

# Making **health & safety** a top priority

## Retail Safety Group Program

Did you know...

...retailers with operations in Ontario will be facing increased WSIB premiums in 2009?

...RCC operates a safety group that helps retailers eliminate workplace injuries?

...RCC can help your organization meet all legislative requirements?

If you answered **no** to any of the above, then you need to keep reading.

Since 2006, Retail Council of Canada (RCC) has sponsored a retail-specific safety group designed to develop a strong health & safety culture within the retail industry. Since 2006, 28 retailers representing more than 4,000 store fronts across Ontario have participated in RCC's Retail Safety Group.\* With a remarkable 25% reduction in injury claims, RCC's safety group members were able to obtain a generous rebate from the WSIB of \$695,000 in the first year alone. The group's second year showed continued improvement in reducing in injuries and yielded a remarkable rebate of approximately \$1.5 million to RCC members. This program provides an opportunity to ensure a safe working environment that will reduce costs, and it offers a chance to re-invest in continued awareness and education around health and safety.

### HOW THE PROGRAM WORKS

#### Rebate on your WSIB Premiums

In 2009, most of the retail sector in Ontario will experience a premium rate increase from the WSIB. RCC's Safety Group offers your organization an opportunity to recoup up to 6% of premiums paid through a rebate system. Although rebates are not guaranteed, past participants in RCC Safety Groups Program have shared in rebates totaling more than \$2 million.



Retailers representing Ontario RCC members that took part in the first year of RCC's Safety Group program gather in Toronto in 2007 to celebrate their first year in the program and receive a combined \$695,922.88 in rebates from the Workplace Safety and Insurance Board.

#### Meeting Your Health & Safety Needs

This program is designed to encourage participants to achieve their own health & safety objectives, as well as those of the group. At the start of the year, each member selects five safety elements which they develop or enhance and put in place at every Ontario store location. Each element selected will fit within your own company's goals and objectives in creating a health & safety culture.

#### Mandatory Components of the Program

When you join RCC's Safety Group, you agree to complete the following mandatory components in order to be eligible for the financial rebate:

- Participate in at least three scheduled meetings throughout the year
- Complete baseline and year-end needs assessments on your company's health & safety program's strengths and weaknesses

\* Currently, RCC's Retail Safety Group Program is only open to retailers who have stores in Ontario, as the program is sanctioned under WSIB in Ontario.



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## Making health & safety a top priority continued...

- Develop and implement an action plan for the selected safety elements
- Submit a year-end achievement report documenting your accomplishments and agree to participate in a random spot check
- Keep RCC informed of progress and submit all progress reports in a timely manner

### Networking and Sharing Best Practices

The greatest advantage of the Safety Group Program is the opportunity to network with peers in your own industry and share best practices. RCC's Retail Safety Group is made up of retailers ranging in size and format from independent store owners to small chains, to national retailers and franchise owners.

### Mentoring — Retail Council of Canada's Role

RCC's role as program sponsor is to lead and co-ordinate the group's activities. Working in collaboration with the WSIB and the Ontario Service Safety Alliance (OSSA), RCC is available to support and provide guidance to members, both in a group setting and one on one. Here's how we can help you:

- Invite experts to speak on key elements at RCC's Safety Group meetings;
- Deliver experts in the field to speak at special health & safety sessions during RCC conferences;
- Co-ordinate periodic education/networking events to bring retailers from outside the group into the mix to share and learn;
- Provide an expert consultant (former WSIB leader) to meet with your staff to review your progress, assist with development and more.

### WHO CAN PARTICIPATE IN RCC'S RETAIL SAFETY GROUP?

- You must be a retailer operating in Ontario.
- You must have commitment from the owner/senior management.
- You must be in good standing with the WSIB.

**Bonus savings:** In addition to a potential rebate, participants have reported additional savings as a result of improved health & safety programs, which reduced:

- Lost-time injuries (LTI)
- Legal fees
- Public relations costs
- ...and more!

### Cost to Participate

Group participants are charged a fee by RCC, based on the total number of stores (locations) covered under your WSIB account. The

member fee per store is \$150 plus GST (with a maximum of \$12,000). The non-member fee per store is \$300 plus GST (with a maximum of \$25,000). This fee covers the administration of the program by RCC, including the contracting of a Health & Safety expert.

### Three ways to find out more

1. Attend an upcoming Retail Safety Group meeting or RCC conference. For a schedule, visit [www.retailcouncil.org/safety-group/dates.asp](http://www.retailcouncil.org/safety-group/dates.asp).
2. Attend a Retail Safety Group Information Session at RCC's national office in Toronto. Call 1-888-373-8245 for upcoming dates.
3. Arrange a one-on-one meeting with RCC's Health & Safety Co-ordinator to discuss participation.

If your company is committed to improving health & safety, consider joining RCC's Retail Safety Group to take your health & safety program to the next level. For more details, contact Matthew Hall today at 1-888-373-8245 today or [mhall@retailcouncil.org](mailto:mhall@retailcouncil.org).

"The RCC Safety Group has provided us with an opportunity to build relationships with other leaders in retail and to share and learn best practices from them that are specific to our industry. In addition, belonging to a Safety Group has enabled us to focus on our core Health & Safety initiatives and to receive support not only from experts such as the OSSA but also from workshops delivered by the WSIB among others. This is an experience that we would recommend to anyone wishing to improve their health & safety program."

*Susan Muigai, Director of Risk Management,  
Wal-Mart Canada*

"The RCC Safety Group provides fantastic networking opportunities for the sharing of health & safety best practices."

*Jay Wilson, Manager, Health & Safety, The Beer Store*



**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 2009.**

<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 "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:					
<b>Signature:</b>				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	

**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 costs.</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 Prevention Services 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, 2008.
- 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)