



# STRATEGIC PLAN

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Prepared for: Motor Safety Association Board of Directors

2017 – 2020

Year Two - 2019

## **Introduction - 2019**

The Motor Safety Association (MSA) will continue its efforts to reduce the frequency and severity of injuries for the C61 and C62 rate codes. Additionally MSA will remain committed to and recognize the value of injury prevention, safety and return to work education, programs, and training for both workers and employers in the C61 and C62 rate codes.

## **Organization Overview**

We will maintain five full time and one part time staff in Regina. We plan to add one more fulltime staff member in Saskatoon, giving us three full time staff operating out of Saskatoon. The Saskatoon staff will travel primarily in the North and the Regina staff primarily in the south portion of the province. This does not however negate the need for travel throughout the province when the need arises.

The Regina office will consist of the Executive Director, Programs Services Manager, Executive Assistant, part time Administrative Assistant, and two Safety Advisors. The three staff members in Saskatoon will be Safety Advisors.

All work is scheduled by the Safety Advisors with consultation with the Executive Director or Program Services Manager. Planning is done in a team environment to maintain effectiveness and to ensure we are meeting our goals.

The Program Services Manager and Safety Advisors submit reports to the Executive Director on a monthly basis. Our strategic goals are then measured against results of the data collected by the WCB on a quarterly basis. The Executive Director reports to the Board of Directors and the WCB on a quarterly basis.

# Strategic Goals

## The Motor Safety Association has 2 major goals:

- **Goal #1** - Reduce the Time Loss Frequency for our Industry (both C61 and C62 combined) from 1.5 % in 2015 to 1.25 % by year end 2020.
- **Goal # 2** – Reduce the Frequency of Total Claims (time loss and no time loss combined) for our Industry (both C61 and C62 combined) from 4.2 % in 2015 to 3.5% by year end 2020.

**Note: Statistics used for setting goals and for reporting of the goals were taken and will be taken from the fourth quarter discs supplied to us from the WCB. These numbers may differ from the year end statistics reported by the WCB in their annual report and/or website.**

## How will we accomplish these goals?

### Priority Companies:

- (a) Companies will be assessed by the MSA staff based on the WCB quarterly statistics. Time loss frequency, severity and duration of claims as well as company size will all be factors.
- (b) Twenty companies will then be targeted based on these statistics.
- (c) The targeted companies will then be divided among the Safety Advisors, taking into consideration the company's location, who, if anyone they had previously worked with, as well as the type of work to be performed at their place of business.
- (d) The Safety Advisor will then plan to meet with each employer on their list. During the first meeting the Safety Advisor will review the details of the employer's safety performance and attempt to set goals with the employer. An action plan will be developed to achieve the set goals. The action plan will include proactive measurements and goals.
- (e) After the initial meeting, the Safety Advisor will attempt to meet with the employer at least one day per month to help the employer reach their health and safety goals.
- (f) The Safety Advisor will prepare written reports detailing each visit and enter this information into the MSA Database. The report will include major initiatives, what was accomplished, what activities were delegated and the proposed activities for the next visit. These reports will be discussed during staff meetings.
- (g) We will make every effort to convince the targeted employers that it is in their best interest to participate in this initiative. However, if they choose not to participate, our energy will be refocused on another company.
- (h) MSA's goal for the participating companies will be a 10% reduction in their Time Loss Claim Rate (frequency) and a 10% reduction in their days lost per FTE (severity). The time frame for the measurement of these goals will be following one year of participation by said companies.

## **Safety Management Systems and COR Certification:**

- (a) Promote the importance of implementing a sound Safety Management System to our members.
- (b) Assist the interested parties with the implementation of a Safety Management System.
- (c) Promote the benefits of COR Certification to our members.
- (d) Assist the interested parties in their attempt to become COR Certified.
- (e) Our goal will be to have 50 COR Certified companies by year end 2020.

## **Three Year Ergonomic Plan**

Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities, processes, and environment.

