



What is the Partners in Injury and Disability Prevention Program?

The Partners in Injury and Disability Prevention Program is a WorkSafeBC strategic initiative that encourages employers to voluntarily develop health, safety, and injury management systems. The initiative is based on the proven concept that employers who take a strategic approach to risk mitigation and continuous improvement have greater success in reducing the human and financial costs of workplace injuries. WorkSafeBC is entering into partnership with industry associations that have extensive understanding of issues within that industry. The BC Maritime Employers Association (BCMEA) has been selected by WorkSafeBC as the certifying partner for British Columbia waterfront industries.

What is a certifying partner?

A certifying partner is an association recognized by WorkSafeBC as having in-depth industry knowledge and the ability to promote workplace health and safety initiatives. Certifying partners assist employers through a safety management certification process and deliver the appropriate related programs while coordinating communication with WorkSafeBC. The BCMEA is working with WorkSafeBC to provide the Partners in Injury and Disability Prevention Program to the following classification units (CU):

- | | |
|-----------------------------|-----------|
| ➤ General Wharf Operations | CU 732020 |
| ➤ Marine Bulk Terminal | CU 732025 |
| ➤ Marine Container Terminal | CU 732026 |
| ➤ Stevedoring | CU 732036 |
| ➤ Barge & Tugs | CU 732008 |
| ➤ Log Towing | CU 732024 |
| ➤ Ship Maintenance | CU 712025 |

Why is the BCMEA your certifying partner?

The BC Maritime Employers Association (BCMEA) represents 69 companies involved in waterfront operations on the West Coast of Canada. The BCMEA works with waterfront employers and employees to significantly improve their joint performance in the areas of safety, quality, and productivity. Through the partnership with WorkSafeBC, the BCMEA aims to improve effectiveness, and to deepen the commitment of the waterfront employers to the goals of reducing injuries, preventing disability, and promoting healthy and safe work environments. To participate in this program, you must be classified within one of the classification units above or in a naturally aligned company. You do not need to be a member of the BCMEA to participate in this program.



What is the BCMEA COR Program?

The BCMEA COR Program is an initiative that recognizes and rewards employers who go beyond the legal requirements of the applicable regulations by taking a systematic approach to continuous improvement of health, safety, and injury management. The Program recognizes equally the concepts of managing health and safety and the other components necessary for a successful business, such as profitability and productivity.

The BCMEA provides an opportunity for you to voluntarily take a proactive role to improve your health and safety performance. Waterfront employers who implement health and safety management systems as well as injury management systems are rewarded through a balanced and transparent WorkSafeBC employer incentive program. The BCMEA is responsible for oversight and quality assurance to ensure continuous improvement of safety on the waterfront.

What are the components of the BCMEA COR Program?

WorkSafeBC Role

WorkSafeBC's goals through this program are to reduce the human and financial costs associated with accidents and illness, reduce duration, and provide a fair and transparent incentive program for employers. WorkSafeBC has developed an incentive program for preventive activities in addition to the Experience Rating System. WorkSafeBC's role is to develop and monitor the program standards. The Partners in Injury and Disability Prevention program is in its infancy and under constant development by WorkSafeBC. The BCMEA will continue to collaborate with WorkSafeBC and keep all interested employers apprised of any changes that may occur.

BCMEA Role

The BCMEA, as the waterfront certifying partner, provides a variety of services to employers within the seven CU's who wish to participate in the program. The BCMEA is responsible for organizing, facilitating, and training participating employers throughout all stages of the certification process. This includes developing an industry-specific audit, training on that audit, and administering a program of quality assurance for the employers who use the audit.

Employer Role

The employer has the legal responsibility to follow all regulations and provide a safe workplace. Through this program the employer can improve compliance by establishing a systematic process of risk reduction and continuous improvement.



In summary and in process order:

1. WorkSafeBC sets the audit program standard
2. BCMEA delivers the audit program and training to employers
3. Employer develops a safety management system to meet the audit requirements
4. Employer audits program and successfully meets the standard
5. BCMEA reviews the employer audit and ensures compliance with the standard
6. WorkSafeBC provides a financial rebate based on the employer's assessable payroll

What are health and safety management and injury management systems?

Health and safety management is the systematic identification and control of risks. To ensure continuous improvement, an annual review of activities and action plans is required. Health and safety management systems can vary across different industries and in different workplaces. The audit tool for the BC waterfront was specifically developed for this industry.

