

**BY JOINING THE ACSESS HEALTH AND SAFETY EXCELLENCE PROGRAM AND PAYING YOUR FEE YOU AGREE TO
THE FOLLOWING TERMS OF SERVICE**

YOUR ORGANIZATION AGREES TO:

1. Pay the HSEP fee upon receipt of invoice each time you are starting a new HSEP cycle (Action Plan/Topic selection) in order to participate in the program. Topic selection will not be approved by ACSESS until payment is confirmed. (All fees are non-refundable once topics are approved on the WSIB digital platform, if you chooses to leave the program, or if you are removed as a result of non-conformance to the code of conduct or WSIB employer guidelines)
2. Be a schedule 1 employer and have an active WSIB account number.
3. Being disqualified from any rebate, if you experiences a traumatic fatality or not meet the WSIB HSEP qualifying criteria.
4. Appoint at least one person to be the HSEP Coordinator (Contact) and should this person change you will notify ACSESS as soon as possible. This person(s) must view the ACSESS HSEP Information Session Video.
5. Commit to completing at least 1 HSEP topic within the Action Plan cycle (365 days). No refund of fee if no topics are completed within an Evidence Story cycle.
6. Participate in ACSESS HSEP group meetings in person or virtual. If unable to participate, you will review meeting recordings and handouts.
7. Participate in virtual one on one meetings with ACSESS as required.
8. Follow the topic selection process and complete the "Topic Selection Form".
9. Provide ACSESS a draft of the "Evidence Story/PDCA Form" (following the guidelines provided) for approved topics withing six weeks of topic approval. Your Evidence Story will be updated by your organization as required until final topic submission is completed.
10. Collect and package the required evidence for each topic and upload it to the WSIB HSEP digital platform as required.
11. Address any identified gaps on topic submissions within 60 days following desk validation by WSIB.
12. Be responsible for tracking your Evidence Story expiry date and completing all topic requirements (uploading all evidence and final PDCA) at least four weeks prior to the expiry date.
13. Notify ACSESS via email if you decide to defer any topic.
14. Participate in an onsite validation audit by the WSIB if selected. Refusal to participate will result in all topics deemed incomplete and no rebate.
15. Follow the current WSIB Guidelines related to the HSEP (HSEP Program Manual and HSEP Topic Requirement)
16. Participate in the online annual ACSESS HSEP Members Experience Survey.
17. Demonstrate a commitment to health and safety excellence.

ACSESS WILL:

1. Provide you with a link to the WSIB Health and Safety Excellence program digital portal, once payment to ACSESS is confirmed (only applies to new members)
2. Provide you with guidance and assistance to select the most relevant health and safety topics for your workplace.
3. Review and approve your topic selection on the WSIB HSEP digital portal (after fee payment is confirmed)
4. Provide you with guidance and assistance with the development of your topic Evidence Story/PDCA
5. Provide you with guidance and resources to assist you to develop and complete your selected HSEP topics.
6. Maintain a HSEP Resource Library on the ACSESS website for members which includes a variety of resources.
7. Facilitate group networking and sharing meetings and provide program updates.
8. Facilitate one on one virtual meetings or phone calls as require to provide assistance with program requirements.
9. Defer topics on your behalf that you have requested via an email.
10. Review and provide feedback on the evidence submitted by you to show successful topic completion, prior to submission to the WSIB for validation.
11. Review and provide feedback on any gaps identified by WSIB validators on topic submission and review the evidence submitted by you to show the gap has been addressed, prior to submission to the WSIB for validation.