declines the 2017 validation audit, they will receive a score of "0" for that audit and will be removed from the 2018 year of Safety Group participation. No rebate will be received for 2017 or 2018.
- 13.** Employers must maintain regular contact with their Safety Group Sponsor.
- 14.** Employers and their employees may be asked to participate in questionnaires, surveys or interviews as part of the ongoing Safety Groups Program evaluation.
- 15.** Employers are required to adhere to the Safety Groups Program requirements as outlined in the Employer Guidelines, current Edition.

**Signature**

Title (Owner/senior manager)

Date (dd/mmm/yyyy)



## 2019 GVCA Safety Group Program Fees

Please check off the appropriate membership:

<b>First Year Member</b>	<b>\$1,925 +HST</b> +3% rebate fee*	<input type="checkbox"/>
<b>Returning or SGAP Member</b> (previous year completed with GVCA or other Safety Group sponsor)	<b>\$1,675 +HST</b> +3% rebate fee*	<input type="checkbox"/>

\*3% rebate fee charged on your rebate received in 2020 (this will be invoiced only if you are eligible for a rebate).

Safety Group fees are non-refundable after the January meeting if a firm chooses to leave the program or is removed as a result of non-compliance with the requirements of the WSIB Safety Group program

**Please submit applications and full payment by March 29, 2019**

**We accept payment by credit card (Visa, Mastercard, Amex), direct deposit or cheque.**

## Contact Information

Please provide the following contact details for use in the 2019 Safety Group Program.

Member contact information (company name, contact name, phone number and e-mail address) will be shared with other GVCA Safety Group members to promote networking and facilitate schedule changes. If you wish to opt-out of this list, please check the appropriate box below.

Multiple representatives from each company may attend the monthly meetings. Members may attend meetings in any of the three chapters (Cambridge, London or St. Catharines). Meeting schedules will be e-mailed separately.

**Please notify GVCA if you have staff changes to your Safety Group representation immediately**

Contact Type	Name	E-mail	Phone	Receive Safety Group E-mails (meeting notes, reminders, templates etc.?)	Include in Safety Member List?
Main Contact					
Owner / President					
Additional Contact					
Additional Contact					



## 2019 GVCA WSIB SAFETY GROUP PROGRAM TERMS AND CONDITIONS

The Grand Valley Construction Association is a sponsor of the WSIB Safety Group Program. The GVCA Safety Group Program is open to construction companies who are in good standing with the WSIB and the Grand Valley Construction Association.

Upon signing these terms and conditions with the Grand Valley Construction Association **you** agree to the following:

1. Submit the above completed application, including your WSIB account number and WSIB firm number by December 31<sup>st</sup>, 2018.
2. Payment in full for Safety Group membership fee (**\$1,925 +HST** for first year members or **\$1,675 +HST** for returning and SGAP members) plus 3% of the rebate received in 2020 (this will be invoiced in 2020 if you are eligible for the rebate).
3. **Rebates are based upon successful Validation Audits and up to a maximum of 5%**
4. Attend the meetings as set out in the schedule– 10 meetings per year. Companies may attend meetings at any of the three local chapters (Cambridge, London or St. Catharines).
5. Management or their designate are required to attend a minimum of 4 meetings throughout the year
6. We strongly encourage you to attend all meetings in order to achieve successful completion of the program.
7. Group scores and rebates no longer take into account Lost Time Injury Severity and Improvements, therefore we no longer need to be notified if your company has an accident or to review the Form 7 before sending it to WSIB. With this in mind, we will continue to provide case management support/ review of Form 7s as follows:
  - a. Returning members (Years 2 – 5 and SGAP): in case of an accident or injury, members will receive support / review of one (1) Form 7 per company. Our Safety Consultant is available at your expense for any additional support needed with Form 7s and accidents.
  - b. First year members: will receive unlimited support with accident/injury management and review of Form 7s.
8. Case Management training (4 hour course) is included in the program fee and will be offered twice per year for members to attend. Multiple representatives from each company may attend this training.
9. Complete the attached contact information form, and notify GVCA if you have staff changes to your Safety Group representation immediately
10. Provide WSIB reports on or before the due date:  
**MANDATORY WSIB REPORTING:**  
**January** – Action Plan  
**March** - progress report # 1  
**June** - progress report # 2  
**November** –Year-End Achievement Report  
Returning members only – Year-End Maintenance report for each year of completion.
11. GVCA will provide two hours of private consulting time will be used as follows:
  - o 1<sup>st</sup> hour – private appointments will be scheduled in spring to ensure you are on target
  - o 2<sup>nd</sup> hour – private appointments will be scheduled in late summer
12. If additional time is required by your firm, our Safety Consultant is available for hire at your expense.