### **Purpose:**

Educate and explain ergonomics to MSA companies with the goal being to empower them to make ergonomic improvements at their locations. These efforts should help reduce the frequency and severity of MSIs, thus decreasing workers' compensation claims and increase productivity, quality, and efficiency.

### **Plan:**

Perform Workplace Ergonomics workshop and offer the workshop to our members throughout the province. Training will be intended to enhance the ability of managers, supervisors, and employees to recognize work-related ergonomic risk factors and to understand and apply appropriate ergonomic controls.

1. The MSA Workplace Ergonomics workshop will be marketed during company visits/meetings and during our blitzing efforts throughout the province.
2. Ergonomic awareness will increase through MSA's marketing efforts. By educating the workshop attendees on ergonomics they may be empowered and take that education back to their stores and practice ergonomics. MSA would be available to assist any MSA member company with their ergonomic assessments or discomfort surveys upon request.
3. The Workplace Ergonomics workshop will be offered as company specific training to interested parties within the MSA membership companies.

## **Reasoning:**

Effectiveness will come by empowering more MSA companies with basic Ergonomic knowledge for them to utilize in their workplaces. Something as simple as a discussion about ergonomic issues in the workplace will increase that company's awareness of ergonomics.

## **Ergonomic Goal**

In 2015, C61 and C62 recorded 400 total claims associated with ergonomic issues (bodily reaction and exertion). This calculates to approximately 1.2% frequency for the C61 and C62 rate codes combined. Our goal for yearend 2020 is to reduce the frequency of ergonomic claims from 1.2% to 1.0%.

## **Workshops offered by MSA:**

### **Safety Fundamentals for Managers/Supervisors Workshop**

Topics include leadership, the guiding principles of safety management systems, legislated rights and responsibilities, how to research legislation, the WCB system and how Managers/Supervisors can have a direct impact on the organization's WCB premiums. Additional topics include risk and hazard analysis, assessment and control; inspections and investigations.

### **Occupational Health Committee (OHC) Level I**

MSA's Level I Occupational Health Committee training is created for Committee Co-chairpersons, Committee members and Occupational Health and Safety Representatives. It includes an overview of the legislation and a tour of how to navigate and find what you are looking for in the legislation. It looks at the principles of the Workplace Responsibility System (WRS) and roles and responsibilities of all involved (employers, supervisors, workers, LRWS Division). It looks at how the committee in your workplace should interact with each of the stakeholders. Duties of the committee are covered in detail, with a direct focus on hazard identification and control, how to run effective meetings, handling refusals to work, resolving worker concerns and recommending corrective actions to employers. This training is recognized by the LRWS Division to meet the requirements for OHC Level I.

### **Occupational Health Committee (OHC) Level II**

MSA's Level II Occupational Health Committee training walks the employer and employee co-chairs and representatives through their legislated obligations. The main focus of this one day workshop is to educate participants on the proper techniques of planning, conducting and communicating workplace inspections and investigations.

## **Claims Management Workshop**

The goal of this workshop is to provide learners with the ability to develop and manage a RTW program that will allow injured workers to return to work at the earliest and safest time possible. Participants will learn the responsibilities of the employer, the employee and the physician during the process; the importance of regular communication with WCB and the injured worker, and how to develop and manage an effective return-to-work plan. The workshop consists of approximately 3 - 4 hours of theory and group discussions. Participants will receive a manual which includes excerpts of the applicable legislation and industry best practices.

## **Workplace Ergonomics**

Workplace Ergonomics was developed to help our members understand the signs, symptoms and ergonomic hazards in their own workplaces with the goal of improved worker safety, comfort and efficiency. Practical ergonomic information is provided to them, such as "Causes of Ergonomic Injury", "Control Measures", "Improving Your Workplace" and "Vehicle Ergonomics".

