

Quick Reference Guide

Employer Health and Safety Planning Tool Kit



Table of Contents

- Employer Health and Safety Planning Tool Kit..... 5**
 - Introduction5
 - Who should use the Tool Kit?5
 - How secure is it?6
 - How do I access it?6
- Tips for using the Tool Kit..... 7**
 - Understanding the terms and definitions.....8
 - How to save, print, and get help8
 - Including your historical data8
- The Main Page 9**
 - Quick Stats 10
 - Financial Summary 10
 - How You Compare to Your Peers 10
 - Learn more 11
- Forecast how changing claim costs can impact your insurance rate 13**
 - Using the Experience Rating Forecaster 14
 - Putting your information into action 16
 - Terms and definitions 16
 - Need more information? 16
- See how you compare to your peers 17**
 - Using the Peer Comparison tool..... 18
 - Putting your information into action 20
 - Terms and definitions 20
 - Need more information? 21
- See what injuries are the most frequent and most costly for your company 22**
 - Using the Injury Claim Breakdown Maps 23
 - Using the Injury Drilldown Report 24
 - Using the Injury Prevention Forecaster 25
 - Putting your information into action 26
 - Terms and definitions 26
 - Need additional information? 27
- See which orders were most frequently cited for your company 28**
 - Using the Inspection History Map 29
 - Turning your information into action..... 30
 - Terms and definitions 30
 - Need more information? 31

Which risks are most common in your industry? 32
Using the Industry Risks tool 32

How successful have you been at returning injured workers to work? 33
Using the Return-to-Work Data tool 33
Turning your information into action 34
Terms and definitions 34
Need more information? 34

**Which high duration injury types drive your costs?
Are there opportunities for prevention initiatives? 35**
Using the High Duration Claims tool 36
Turning your information into action 37
Terms and definitions 37
Need more information? 38

Glossary 39

Employer Health and Safety Planning Tool Kit

Introduction

Our secure, interactive Employer Health and Safety Planning Tool Kit helps you create and improve health and safety initiatives, reduce injuries, and cut costs.

By providing information and reports customized to your business, the tool kit helps show you where to focus your action planning. You can view your health and safety trends, your strengths, and how you compare with others in your industry. You can also quickly see how operational and health and safety changes can make a difference to your workers and your business — and to your insurance premiums.

Want to know how much you could save by focusing your injury prevention and management initiatives on your most frequent injuries? The Tool Kit gives you that answer.

Need charts and data for your reports? The tool kit lets you download what you need.

You can get answers to many other health and safety questions too. The easy-to-use interface guides you through the variety of tools, and provides online help.

Who should use the Tool Kit?

The tool kit primarily benefits employers who typically have 50 or more workers and have experienced approximately 5 time-loss claims a year over the last 5 years.

If you're a smaller employer with limited time loss claims data, many of the tools will not contain enough data to be useful. For your planning purposes you may find the following tools at worksafebc.com more helpful:

- Industry Safety Information Centre
- Industry Risks — most cited Regulations by Industry
- Serious Injuries Dashboard
- Work-Related Deaths Dashboard

How secure is it?

Your data is secure and only available to personnel in your organization who are authorized to access our secured online services at worksafebc.com.

How do I access it?

1 Enter your email address and password, or if you are a new user, follow the instructions to sign up for service.

Log in to your firm's WorkSafeBC online services account and select the Employer Health and Safety Planning Tool Kit under "Claims."

2 Select the Employer Health and Safety Planning Tool Kit from the Claims section.

If you don't have access to online services, go to worksafebc.com to create an account. If the tool kit is not in the list of online services, select "Add more services." Select "Employer services" from the menu and search for your firm's account.

If the account has been set up, you'll be given the name of the individual at your firm to contact for access. If online services have not been set up as part of your account, you will need your firm's payroll report ID to add them.

If you need any assistance, please contact our support team at 604.276.3135, or toll-free at 1.888.855.2477

Tips for using the Tool Kit



The Tool Kit gives you access to our data so you can see which injuries are driving your costs. You'll find many insights into health and safety in your workplace, such as the following:

- See what types of incidents occur most often
- See what types of injuries are most costly
- Compare injury frequency to costs for various incident and injury types

Use your own incident and investigation data to probe further. Are time of day, experience and training, occupation type, or other factors involved?

Understanding the terms and definitions

Each of the tools uses a variety of terms that you may want to learn more about. You'll find a general explanation and definitions in the Help file for each tool. For the full definitions, you can refer to the online glossary or to the glossary at the end of this guide.

Please note, if you recently changed industries or your industry was reclassified by WorkSafeBC, you may not be able to access all of your claims and order history.

How to save, print, and get help

To make it easy for you, the Tool Kit provides buttons you can use for these common tasks.

Function	Purpose
Save	Allows you to save the graphs and data you see on screen, so you can use them in your own safety presentations.
Print	Allows you to print the graphs or data you see on screen.
Help	Allows you to review online help when using a tool.

Including your historical data

Your firm may have related historical data from companies that contribute to your current firm. For example, your current company may be a result of merger of more than one previous company, or you may have changed your name or classification unit. If so, you can include this data when using various tools. You will be presented with the following option if historical data exists:

ABC Incorporated
Include other accounts and CUs related to the account? ⓘ

The Main Page

The main page summarizes statistics for your company and acts as a launch pad to all the tools that can help you develop your health and safety action plan. To open the individual tools, use the links at the top or bottom of the page.