- 13. The fee for your Binder Review is **\$105 +HST** as negotiated with our consultant, and will be scheduled in October/November.
- 14. There shall be no endorsement of third party business or agency that would provide services or training to GVCA or GVCA Safety Group members.
- 15. You are advised that all materials received through the GVCA Safety Group are copyrighted.
- 16. In order to protect the unique structure and integrity of the GVCA Safety Group, you agree to not share or distribute materials provided to you with any other business, individual or Association.
- 17. Member contact information (company name, contact name, phone number and e-mail address) will be shared with other GVCA Safety Group members to promote networking and facilitate schedule changes. If you wish to opt-out of this list, please check the appropriate box on the contact section above.

**As your sponsor, the Grand Valley Construction Association Safety Group agrees to:**

- Remit all paperwork to WSIB on your behalf.
- Remove any company who does not fulfill their obligation.
- Prepare companies for Validation Audits
- Post the name of the firms selected for Validation Audits
- Form a Steering Committee made up of members in good standing of the GVCA Safety Group. Meet with the steering committee a minimum of 2 times a year.
- Share our knowledge with members on MOL issues and blitzes as we become aware of them.
- Hold 10 meetings a year
- Provide a Consultant to facilitate the meetings
- Provide up to 30 minutes of the consultant's time for one (1) Form 7 review per company for returning and SGAP members and unlimited support to first year members

You agree to have your company name listed on the GVCA website ([www.gvca.org](http://www.gvca.org)) as a member of the Safety Group program.

YES       NO

Company Name \_\_\_\_\_

Owner/Senior Manger Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Martha George*

Martha George, G.S.C President, GVCA



Message from GVCA President, Martha George:

Thank you for joining the Grand Valley Construction Association Safety Group. You have joined a very unique group. You will be successful with this program by taking advantage of the expertise of our Safety Consultant. Upon completion of the Program, your firm will have developed a Health and Safety Management System that meets the requirements as set out by the WSIB.

The Safety Group Program is about developing a **management** system of your Health and Safety Program. GVCA is here to help you through to completion!

What makes our Program unique is the support we provide. We have benchmarks and timelines in place to help you be successful.

It is important to meet the deadlines for completion of your work so that the yearend Binder Review goes smoothly.

#### **BENCHMARKS**

- December – element/topic selection
- January – February – for Returning members, work on Maintenance (review your previous years' elements)
- March – all Policies and Procedures written and developed
- June – communication of Policies to employees and training is well underway
- November – Ensure that you have completed the 5 Steps of the WSIB Safety Group Program - ensure they meet current legislation and are company specific. Evaluate your policies, communication and training for the current year and acknowledge success

If you follow this plan, and meet the deadlines, the Year End review will be simple. The only thing we will have to see at year will be evidence of your work and your final report!

You are encouraged to bring your work to each meeting and holler if you need help. We are here for you.

We have consultant time available for anyone who is struggling with the program (a maximum of 2 hours per member firm). If the task of managing this program can be overwhelming, and you do not have the staff time to successfully complete the program, you may consider hiring an outside consultant. If you choose to do this, please make sure they understand the Safety Group Program, otherwise, you will not pass the stringent requirements. Talk to our in house consultant first for advice.

Regards,

A handwritten signature in cursive script that reads "Martha George".

Martha George, G.S.C  
President