

## Jurisdictional Scan of Canadian Provinces: *Small Business Strategies and Initiatives*

The below table is a draft jurisdictional scan of small business strategies/initiatives and any applicable measures and results among Canadian jurisdictions.

**Request:** Please review the details provided for your province, validate the information and add any additional information specific to your jurisdiction. As a sample, the template has been completed for the province of Ontario. Please return your completed template to: Diana Rea ([diana\\_rea@wsib.on.ca](mailto:diana_rea@wsib.on.ca)) by April 3, 2017.

Jurisdiction	Small Business Strategies/Action Plans	Small Business Initiatives (pre-populated based on results of web-scan)	Performance Measures	Results
Ontario	<p><b>Integrated Occupational Health and Safety Strategy (Healthy and Safety Ontario Workplaces):</b> The integrated strategy, developed in 2013 via extensive stakeholder feedback including input from a ministry-led Small Business Task Group, prioritizes “occupational health and safety support for small businesses” and includes 4 actions:</p> <ul style="list-style-type: none"> <li>• Understand the workplace health and safety needs of small businesses.</li> <li>• Improve programs and services to meet the needs of small businesses.</li> <li>• Improve small business awareness of occupational health and safety requirements.</li> <li>• Increase small businesses understanding of the business case for occupational health and safety.</li> </ul>	<p><b>Small Business Health and Safety Programs (WSIB):</b> The Small Business Health and Safety Programs offer two health and safety incentive programs for small business. Health and Safety Information Sessions (for new employers) and Building Your Health and Safety Program (for more health and safety sophisticated small businesses). The Health and Safety Information Sessions provide basic health and safety education for new small businesses to create awareness of risks in the workplace and an understanding of a small business’s legal requirements under the Workplace Safety and Insurance Act, 1997 and Occupational Health and Safety Act. Firms that meet the program requirements – participation in two half-day, in-class training sessions and the creation of a health and safety action plan – are eligible to receive a five per cent rebate on their Workplace Safety and Insurance.</p> <p><b>Small Business Health and Safety Awards (WSIB):</b> In development.</p> <p><b>Health and Safety Checklist (Ministry of Labour):</b> Checklist to help employers increase their knowledge about their main responsibilities under the Occupational Health and Safety Act (OHSA), and to evaluate how well they are complying with their duties to ensure their workplaces are healthy and safe. Checklist is divided into three categories (employers with: 1-5 workers, 6-19 workers, 20 or more workers)</p> <p><b>Small Business Webpage (Ministry of Labour):</b> links to OHS information, tools and resources for small businesses</p> <p><b>Additional system Small Business Resources (not an exhaustive list):</b></p>	<ul style="list-style-type: none"> <li>• \$ spent by “system partners” (the Ministry of Labour, WSIB, and Health and Safety Associations) on small business initiatives</li> <li>• # of small businesses engaged in OHS via system partners (e.g. small businesses engaged in training, consultation services, advisory groups, etc.)</li> <li>• # visits to the Ministry of Labour small business webpage</li> <li>• Rebate \$ provided to small businesses via WSIB health and safety programs</li> <li>• Small business (less than 50 workers) LTIs/NLTIs</li> <li>• Small business (less than 50 workers) fatalities</li> </ul>	<ul style="list-style-type: none"> <li>• In 2015, system partners engaged 11,800 small businesses in their programs and services – up 57% from 2014.</li> <li>• Among Schedule 1 small business employers, both the number of lost-time injury and illness claims (12,721 in 2015) and no lost-time injury and illness claims (22,747 in 2015) have decreased at an average annual rate of 5 per cent since 2006.</li> <li>• In 2015, small businesses employed about 30 per cent of Ontario workers but they accounted for almost 51 per cent of all fatalities. From 2006 to 2015, small businesses accounted for 63.5 per cent of all traumatic</li> </ul>