The screenshot shows the main page of the WorkSafe BC Employer Health and Safety Planning Tool Kit. At the top left is the WorkSafe BC logo, and at the top right is a search bar. Below the logo is a navigation menu with links for Main, Experience Rating Forecaster, Peer Comparison, Injury Breakdown Maps, Return to Work, Industry Risks, and More. The main content area is for ABC Incorporated and features a title 'Employer Health and Safety Planning Tool Kit' and a subtitle 'Analyze your injuries and risks, compare your performance to your peers, identify trends, and plan your health and safety initiatives'. The page is divided into three main sections: 'Quick Stats', 'Financial Summary', and 'How you compare to your peers'. The 'Quick Stats' section lists: Time-loss claims (2017): 13, Serious injury claims (2016): 3, Total work days lost (2017): 348, and Most frequent accident type: Overexertion. The 'Financial Summary' section lists: Cost of claims (2017): \$45,134, Experience rating (2018): 37.4% surcharge, Maximum potential savings (2018): \$152,652, and Most costly accident type: Struck Against. The 'How you compare to your peers' section shows four horizontal bar charts for Experience rating, Injury rate, % Serious injury, and Duration. Below these sections is a 'View employer report' link. At the bottom, there are three columns: 'How is your organization doing?' (with links to injury costs, peer comparison, and inspection history), 'Discover what you can do to improve' (with links to injury costs, top injuries, regulations, return-to-work trends, and high duration claims), and 'Learn more' (with links to view reports, calculate costs, analyze data, and learn more about creating a healthy workplace). A 'How to use the tool kit' link is at the bottom right.

WORK SAFE BC Search

Main Experience Rating Forecaster Peer Comparison Injury Breakdown Maps Return to Work Industry Risks More

ABC Incorporated

Employer Health and Safety Planning Tool Kit

Analyze your injuries and risks, compare your performance to your peers, identify trends, and plan your health and safety initiatives

Quick Stats

- Time-loss claims (2017): **13**
- Serious injury claims (2016): **3**
- Total work days lost (2017): **348**
- Most frequent accident type: **Overexertion**

Financial Summary

- Cost of claims (2017): **\$45,134**
- Experience rating (2018): **37.4% surcharge**
- Maximum potential savings (2018): **\$152,652**
- Most costly accident type: **Struck Against**

How you compare to your peers

- Experience rating
- Injury rate
- % Serious injury
- Duration

[View employer report](#)

How is your organization doing?

- See how your injury costs impact your insurance rate
- See how you compare to your peers
- View your inspection history

Discover what you can do to improve

- See which injuries are driving your costs
- Forecast the impact of reducing your top injuries
- Learn what regulations and risks are most cited in your industry
- See your return-to-work trends
- Learn about your high duration claims

Learn more

- View your reports
- Calculate the actual cost of incidents in your workplace
- Analyze health and safety data for your industry
- Learn more about creating a healthy and safe workplace

[How to use the tool kit](#)

- 1 Quick Stats
- 2 Financial Summary
- 3 How you compare to your peers

Here is a quick breakdown of what you'll see on the page.



Quick Stats

This section provides a snapshot of your health and safety performance. You'll see recent data for key measures such as claim counts, work days lost, and most frequent types of accidents.

Financial Summary

This section shows your recent financial information, including cost of claims, and your premium surcharge or discount amounts.

How You Compare to Your Peers

This section shows how you compare with others in your industry for health and safety performance.

The rankings compare you with similar-sized peers within the same classification unit (CU) in four key areas. Employers are displayed on a scale from Lowest (green) to Highest (red). Green represents better performance when compared to your peers.

For some important notes about how we arrive at rankings, please see the glossary online or at the back of this guide.

Learn more

How is your organization doing? <ul style="list-style-type: none">• See how your injury costs impact your insurance rate• See how you compare to your peers• View your inspection history	Discover what you can do to improve <ul style="list-style-type: none">• See which injuries are driving your costs• Forecast the impact of reducing your top injuries• Learn what regulations and risks are most cited in your industry• See your return-to-work trends• Learn about your high duration claims	Learn more 1 <ul style="list-style-type: none">• View your reports• Calculate the actual cost of incidents in your workplace• Analyze health and safety data for your industry• Learn more about creating a healthy and safe workplace <p>How to use the tool kit</p>
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1 [Learn more](#)

Use this section to access the following information:

View your Reports	<p>Employer Report: A summary of your company’s key health and safety measures over the last 5 years, a breakdown of your company’s injuries, and a comparison of your company’s performance to your industry.</p> <p>Occupational Health & Safety Summary (OH&S Summary) Report: A summary of your own prevention activities.</p> <p>Claim Cost Analyzer: A review of your company’s claims costs. Only authorized users in your organization will have access to this application.</p>
Calculate the actual cost of incidents in your workplace	<p>Use the Workplace Incident Cost Calculator to analyze the true cost of accidents at your organization. This calculation includes indirect and direct costs to give you a more complete understanding of the costs of a single accident.</p>

Analyze health and safety data for your industry

View Industry Level tools to help you better understand the patterns of work-related injuries and disease, and work-related deaths in your industry.

Industry Safety Information Centre:

View health and safety KPIs and trends for any industry or WorkSafeBC classification unit. This tool provides information on prevention activities, assessment data, injury rates, and claim costs.

Industry Risks: See the most common prevention activities and regulations cited in your industry.

WorkSafeBC Shared Data and

Interactive Tools: Interested in learning more about workplace injuries, claim costs, assessments, and prevention activities? Use our statistics and interactive tools to better understand work-related injuries, disease, and details. For more information, go to [Shared Data](#) on worksafebc.com.

Learn more about creating a healthy and safe workplace

For more information, go to [Health & Safety](#) on worksafebc.com.

Experience Rating Forecaster

Forecast how changing claim costs can impact your insurance rate

How would reducing your claim costs through injury prevention and injury management change your insurance premium?

