



## HEALTH AND SAFETY SELF-ASSESSMENT TOOL

It can be challenging for many organizations to reach full compliance within regulatory environments while balancing expenditures. As the ability to manage workplace health and safety in real time grows in importance, new roles for technology are becoming more apparent.

The Public Services Health and Safety Association is working to assist employers and workers with identifying gaps in health and safety programs by introducing technologies that are both efficient and easy to adopt.

PSHSA's partnership with Q5 Systems introduces a software solution to meet and improve upon Health and Safety Management (HSMS) record keeping requirements. Named **The Health and Safety Self-Assessment Tool**, PSHSA's goal is to help organizations "do more with less" to increase compliance, safety and quality by offering an in-house and self-managed solution.

**The Health and Safety Self-Assessment Tool** allows you to evaluate your organizations existing health and safety documentation. The tool can be used to strengthen your organization's Health & Safety Management System and potentially reduce your premiums by:

- Improving your Health and Safety Management system
- Identifying gaps in your program that may contribute to increasing injuries and illnesses
- Acts as a primary safety data collection tool
- Keeps all associated regulatory requirements in one place.

The tool also identifies documentation required to assist in meeting the requirements of the Ontario Occupational Health and Safety Act (OHSA) and it's regulations, CSA Z1000 and the Workplace Safety and Insurance Board Workwell Audit tool, the Canada Labour Code, as well as best practices recommended by PSHSA.

As regulatory requirements grow, your need to improve and manage your HSMS does as well. With the ever increasing pressure to demonstrate compliance, organizations need a better way to manage their health and safety programs. This is where our Health and Safety Self-Assessment Tool can help.

**The Health and Safety Self-Assessment Tool** can assist Employers with:

- Ease and responsiveness of information sharing
- Quick access reports
- Promoting health and safety within your organization
- Demonstrating "Due Diligence" by providing a gap analysis
- Ongoing maintenance on PSHSA full service health and safety audits
- Centralizing data for your documentation
- Ability to assign tasks with deadlines

**The Health and Safety Self Assessment platform offers additional functionality:**

- **Workplace Inspection Reporting**
- **Incident Reporting**
- **Document Management**
- **Skill tracking**



**The Health and Safety Self-Assessment Tool** also assists documentation and Inspection Management with:

- Easy audits/inspections and checklist design
- Linking regulations policies, practices and procedures to documentation questions
- Providing regulatory references, corporate standards or special instructions
- Ensuring compliance

Since the **Health and Safety Self-Assessment Tool** uses web-based software on a secure server, it also offers mobile convenience for smart-phone and tablet use for audits and inspections.

### Benefits for Schedule 1 Employers

- With the upcoming WSIB Rate Group Reform and potential impact **The Health and Safety Self-Assessment Tool** will assist with identifying

compliance gaps to reduce the likelihood of higher premiums and surcharges

- If your organization is not ready for an external audit, this tool provides a first step to help track progress towards continuous improvement and prepare for an external audit
- Automated ability to assign tasks to others and manage action item completion timelines

### Benefits for Schedule 2 Employers

- Identifying health and safety compliance gaps
- Demonstrates “Due Diligence”
- Address action items from a PSHSA audit
- The tool can be used to prepare for a third party audit
- Automate action item activity
- Assign tasks and manage remediation timelines addressing action items

## USER LICENSE

Depending on what information you require, PSHSA can work to customize the tool to your system requirements and budget.

Number of Users	Annual License Cost	Set-up Cost	Training Cost	Total Cost
1-3	\$1,500	\$500	\$500	<b>\$2,500</b>
4-6	\$2,500	\$500	\$500	<b>\$3,500</b>
7-10	\$3,500	\$500	\$500	<b>\$4,500</b>

PSHSA will assist with onboarding and orientation in conjunction with our Q5 partnership. We'll provide access to help desk assistance and any consultation required for tool set-up within your work environment.

## SIMPLIFYING COMPLIANCE

Investing in a simplified and efficient compliance process to evaluate your organizations quality, health, safety and environmental practices will reduce the risk of compliance failures. **The Health and Safety Self-Assessment Tool** delivers on:



**Conformity:** Maintain conformity with all required certification standards



**Accessibility:** Access using PC, laptop or mobile device



**Simplicity:** A technology solution that is intuitive and simple to use that comes with detailed on-line user guides to enable all users to be self sufficient



**Reporting:** Data is collected in one central database and allows for quick and easy access to generate accurate reports



**Affordability:** A compliance system to simplify their compliance management process at an affordable cost

**Contact a PSHSA consultant to learn more:**  
[pshsa.ca/findyourconsultant](https://pshsa.ca/findyourconsultant)