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	<p><b>Small Business Action Plan:</b> To implement the small business priority, in 2014 the Ministry of Labour collaborated with system partners to develop a Small Business Action Plan. The Plan contains 27 activities that support small businesses. The Action Plan is currently being implemented by an implementation team with several working groups. Current projects include the development of a systemwide small business toolkit and the development of a Small Business Lens to ensure system partner programs and services are accessible and relevant to small businesses</p>	<ul style="list-style-type: none"> <li>• <a href="#">Setting up a Health and Safety System in your Small Business</a> – Workplace Safety and Prevention Services</li> <li>• <a href="#">Health and Safety Primer for Small Business</a> – Workplace Safety North</li> <li>• <a href="#">Small Company Health and Safety Program</a> – Workplace Safety North</li> <li>• <a href="#">Small Business Resources</a> – Public Services Health and Safety Association</li> <li>• <a href="#">Small Business Resources</a> – Infrastructure Health and Safety Association</li> <li>• <a href="#">Small Business Resources</a> – Workplace Safety and Prevention Services</li> <li>• <a href="#">Small Business Roadmap</a> – Workplace Safety and Prevention Services</li> </ul>		<p>fatalities.</p> <ul style="list-style-type: none"> <li>• In 2015-16, the Workplace Safety and Insurance Board provided a total of \$841,271 in rebates to small businesses that made occupational health and safety improvements in their workplaces.</li> <li>• In 2015-16, the Ministry of Labour’s small business webpage received 13,366 hits.</li> <li>• Before launching the Health and Safety Checklist, the ministry worked with small business employers across the province to test it. The results: <ul style="list-style-type: none"> <li>○ 88 per cent of participants found the tool useful and easy to understand.</li> <li>○ 85 per cent reported an increase in health and safety knowledge after</li> </ul> </li> </ul>

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				using the checklist.
Alberta	<p>Various programs and initiatives that support small business, are highlighted in the Albert Jobs Plan available: <a href="https://www.alberta.ca/jobs-plan-supporting-businesses.aspx">https://www.alberta.ca/jobs-plan-supporting-businesses.aspx</a></p> <p>The broad ranging programs acknowledge the importance of small business in areas of employment, small business incubators, innovation, summer jobs, temporary jobs, investment, education, and co-op and apprenticeship programs.</p> <p>Other programs are focused on small business addressing specific opportunities or needs, such as the wildfire recovery efforts, the growing demand for alternate energy products and services, like wind and solar, and the growing demand for local beer markets (micro-breweries)</p> <p>Programs directly addressing</p>	<p><u>Work Safe Alberta Awards</u>: Work Safe Alberta Awards recognize the excellent work being done in the field of occupational health and safety by organizations and individuals in three categories: innovation, leadership and individual achievement. Each award has a category for small businesses.</p> <p><u>Occupational Health and Safety Toolkit for Small Business</u>: a toolkit to assist small businesses in understanding OHS obligations and provide practical tools to comply with OHS requirements. Is also an employment standards companion resource.</p> <p><u>User Engagement</u>: The user engagement initiative provides the OHS branch with tools to help ensure that the specific needs of particular demographics are addressed when creating information resources. A small business persona was developed as a part of this process. This is an internal resource used by Labour when engaging with stakeholders.</p> <p><u>Small Employer Certificate of Recognition (SECOR)</u>: Small employers with no more than 10 employees are eligible for SECOR. Compared to the regular COR program, SECOR offers additional flexibility and cost savings for certification audits, as small employers may choose either a certified external auditor or they may conduct the audit themselves using a staff member who has been trained as a SECOR assessor by their Certifying Partner. The assessor must also submit copies of the employer's OHS system policies/procedures and provide sample documents to demonstrate that the system has been implemented.</p>	<p>Awards performance is indicated by the number of applicants and the promotion and visibility of the award. SECOR, waiting on stats from Partnerships on numbers and rebates handed out.</p> <p>The numbers of downloads and requests for printed copies of the Small Business Toolkit are indicators of the success of the publication/initiative.</p> <p>The brief survey responses from those who downloaded the publication also indicate a very favourable acceptance of the resource. The user engagement roadmap <a href="http://1001.stpprojects.com/wp-content/uploads/2016/10/User-Engagement-Roadmap.pdf">http://1001.stpprojects.com/wp-content/uploads/2016/10/User-Engagement-Roadmap.pdf</a></p> <p>The Certifying Partner reviews all assessor submitted documents, determines the employer's audit score and ensures the employer has met the requirements for certification.</p>	<p>The awards were eliminated after the 2016 cycle. The administrative costs of the program exceeded the applications received.</p> <p>The OHS Toolkit for Small Business is one of the highest demand OHS resources. Available for in print or download.</p> <p>The total number of SECORs was 4,111 as of December 31, 2016, and the SECOR program covers about 19,500 workers (based on 2015 data).</p>