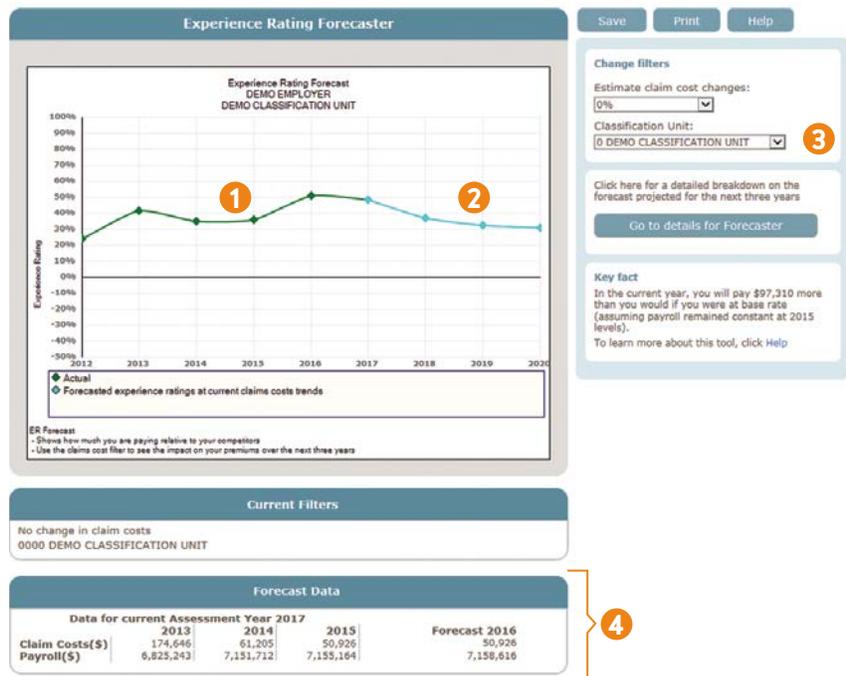
This tool can help you answer that question. Your experience rating adjusts your assessment amount based on your firm's payroll and claims costs, and the forecaster allows you to:

- Track whether your experience rating is improving
- See how much you are paying in premium costs relative to your base rate
- Forecast your potential savings if you reduce your claim costs

By understanding your projected insurance premiums, you're in a better position to make a business case for improving health and safety.

Using the Experience Rating Forecaster

- 1 The green line shows your actual trend
- 2 The light blue line shows your forecasted trend
- 3 Select your classification unit
- 4 The Forecast Data table shows you the current forecast for your claim costs and payroll, as well as your recent history



The graph shows your experience rating for the past 5 years and your 3-year projected rating if your current trends continue.

This tool lets you create “what if?” scenarios.

Use **Filters** to set an increase or decrease in your claim costs.

You could, for example, see how much you could potentially save if changes to your health and safety program reduced your claims costs by 30%.

Based on your filters, the graph will compare your current experience rating with your forecasted rating. The chart will forecast your estimated direct cost savings on premiums over 3 years assuming base rates remain constant. As part of the calculations, the tool estimates your payroll based on your firm’s historical trends.

The forecast is based upon claims costs derived from your firm's historical trends, and includes typical claims costs growth over time. Specialized claims costs are used for these calculations and therefore they will not match the claims costs displayed in the chart. The forecast also assumes that the base rate for your industry will remain constant. Claims costs used for experience rating — calculations vary from actual claims cost paid and recorded on your statement.



1 Use the Estimate claim cost changes filter to see how a change in claim costs can affect your forecasted trend

2 The orange line shows your adjusted forecast

3 The premium savings box shows your potential premium savings for the next 3 years

4 The data tables show your forecast on claim costs, payroll, experience rating, and premiums, after the selected change in claim costs

5 Click the Go to details for Forecaster button to get more detailed what-if scenarios

Putting your information into action

What can you do with the information the **Experience Rating Forecaster** gives you? Here are some suggestions:

- Review your experience rating trend. How comfortable are you with your current forecast?
- Estimate how a change in claim costs can make a change in your direct costs. How could reducing your claim costs through injury prevention and injury management change your premium?
- Move on to the Peer Comparison tool in this kit to see how your performance compares to others in your industry.

Terms and definitions

Here are general definitions for the terms used by this tool:

Assessable payroll: Refers to the amount of payroll used in calculating an employer's assessment amount in a given classification unit.

Experience rating: Refers to an adjustment to your assessment rate based on your firm's payroll and claims costs. A positive value is known as a surcharge and a negative value as a discount. A premium discount or surcharge is the difference between what you pay with your experience rating and what you would pay at your classification unit's base rate, without the experience rating.

Experience rating forecast: An estimation of future experience rating calculations based on a number of assumptions around the average cost and average profile of claims from your company and industry.

Review the glossary online or in the back of this guide for a full explanation of all the terms used in the tool kit.

Need more information?

Learn more about experience ratings by visiting worksafebc.com.

Peer Comparison tool

See how you compare to your peers

Do others in your industry have a competitive advantage over you due to better health and safety performance?

This tool compares your company size, injury prevention, and injury management performance to others in your industry, and shows you where you could be more competitive. You can compare based on the following measures:

- Your experience rating and assessable payroll
- Your injury rate, which is an indicator of injury prevention
- Your disability management performance, based on the number of days paid in the first 6 months following the month of injury for the claim

Using the Peer Comparison tool

There are two different charts for you to review:

Experience Rating versus Assessable Payroll

This chart shows your information for the most recent year and can be used to compare you with other employers. It can also show you your 5-year trend. Experience rating refers to an adjustment to your assessment amount based on your firm's payroll and claims costs.

Each dot represents a firm; the red dot shows your firm. The initial chart shows your position relative to a group of your peers in the same rate group. The 0% line represents the base rate for your group.

Select a chart by clicking on the tabs above the graphs.

- 1 Select a chart by clicking on the tabs above the graph
- 2 The red dot shows your firm — hover over it to view your experience rating and assessable payroll
- 3 The 0% line on the x-axis represents the base rate for your peer group
- 4 Use the Peers and Comparison group filters to compare yourself to others in your industry
- 5 Select the 5-Year Trend button to see a graph of 5 years of your injury rate and claim duration data



Use the **Peers** and **Comparison Group** filters to select a group of firms to compare yourself against.