Injury management is part of a safety management system and is a process to help injured workers return to meaningful and productive work in a timely manner. The components for an effective injury management system vary according to the size and type of workplace and the nature of the business. Similar to the safety audit tool, it was specifically developed for BC waterfront employers.

How are these two systems evaluated?

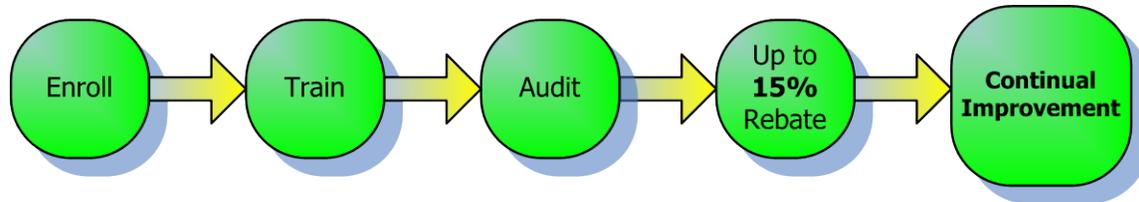
An employer's health and safety management system and the injury management component are evaluated through standardized audits specifically developed for the waterfront industry. Successful attainment of an overall score of 80% with no one section being less than 50% is required to receive a Certificate of Recognition. A certified auditor must be trained by the BCMEA and use the industry-specific audit tool. The waterfront industry is governed by specific Acts, Regulations, guidelines, and practices that have been integrated into the auditing tool.

How much will it cost?

Although the BCMEA does not charge for the program, employers will incur costs. Costs for providing training, auditing, and implementing a management system are required to improve any system. The cost varies depending on the size and complexity of the operation.

Who is eligible?

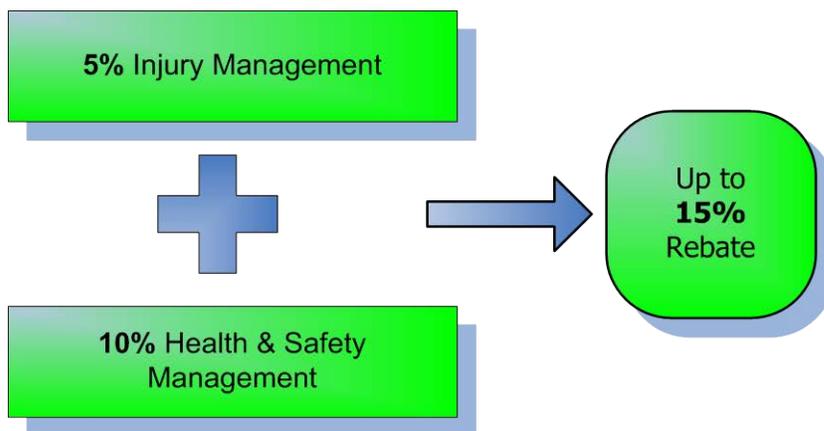
Employers in the WorkSafeBC classification units for General Wharf Operations, Marine Bulk Terminal, Marine Container Terminal, Stevedoring, Barge & Tugs, Log Towing and Ship Maintenance are eligible to participate in the COR Program. If you have earned a Certificate of Recognition (COR) and are in good standing with WorkSafeBC, you are eligible for a financial rebate on your annual assessment.



MONETARY INCENTIVES

How does the rebate work?

The COR program allows for up to a 15% rebate of your WorkSafeBC premiums. The incentive is based on rebates of 10% for the Health and Safety COR and 5% for the Injury Management COR. When both a Health and Safety and Injury Management COR have been attained, the opportunity to receive up to a 15% rebate is attainable.



Rebates are calculated when the assessable payroll is reported for the preceding year. This typically occurs between May and July. As a result, if you receive your COR in 2009, your rebate will be issued in May 2010. Rebate cheques are issued by WorkSafeBC and distributed by the BCMEA.

For your reference:

Since ERA values fluctuate from year to year; examples have been provided based on two different ERA values

Example A:

You report assessable payroll of \$10,000,000 for 2008.

The 2008 base rate is \$1.84

$\$10,000,000 \div 100 \times \$1.84 \times 10\% = \$18,400$ (Health and Safety)

$\$10,000,000 \div 100 \times \$1.84 \times 5\% = \$3,680$ (Injury Management)

Your rebate could be as high as \$22,080.

Example B:

You report assessable payroll of \$10,000,000 for 2008.