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	workplace safety are described further.			
British Columbia	<p>In 2016 revised and redeveloped WorkSafeBC website for easier use and search capability. The new site provides a dedicated portal for small business. Through that portal a large selection of resources are available including video, print publication and interactive ebooks which addresses key business functions: claims, insurance and regulations. ( see selected resources attached)</p> <p>In 2014 developed a partnership with Small Business BC, the premier organization delivering small employer education and training in BC. The partnership included establishment of a dedicated WorkSafeBC branded kiosk and included direct access to the WorkSafeBC website with a dedicated computer station linking all key resources for small business in BC. It also included print copies of the most popular publications for</p>	<p><a href="#">Small Business Webpage</a>: webpage with OHS resources for small businesses.</p> <p><a href="#">Small Business Primer: A Guide to WorkSafeBC</a>: This publication was developed in partnership with the Canadian Federation of Independent Business (CFIB) in an effort to provide useful information for small business owners.</p> <p><a href="#">Business Health and Safety Log Book</a>: This guide is aimed at smaller businesses that have one to five workers. It includes easy-to-use checklists and blank forms that walk a small business through the process of establishing a health and safety program.</p> <p><a href="#">Small Businesses Services Liaison</a>: 'one-call' phone number and email address for small businesses.</p> <p><a href="#">Small Businesses and WorkSafeBC web book</a>: This web book, viewable online from a desktop computer or mobile device, provides small employers with basic information on registering with WorkSafeBC, paying premiums, and ensuring that workplaces and workers are safe.</p> <p><a href="#">Working Alone: A handbook for Small Businesses</a>: This handbook is for employers who have workers working alone or in isolation. It explains how to identify and minimize hazards and how to help ensure their health and safety on the job.</p> <p><a href="#">How to Prepare an Emergency Response Plan for Your Small Business</a>: Helps small businesses prepare for emergencies and disasters.</p> <p><a href="#">Health and Safety for Hospitality Small Business</a>: This guide is designed for small businesses in the hospitality industry including hotels, motels, restaurants, and other food service establishments. It can be used by owners, employers, managers,</p>	<p>Feedback from participant surveys signups for WorkSafeBC Small Business enews</p> <p>Pre and post survey results demonstrate an increased knowledge of insurance and OHS requirements</p> <p>Feedback from participant surveys signups for WorkSafeBC Small Business enews</p>	<ul style="list-style-type: none"> <li>• Approximately 750 plus new employers and entrepreneurs participated in seminars</li> <li>• Approximately 60 small employers attended specialized seminars addressing Bullying and Harassment, Training and Orienting new and Young Workers</li> <li>• Interact with 500 plus new small business employers and inform on insurance and OHS legal requirements.</li> </ul>

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	<p>small business.</p> <p><b>Work with other key stakeholders other than Small Business BC.</b></p>	<p>supervisors, and workers to help prevent workplace accidents and injuries.</p> <p><a href="#">Small Business Guide to Bullying and Harassment</a>: This guide is designed to help small businesses meet their occupational health and safety duties related to bullying and harassment.</p> <p><a href="#">Small Business Talking Safety video</a>: Small business leaders and employers from across B.C. discuss health and safety as a core business value (e.g. it saves them money and improves staff morale and productivity).</p> <p><a href="#">Small Business Annual Review of Health and Safety Program</a>: checklist to help small businesses review their health and safety program.</p> <p><a href="#">Small Business Health and Safety Program Inspection Checklist</a>: checklist for small businesses when conducting regular safety inspections.</p> <p>Other:</p> <ul style="list-style-type: none"> <li>• <b>Monthly Start Smart seminar to new employers.</b></li> <li>• Three major small business marketing events</li> <li>• Information seminars on BC’s legislative changes to Human Resources Management Association, information booths at high profile Small Business Education Expositions hosted by Small Business BC, Office of Small and Medium Enterprise, Government of Canada.</li> </ul>		
<p><b>Manitoba</b></p>		<p><u>Industry-Based Safety Programs</u> - Requirement in the agreements with IBSPs (aka HSAs) that they have a small business strategy that is articulated in their strategic plan and annual work plan.</p> <p><u>SAFE Work Certified</u> - This certification program has a 'Guided Path' for small businesses to become certified. There is an audit tool specifically tailored to small businesses.</p> <p><u>Prevention Rebate</u> - Eligible employers receive the greater of a 15% rebate or \$3,000 to a maximum of 75% of their WCB premium. This latter part of the rebate</p>	<ul style="list-style-type: none"> <li>• IBSPs workplans are reviewed and audits are conducted.</li> <li>• Measure of the number of small businesses certified.</li> <li>• Same as above.</li> <li>• Website hits - although cannot separate out small businesses</li> </ul>	