The **Peers** filter allows you to choose firms based on the number of workers (large firms, for example, have 100 or more workers). The **Comparison Group** filter allows you to choose peers from your rate group, classification unit (CU), industry group, subsector, or sector.

If your organization belongs to more than one CU, you can view your performance separately within each one.

By hovering over your organization on the chart, you can see your assessable payroll, experience rating, injury rate, and claim duration figures.

Select the **5-Year Trend** button to see a graph of 5 years of data, as well as a 5-year average for your employer comparison group.

Injury Rate versus Claim Duration

This chart shows you whether your injury rate (a measure of injury prevention) and claim duration (a measure of disability management) are above or below average over the last 3 years when compared with peers. It can also show you your 5-year trend.

The quadrant you are in gives you the comparison, as follows:

- Top left quadrant: You have a better than average injury rate and worse than average claim duration.
- Bottom left quadrant: Both your injury rate and claim duration are better than average.
- Top right quadrant: Both your injury rate and claim duration are worse than average.
- Bottom right quadrant: You have better than average claim duration and worse than average injury rate.

Both injury prevention and disability management can influence the severity (duration) of the claim.



1 The red dot shows your firm — hover over it to view your injury rate and claim duration

2 Select the 5 Year Trend button to see a graph of 5 years of your injury rate and claim duration data

Putting your information into action

What can you do with the information the [Peer Comparison](#) tool gives you? Here are some suggestions:

- Assess your performance compared with your peers.
- Try to improve your competitive position.

Review the [Main Page](#) to learn about how you rank in your industry in other key performance areas.

Terms and definitions

Here are general definitions for the terms used by this tool:

Assessable payroll: Refers to the amount of payroll used in calculating an employer's assessment amount in a given classification unit.

Claim duration: Refers to the average number of short-term disability days paid within the month of injury or the 6 months following the month of injury per short-term disability claim. This is not necessarily a complete measure of duration, as some claims included in the summary will continue to develop and have additional short-term disability days paid beyond the 6 months following the month of injury.

Experience rating: Refers to an adjustment to your assessment rate based on your firm's payroll and claims costs. A positive value is known as a surcharge and a negative value as a discount. A premium discount or surcharge is the difference between what you pay with your experience rating and what you would pay at your classification unit's base rate, without the experience rating.

Injury rate: Refers to the number of time-loss claims per 100 person-years of employment. (One person-year is the equivalent of one person working all year on either a part-time or full-time basis). The claim count includes injuries that occurred in a given year and were accepted for short-term disability, long-term disability, or survivor benefits, in that year or in the first 3 months of the following year.

Review the glossary online or in the back of this guide for a full explanation of all the terms used in the tool kit.

Need more information?

For resources on injury management, visit worksafebc.com.

Injury Claim Breakdown Maps

See what injuries are the most frequent and most costly for your company

Do you know where to focus your injury prevention and injury management initiatives to achieve the biggest improvements?

This tool can help you define and prioritize your initiatives based on your company's experience with injuries and claims. By doing this, you can help reduce injuries, claim costs, and future insurance premiums.

The tool also includes:

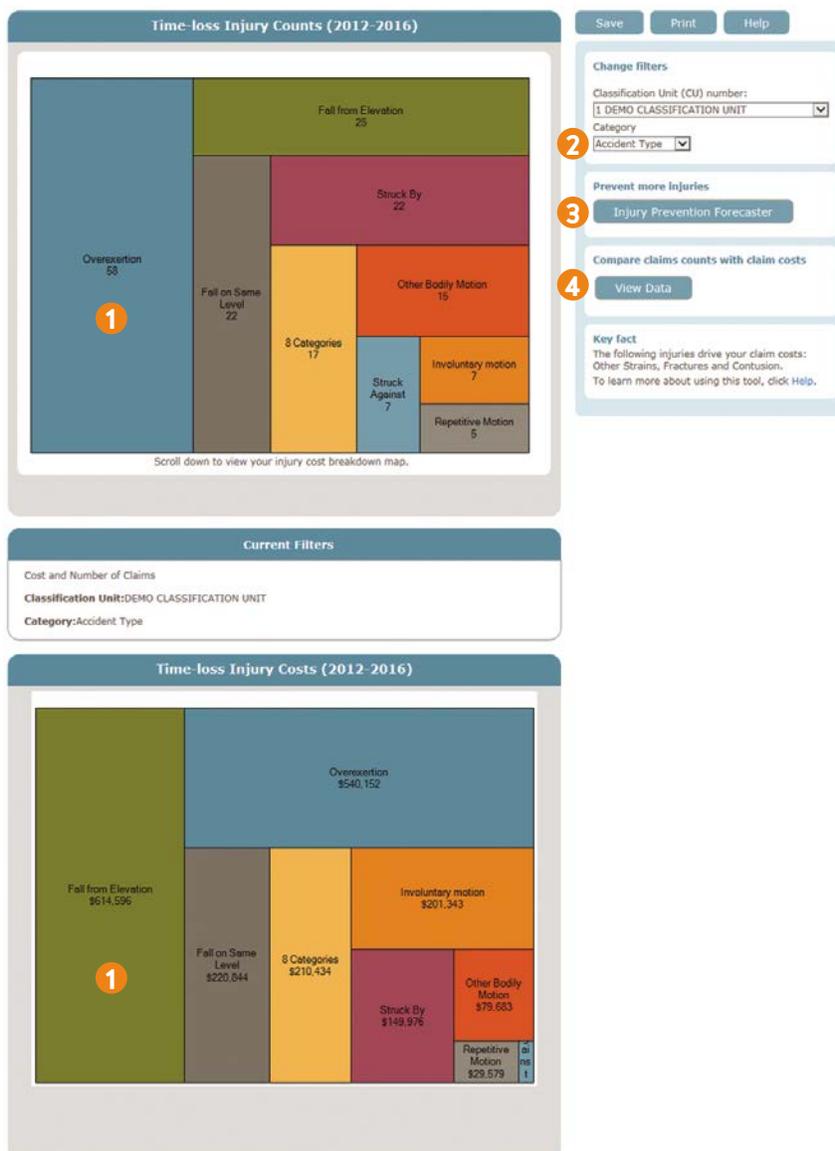
- The **Injury Claim Breakdown Maps**, which shows your claim counts and costs by 5 different categories.
- The **Injury Claims Drilldown Report**, which lets you download and analyze a decade of claims data for trends and profiles.
- The **Injury Prevention Forecaster**, which projects how much you could save by focusing your initiatives on the injuries most frequently occurring in your workplace