### **All Workshops will be communicated and measured in the same manner as listed below:**

- (a)** Perform workshops throughout the province on an ongoing basis.
- (b)** Surcharged and priority companies will be notified in regards to the upcoming regional workshops in their area.
- (c)** Industry Associations will be notified.
- (d)** Workshop information will be listed on the MSA and WorkSafe websites.
- (e)** One on one Workshop will be offered when deemed necessary.
- (f)** The goal of the Workshops is to offer our members the pertinent training needed for them to successfully manage preventative and Return to Work processes in their place of business.

## **Competent Safety Leader Designation (CSL)**

### **Program Objective**

- Develop competent safety leaders in our industry who have the basic knowledge, interest and drive to effectively encourage/lead safety initiatives in their workplace.

### **Reasoning**

- For companies to effectively manage the safety and wellbeing of their employees there is a direct need for a Competent Safety Leader to help drive safety initiatives. While the Motor Safety Association believes everyone must be involved for safety to work, we also recognize

the need for someone with the knowledge and resources to effectively lead the company's safety initiatives.

### **Location of Workshops**

- Workshops are performed throughout the province by the Motor Safety Association.
- Some courses can be taken online or through other Safety Associations, WorkSafe or LRWS (as long as they meet our criteria).

### **Courses needed for the Competent Safety Leader Designation**

#### **Claims Management/RTW**

- Must attend the MSA Claims Management/RTW workshop or the equivalency.
- Must provide a RTW Policy and Plan for MSA to review.
- Must complete three Job Information Worksheets for MSA to review.
- Must submit an injured employee package for MSA to review.

#### **Safety Fundamentals for Supervisors/Managers**

- Must attend the MSA Safety Fundamentals for Supervisors/Managers workshop or the equivalency and attain a passing mark of 80%.

*\* If taken somewhere other than MSA, copies of the certificates (with marks) must be forwarded to MSA.*

#### **OHC Level I Committee**

- Must attend the MSA Level I Committee training or the equivalency and attain a passing mark of 80%.

*\* If taken somewhere other than MSA, copies of the certificates (with marks) must be forwarded to MSA.*

#### **OHC Level II Committee**

- Must attend the MSA Level II workshop, the WorkSafe online or equivalent Inspections and Investigation training and attain a passing mark of 80%.

*\* Copies of the certificates (with marks) must be forwarded to MSA.*

## **WHMIS/GHS**

- Must take MSA's WHMIS 2015, the WorkSafe online course or the equivalency and attain a passing mark of 80%.

*\* Copies of the WHMIS/GHS certificate (with marks) must be submitted to MSA.*

## **Ergonomics**

- Must attend the Introduction to Ergonomics Workshop.

*\* Must also submit an ergonomic assessment to the Motor Safety Association or have the Motor Safety Association perform an ergonomic assessment with you.*

## **Safety Management System**

- Must submit a complete safety program.

## **Summary**

Workshops / training taken prior to 2010 will be recognized if valid certificates and marks are produced. If taken from the MSA and no tests were given you will have a chance to challenge the test or produce the pertinent information.

**Goal: 25 Competent Safety Leaders by year end 2020**

## **Maintain a high level of awareness to our members:**

- (a) Attendance at MSA Industry Association functions. MSA will offer a short presentation about the services we provide, update them on the performance of their group or perform some type of educational workshop.
- (b) Use our web site and other means of social media to keep MSA members informed of safety issues/initiatives, workshops, webinars, online training and any other information pertinent to their safety and well-being.

## **Maintain a strong relationship with other Safety Associations and government agencies:**

- (a) Attendance, representation and input at Safety Association meetings.
- (b) Continue a good working relationship with the WCB and LRWS.
- (c) Continue to work with Safe Saskatchewan for the promotion of the Leadership Charter and the endorsement of Mission Zero.



## **Other Initiatives:**

- (a)** Continued partnership with Safe Saskatchewan co-hosting our Industry Leadership Breakfast meetings throughout the year.
- (b)** Continue to offer our support and leadership to other Industry specific safety committees.
- (c)** Continue educating students who will be entering our industry at various post-secondary institutions throughout the province.