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		<p>is intended to be attractive to small businesses that can obtain a significant rebate as a percentage of their premium.</p> <p><a href="#">Small Business Promotional Materials and Tools</a> : Website contains information and tools tailored to small business in all industries including small family farms. Included are tools to help put a health and safety system in place, improve worker health and safety, understand and comply with legislation/regulations. With Nova Scotia's permission we use their e-tool for small business.</p>		
New Brunswick		<p><a href="#">Extensive campaign in 2005</a>: Television commercials, newspaper ads, and a direct mail campaign to launch The Small Business Guide to Health and Safety - an interactive easy-to-use mini CD-Rom presentation that walked users through the basic steps of building a health and safety program.</p>		
Newfoundland and Labrador		<p><a href="#">PRIME (Specific audit templates are available for small business)</a>: The PRIME program rewards employers who implement and document occupational health and safety and return-to-work practices, and holds those with higher costs of injuries responsible. Employers who meet all the practice incentive criteria under the applicable policy receive a 5 per cent practice refund. Employers with low claims costs can receive experience refunds while those with high claims costs are charged an additional experience fee. Practice Incentive requirements depend on the size of organization.</p>		
Nova Scotia		<p><a href="#">What business owners need to know about workplace safety</a>: Brochure targeting small and medium business outlining employers' duties under the Act.</p> <p><a href="#">Occupational Health and Safety Checklist, Small Business</a>: OHS Checklist for Small Business developed by The Workplace Safety Strategy Small and Medium Enterprise Pillar Working Group.</p> <p><a href="#">Small Business Toolkit</a>: information, tools, and resources geared towards employers with 1-19 workers.</p> <p><a href="#">Workplace Incident Cost Calculator</a>: a tool that allows business owners to calculate</p>		

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		the cost of workplace injuries and see first-hand the dramatic financial impact these incidents can have on their profitability.		
Nunavut/ Northwest Territories		<p><u>OHS for Small Business Webpage</u>: web page with relevant small business information, templates and resources.</p> <p><u>Occupational Health and Safety Program Guide for Small Businesses</u>: a guide for small businesses with less than 20 workers that engage in low- to medium-risk work to assist in building and implementing an OHS program.</p>		
Prince Edward Island		There are no specific small business initiatives at this time. Most educational materials are developed for small business stakeholders.		
Quebec		<p><u>Unit-rate plan for small businesses</u>: A ratemaking method intended for employers whose total annual premium does not exceed \$7,500. The premium is calculated according to the rate for each unit in which the company's activities are classified and per \$100 of insurable payroll.</p> <p><u>Prevention mutual groups</u>: The Commission des normes, de l'équité, de la santé et de la sécurité du travail offers small and medium businesses the opportunity to form a prevention mutual group with other employers. It is a way for them to get involved in promoting the prevention of work-related accidents and diseases, the rehabilitation of injured workers and their prompt and lasting return to work. Businesses that belong to a prevention mutual group are collectively insured under the personalized-rate plan, which takes into account their common performance in occupational health and safety.</p> <p><u>Small Business Health and Safety Program Guide</u>: Guidelines and checklists to assist small businesses in building and implementing an OHS program, and for when conducting regular safety inspections (available in French only).</p> <p><u>Small shops Assault Prevention</u>: Preventive resources to assist cashiers and clerks who work in small stores such as convenience stores and gas stations that are</p>		<ul style="list-style-type: none"> <li>• In 2016, 144,000 enterprises participated in the Unit-rate plan for small businesses representing 13% of total premiums</li> <li>• In 2016 there were 98 mutual groups, representing 29,183 employers, and 40,944 establishments.</li> </ul>

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		often exposed to the risks of assault and armed threats. <a href="#">Checklist</a>		
Saskatchewan		<a href="#">Small Business Log Book</a> : This guide is aimed at smaller businesses that have one to 50 employees. This guide includes easy-to-use checklists and blank forms to walk small businesses through the process of establishing a health and safety program. It also refers to other publications and resources.		
Yukon		<p><a href="#">Small Employer Certificate of Recognition (SECOR)</a>: Incentive program for small businesses (less than 10 employees) entitling them to a 10 per cent discount on assessments. Part of the <a href="#">CHOICES</a> program for all business.</p> <p>The SECOR Program is offered in partnership between the <a href="#">Northern Safety Network Yukon</a> (NSNY) and the Yukon Workers' Compensation Health and Safety Board (YWCHSB). NSNY offers the required training and helps employer meet the SECOR standards. Once complete sent to an external auditor. NSNY and YWCHSB issue the SECOR certification once the audit is successful. Additionally businesses who are not SECOR can get between 4-6% of their assessed dollars as a rebate if they complete approved 3<sup>rd</sup> party safety/job specific training.</p>		53 SECOR-qualified businesses received rewards in 2016 that is 1 more than in 2015. In total, those businesses saved \$42,252. 89 businesses -qualified for and received rewards for training hours in 2016 that is 4 more than in 2015. In total, those businesses saved \$47,176.