These powerful tools help you understand injury frequency and claim costs in your organization. Please note that all claims counts include time-loss, short-term disability, long-term disability, and fatal claims.

Using the Injury Claim Breakdown Maps

These tools can be used in several different ways. Looking at them individually provides a breakdown of your organization's injuries, so you can better decide where to focus your prevention initiatives. Looking at them together gives you the most information, showing your claim counts and your claim costs.

Use the **Category filter** to view your claims by different claim characteristics (by accident type, source of injury, nature of injury, body part injured, occupation). If your organization belongs to more than one classification unit, you can use the filter to view your performance in each one.



1 Hover over any shaded area to see what percentage in the category are from serious injury claims

Click on any shaded area to open the **Injury Drilldown Report** for more details on individual claims

2 Select from 5 categories:

- Nature of Injury
- Accident Type
- Body Part
- Source of Injury
- Occupation

3 Use the **Injury Prevention Forecaster** button to open a tool that can help estimate how better initiatives could reduce your claims costs

4 Use the **View Data** button to see details of your time loss claim counts and costs

You can access summary information on all of your time loss claims through the injury breakdown maps. Double-click on any section in the chart to open the **Injury Drilldown Report** for more details on individual claims.

Use the **Injury Prevention Forecaster** button to go to the tool that can help estimate how better initiatives could reduce your claims costs and counts. Hover over an area to reveal information about serious injuries in the category. Note: The Injury Prevention Forecaster will not be available to you if there is insufficient data. This may occur if you have fewer than 15 claims, or with overrides, or no experience rating.

Using the Injury Drilldown Report

Double-click on any section in the injury breakdown map to open the **Injury Drilldown Report** for the individual claims in that section. The information in this report provides valuable detailed information on your claims — including descriptions of what happened, indicators for serious injuries, long recovery sprains and strains and the total claim costs to date and days lost to date.

Use the year filter to capture claims for the past 10 years. Select **See All Claims** to expand your report to include all of your claims. To analyze your data further, export the report to excel.

- 1 Select how many years of claim data to include
- 2 See all of your time-loss claims across all accident types
- 3 Export your data to excel.
Note: there are additional columns of data that are not shown in the sample.

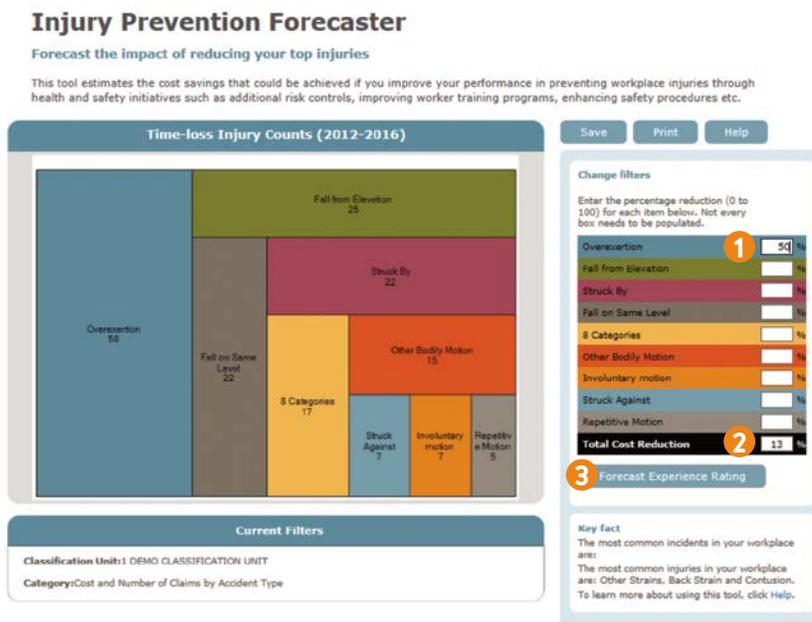
Claim Number	Age	Sex	Location	Location Address	Injury Date	Injury Year	HC Cost	STD Cost	LTD Cost	VR Cost	FTL Cost	Total Cost	STD Days	Accident Text	Nature of Injury Text	Body Part Text	Source of Injury Text	Occupation Text	Serious Injury Indicator	Long Recove Sprain and Strain Indicat
0	39	M	009	DEMO ADDRESS	2015/05/15	2015	\$313	\$466	\$0	\$0	\$0	\$979	4	Fall from Elevation	Other Strains	Ankle, Toe & Feet	Working Surfaces	Public works maintenance equipment operators and related workers	N	N
0	41	M	009	DEMO ADDRESS	2015/05/01	2015	\$434	\$1,383	\$0	\$0	\$0	\$1,817	7	Fall from Elevation	Other Strains	Other Lower Extremity	Working Surfaces	Electricians (except industrial and power system)	N	N
0	35	M	009	DEMO ADDRESS	2014/11/18	2014	\$3,900	\$22,293	\$0	\$0	\$0	\$26,193	113	Fall from Elevation	Other Strains	Ankle, Toe & Feet	Working Surfaces	Water and waste treatment plant operators	N	Y

Using the Injury Prevention Forecaster

Use the Injury Prevention Forecaster to help estimate how new Occupational Health and Safety initiatives can reduce your insurance costs. See the cost savings that could be potentially achieved if you improve your performance in preventing workplace injuries through health and safety initiatives such as additional risk controls, improving worker training programs, and enhancing safety procedures. Access the Injury Prevention Forecaster from the Injury Breakdown maps.