The 2008 base rate is \$3.45

$\$10,000,000 \div 100 \times \$3.45 \times 10\% = \$34,500$ (Health and Safety)

$\$10,000,000 \div 100 \times \$3.45 \times 5\% = \$17,250$ (Injury Management)

Your rebate could be as high as \$51,750.

AUDITS

What is an audit?

Audits are the heart of the safety management system. An audit is a review of your health and safety processes to ensure that the risks that can harm your employees are addressed through systematic methods. While compliance with applicable Regulations is required to pass a system-based audit, this is not a compliance audit.

Audits are useful for a number of purposes, including benchmarking progress, assessing the management system after a serious incident, or meeting a contractual agreement. For the BCMEA, a successful audit confirms that the employer has a health and safety and injury management system that meets the standards set by the Partnership. The required action plan developed after the audit that is subsequently re-audited year after year ensures that a process for continuous improvement is in place.

What are the audit standards?

The audit has been developed to ensure that unique issues on the waterfront are addressed. To qualify for the Certificate of Recognition, a certification audit is required using the waterfront audit tool. An overall score of at least 80% must be attained and each audit element must score at least 50% to achieve certification. The certification audit required in the first year is an external audit and is valid for three years. The BCMEA can provide a list of qualified external auditors or minimum standards that external auditors must meet.

In the following two years, the same audit tool is used for maintenance audits. Maintenance audits are done through a joint management/employee team process with representatives of the local safety committee. The main purpose of the maintenance audit is continuous improvement, and the employer is expected to use the results of the maintenance audit to generate an action plan. The audit and subsequent action plan must be submitted as part of the COR certification.

Who does the audit and how does the BCMEA confirm that we have a health and safety management system?

All audits, certification and maintenance, are completed by qualified people who have attended training on the BCMEA COR audit tool. The audit process includes observations of the workplace and work in progress, interviews with workers and managers, and an examination of documentation that confirms the existence of policy and practice in health, safety, and injury management.

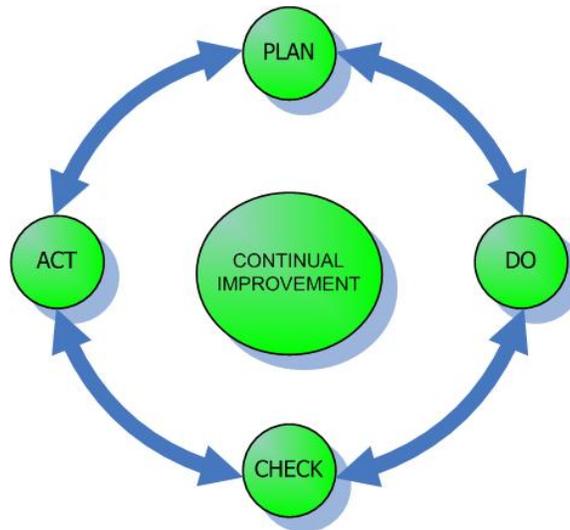
A successful audit establishes that you have the system in place. Audits are done based on the following audit concepts:

- ❖ **COR Requirement (First Year):** An external consultant, trained in the use of the BCMEA COR audit tool, must conduct the *certification* audit. The company must pass 80% overall and develop an action plan that must be submitted for review.
- ❖ **Second Year:** Individuals who are employed by the company and who have completed the auditor training complete an internal audit.
- ❖ **Third Year:** Individuals who are employed by the company and who have completed the auditor training complete an internal audit.
- ❖ **Fourth Year:** Each company will require an external audit before the anniversary date of the fourth year to recertify. This will include a review of the gap analysis and measurement of the effectiveness of the action plan.

All audits are submitted to the BCMEA for quality assurance purposes. The BCMEA, once assured that your company has completed the audit satisfactorily, will notify WorkSafeBC of your attainment of the Certificate of Recognition.

What is an action plan for?

An action plan is intended to address deficiencies revealed by the audit. By using an action plan to address each audit's deficiencies, the employer is initiating a continuous improvement process generally referred to as the Plan, Do, Check, Act cycle. Every year companies must develop and submit an action plan to the BCMEA to maintain their COR with this audit.



What does an audit cost?

For the certification audit, the external auditor's fee is determined by the market. There may also be travel and accommodation expenses for the auditors and in some cases the cost of providing local transport. For the maintenance audit, the cost includes the time of the trained employees completing the audit. The employer is responsible for all costs associated with program development and auditing.

How do I apply?

A letter of application is attached and can be submitted to the address below or to cor@bcmea.com

BCMEA
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