Enter potential reductions for your top accident types to see how preventing injuries in those areas could result in an overall **Total Cost Reduction** for your firm. Select the **Forecast Experience Rating** button to view the impact those reductions could have on your future experience rating.

Note: The Injury Prevention Forecaster will not be available to you if there is insufficient data. This may occur if you have fewer than 15 claims, or with overrides, or no experience rating.



- 1 Enter a percent reduction for one or more accident types
- 2 See the estimated Total Cost Reduction that could be achieved from the changes
- 3 View the impact the reductions could have on your future experience rating

Putting your information into action

What should you do with the information the Injury Claim Breakdown Maps tool gives you? Here are some suggestions:

- Identify which injuries occur the most in your workplace. Are there injury types that can be addressed or eliminated with simple safety improvement changes?
- Identify which injuries account for the most cost. Are there areas where changes could reduce injuries and lower your future insurance premiums?
- Use the Injury Prevention Forecaster to help build a quick return on investment for your health and safety action plan.

Terms and definitions

Here are general definitions for the terms used by this tool:

Accident type: Refers to the manner in which the injury or disease was produced or inflicted by the identified source of injury or disease.

Body part: Refers to the body part or bodily system directly affected by an injury or disease identified in the nature of injury classification.

Time-loss injury costs: In this map, refers to the claim costs paid to date for the previous 5 years for the time-loss injury claims represented. Administration and future liabilities are excluded from these calculations.

The rectangle on the map labeled “xx Categories” shows your workplace injuries with the fewest claims that, when added together, total approximately 10% of the total number of claims for that category. For the Occupation category in the rectangle labeled “xx Categories,” the occupations with the fewest claims are added together until they total approximately 30% of the total claim count for all occupations.

Nature of injury: Refers to a description of the injury or illness in terms of its principal physical characteristics.

Occupation: Refers to the collection of jobs, sufficiently similar in work performed, that are grouped under a common title using Statistics Canada's National Occupational Classification unit group level for classification purposes.

Source of injury: Refers to the object, substance, exposure, or bodily motion that directly produced, transmitted, or inflicted the injury or illness previously identified.

Time-loss injury counts: Refers to the number of claims with costs related to at least one of the following benefits: short-term disability, long-term disability, or survivor (fatality), and where the first payment date is within the year.

Review the glossary online or in the back of this guide for a full explanation of all the terms used in the tool kit.

Need additional information?

To learn more about workplace injury prevention, visit worksafebc.com. The resources include our Workplace Incident Cost Calculator, which helps you determine the real costs of accidents.

Inspection History Map

See which orders were most frequently cited for your company

Do you know how many times each order was cited at any given location in your company? Do you know how many of those orders are still outstanding? This tool can show you which orders are most prevalent at all locations at your company. This information can help you define and prioritize your initiatives based on your company's history with specific orders.

The tool also includes:

- The Inspection History Maps, which shows the orders cited and a summary of each order.
- A report of the details for each order cited at your company.
- A report of the documents issued to your company.

Using the Inspection History Map

This tool provides you a breakdown of the orders cited to your company. The most frequently cited orders are in the top left corner.

You are able to see summary information on an order by hovering over each map part.

Order History

Save Print Help

Change filters

Classification Unit (CU) number:
[D] DEMO CLASSIFICATION UNIT

Operating Location:
All Locations

Issue Date Range:
Start: [2013] End: [2016]

Site Visit Indicator:

Outstanding Order Indicator:

Key fact
View the regulations most cited for your industry here.
View your activity history here.
To learn more about using this tool, click Help.

To view the details of your document history, click here.

Current filters for the order cited

Classification Unit: DEMO CLASSIFICATION UNIT
Operating Location: All Locations
Issue Date Range: 2013-2016 Site Visit Indicator: No Outstanding Order Indicator: No

1 Hover over any section to view a quick overview of the regulation

2 Click on any section to open the **Order Details Report** for more details on the orders cited for that regulation

3 Use the **Operating Location** filter to see orders cited at any of your operating locations

4 Use the **Issue Date Range** filter, **Site Visit Indicator** checkbox, and **Outstanding Order Indicator** checkbox to select the orders cited

5 Click here to view your document history for the date range selected

Use the **Operating Location** filter to view a breakdown of the orders cited by location: If your company has more than one operating location, you can see the orders cited for each location.

Please note that your related inactive employer history cannot be applied when filtering for a specific location. If you apply the **Operating Location** filter, the prompt to include other accounts and CUs related to your account will be automatically checked off.

Use the **Issued Date Range** filter to expand or contract the orders cited by date. You can view up to a decade of orders cited.

Use the **Site Visit Indicator** checkbox to see only orders cited where there was a site visit.

Use the **Outstanding Order Indicator** checkbox to see only outstanding orders cited.

Click any area of the Inspection History Maps to get more details on the cited orders.

Click on the link below the Inspection History Maps to view the documents for your company.

Turning your information into action

What can you do with the information the Inspection History Maps tool gives you? Here is a suggestion:

- Define and prioritize your initiatives based on your company's history with specific orders.

Terms and definitions

Continued non-compliance: The number of orders where an employer has not complied with a previously issued order, and where there is an order follow-up that indicates that compliance has not been achieved. The orders must be for the same regulation cited for the same Employer and Operating Location.

Inspection reports: The number of documents used by Prevention Officers to record Safety and Health Inspections and related activities, where the orders and/or regulations are associated with the employer.

Net penalties imposed: The number of additional assessments applied against an employer due to workers being exposed to a serious hazard or previous non-compliance. This count reflects changes as a result of appeal overturns.

Order to worker (OtW): The number of documents used by Prevention Officers to record Safety and Health Inspections and related activities, where the orders and/or regulations are associated with a specific worker, and not the employer.

Prevention orders: The number of instructions from WorkSafeBC as a result of conducting an Inspection. It is issued either to an employer as part of a Safety and Health Inspection Report, or to a worker via an Order to Worker. It issues a direction to remedy a violation (of WorkSafeBC enforced regulations) or a warning about a situation which may put workers at risk.

Regulations cited: The number of regulations cited within an order, where an employer or worker is found to be in violation of an Occupational Safety and Health regulation, or of a regulation under the *Worker's Compensation Act*, and a WorkSafeBC Officer has ordered the employer or worker to correct the violation.

Repeat order: The number of orders where, within a 3 year period, the order represents continued non-compliance of the initial order at the same Employer Location, or the order is a re-issuance of a completed order at the same Employer Location, or the order is a re-issuance of either a completed order or an outstanding order at another of the Employer's Locations.

Warning letters sent: The number of warning letters issued to an employer due to workers being exposed to a serious hazard or previous non-compliance.

Review the glossary online or in the back of this guide for a full explanation of all the terms used in the tool kit.

Need more information?

For more information on orders visit [worksafebc.com](https://www.worksafebc.com).

Industry Risks

Which risks are most common in your industry?

Using the Industry Risks tool

In addition to data on your organizations injuries and claims, the tool kit also provides information on the risks for your industry, giving you additional data on where to further target your health and safety plans. The Industry Risks exploration tool provides quick access to the health and safety issues commonly found in your industry.

With a few clicks you can:

- Filter the data for your industry as a whole or down to your specific classification unit.
- See the themes of commonly cited regulations.
- Click on a specific regulation to see the full text description of the regulation plus the number of times, locations and employers where it has been cited.

- 1 Select your industry
- 2 Filter by Subsector, Classification Unit, Regional district or Year
- 3 Click on a heading within the tag-cloud to view detailed regulation information at the bottom of the screen.

Health and Safety Violations Commonly Found in Your Industry

Regulations Cited: 301,626

Regulations Cited: 41,714

Subsector: (All)

Classification unit: (All)

Regional district: (All)

Year: (All)

How to use

Link to Industry Exemption Activity Tool

Regulation Cited	Regulation Text	# Regulations Cited	# Locations	# Employers
OSH11.2E1)(4)	Unless otherwise provided for in this Regulation, an employer must ensure that a fall protection system is used when work is being done at a place from which a fall of 3 m (10 ft) or more may occur.	12,315	7,499	7,208
WCA115E1)(4)	An employer must provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in getting out their work and to ensure the health and safety of other workers at the workplace.	8,682	7,238	6,799

Return-to-Work Data

How successful have you been at returning injured workers to work?

This tool helps you assess your organization's return-to-work programs by telling you the percentage of injured workers that returned to work within selected time ranges. It also compares your return-to-work performance with other companies in your industry.

Using the Return-to-Work Data tool



1 Hover over the bars to see the Return to Work statistics for yourself and your peers

2 Use the Peers and Comparison group filters to compare yourself to others in your industry

3 Select a Return to Work measure to change the chart

4 Use the View Data button to see your Return to Work measures in table format

5 Use the High Duration Claims button to see a visual representation of claims compared to your peers for the same type of injury. For more information on this button, see Page 35.

Select a return-to-work measure to change the chart. The orange bar represents the percentage of injured workers that returned to work at your workplace within the time range. The grey bar provides the average for your comparison group.

Use the Comparison Group and Peers filters to compare your return-to-work performance with different groups. Your options include comparisons by rate groups, sectors, subsectors, or classification units (CUs). If your organization belongs to more than one CU, use the Classification Unit filter to change your selection.

Hover over the bar charts to see the return-to-work percentages and other comparisons.

To see your data in a table format, click the **View Data** button.

Turning your information into action

What can you do with the information the Return-to-Work data tool gives you? Here are some suggestions:

- Assess the effectiveness and timeliness of your return-to-work program. Safe and timely return to work is the best possible outcome for injured workers.
- Compare your return-to-work average with your classification unit or rate group. Are you achieving the same return-to-work performance as your peers?

Terms and definitions

Here are general definitions for the terms used by this tool:

Return-to-work (RTW): Refers to a measure of the time it takes workers to return to work from the date they had to stop working because of injury.

Review the glossary online or in the back of this guide for a full explanation of all the terms used in the tool kit.

Need more information?

For more information on improving your return-to-work programs, visit worksafebc.com.

High Duration Claims

Which high duration injury types drive your costs? Are there opportunities for prevention initiatives?

This tool helps you identify high duration claims — ones that have had a longer duration than 80 percent of your peers' claims for the same type of injury.

You can easily access the tool from the main page under **Discover what you can do to improve** and click **Learn about your high duration claims**.

How is your organization doing?	Discover what you can do to improve	Learn more
<ul style="list-style-type: none">• See how your injury costs impact your insurance rate• See how you compare to your peers• View your inspection history	<ul style="list-style-type: none">• See which injuries are driving your costs• Forecast the impact of reducing your top injuries• Learn what regulations and risks are most cited in your industry• See your return-to-work trends• Learn about your high duration claims	<ul style="list-style-type: none">• View your reports• Calculate the actual cost of incidents in your workplace• Analyze health and safety data for your industry• Learn more about creating a healthy and safe workplace <p>How to use the tool kit ▶</p>

The high duration claim tool helps you understand the longer duration claims — with ten years of data in one place — that drive your costs and shows you their injury type. The claims are grouped by injury type and you can drill down to find out exactly what happened in each case. This enables you to analyze specific long duration injuries and consider whether injury prevention opportunities are needed. This high duration claim summary should also prompt you to ask questions about the effectiveness of your accommodation processes for longer term injuries.

Change filters on the right to drill down to your industry, the year of interest and the type of characteristic. You can read about the claim incident and sort for serious injury claims.

Using the High Duration Claims tool

1 Hover over a circle or diamond for a summary and profile of the claim. Click for more detailed claim information.

2 Identify all claim details, including incident description, claim cost, serious injury indicator, and the claim characteristics. When you hover over a row, the scatterplot at the top of the screen will show you where that specific claim appears.

3 Use Change Filters to choose any claim characteristic you want to use when comparing claims with your peers.

4 View the percentage of your High Duration Claims by year according to the characteristics you chose in the Change Filters.

5 Create a table format showing your Complete Duration Overview for the last 10 years, with claims grouped by their duration.

High Duration Claims

* Hover over the markers to see a basic summary for each claim. Click on the markers to see further details.
* Highlight an area on the chart to zoom in

High duration claim
N/A, Age 50, F
Nature of Injury: Contusion
Only 20% of claims with this injury type have a duration higher than 15
Complete duration: 469
Injury date: January 10, 2011
Accident type: Industrial and Other Vehicle Accidents
Source of Injury: Vehicles
Body part: Other Lower Extremity
Occupation: Material handlers

Claim Number	Year	Incident Description	Complete Duration	Threshold	Serious Injury? (Y/N)	LR557 (Y/N)
0	2017		19	51	N	N
0	2017		57	13	Y	N
0	2017		11	8	N	N
0	2017		20	54	N	N
0	2017		8	56	N	N
0	2017		9	15	N	N
0	2017		70	54	N	Y
0	2017		58	162	Y	N

Pages: 1 2 3 4 5 6 Next Last 1 of 6

Change filters

Classification Unit (CU) number:
DEMO CLASSIFICATION UNIT

Year:
(All) 2009-2018

Accident Type:
(All)

Body Part:
(All)

Nature of Injury:
(All)

Source of Injury:
(All)

Occupation:
(All)

Clear Filters

% High Duration Claims

Year	High Duration Claims	All Claims	% High Duration Claims
2009	3	13	23%
2010	6	12	50%
2011	6	10	60%
2012	3	11	27%
2013	7	16	44%
2014	5	9	56%
2015	2	12	17%
2016	4	14	29%
2017	3	12	25%

Complete Duration Overview

Complete Duration Overview

Key fact
Your high duration claims as displayed are 36% of all your time-loss claims and are 57% of your claim costs.
For comparison, in British Columbia over the last ten years, high duration claims represent approximately 20% of all time-loss claims but account for more than 70% of all claim costs.
To learn more about using this tool, click Help.

The scatterplot at the top of the screen shows how the length of time of your claims compares with your peers for the same type of injury. Your high duration claims appear in orange; you can use the tool to generate information on those claims in an exportable table. The blue markers are claims that are not considered high duration claims.

Hover over a marker to see details for a claim, including claim number, duration, claim characteristics, and cost. Click on a marker for a description of the incident and for further details.

Use **Change Filters** to select a year(s), accident type, body part, nature of injury, or source of injury. You can view the resulting

information in the % of High Duration Claims table, as a percentage of all your claims. Use **Clear Filters** button at any time to reset your selections.

Use the **Complete Duration Overview** button to see the average duration of your claims in the last 10 years. A table will be generated that shows claims durations ranging from 0 to 4 months to 24 or more months.

Use the **Save** button to export your data.

Turning your information into action

What can you do with the information the High Duration Claims tool provides you? Here is a suggestion:

- Identify and understand claims that have the longest duration and are the most costly for your business.

Terms and definitions

Here are general definitions for the terms used by this tool:

Average complete duration: The average of the complete durations for the claims within the subset. It is calculated by adding up the individual claims' complete durations and dividing the total by the number of claims within the subset.

Claim age category: The age of the claim based on the period between the claim's latest short-term disability (STD) payment month and the injury month. It can be "0-6 Month Old," "7-12 Month Old," "13-24 Month Old," or "More than 24 Month Old."

Claim latest STD payment month: The latest month in which a claim had STD days paid.

Percent (%) of high duration claim: The percentage of high duration claims in all claims of the subset.

Year (claim latest STD payment year): The latest year in which a claim had STD days paid.

Complete duration: The total number of STD days paid for the claim, including STD days paid in the latest STD payment month and also STD days paid in all previous months. Claims that ended wage-loss payment have not received any STD payments for the most recent 3 months.

High duration claim: A claim where its complete duration is equal to or higher than the 80th percentile of claims with the same injury type.

Non-high duration claim: A claim where its complete duration is lower than the 80th percentile of claims with the same injury type.

Number of claims that ended wage-loss payment: The total number of claims that ended wage-loss payments and belong to the subset of interest. Claims that ended wage-loss payment have not received any STD payments for the most recent 3 months.

Review the glossary online or in the back of this guide for a full explanation of all the terms used in the tool kit.

Need more information?

For more information on improving your return-to-work programs, visit worksafebc.com.

Glossary

This glossary explains some of the terms commonly used in the Employer Health and Safety Planning Tool Kit.

Accident type: The manner in which the injury or disease was produced or inflicted by the identified source of injury or disease.

Assessable payroll/payroll: The amount of payroll used in calculating your assessment amount in a given classification unit (CU).

Average complete duration: The average of the complete durations for the claims within the subset. It is calculated by adding up the individual claims' complete durations and dividing the total by the number of claims within the subset.

Body part: The body part or bodily system directly affected by an injury or disease identified in the nature of injury classification.

Claim age category: The age of the claim based on the period between the claim's latest short-term disability (STD) payment month and the injury month. It can be "0–6 Month Old," "7–12 Month Old," "13–24 Month Old," or "More than 24 Month Old."

Continued non-compliance: The number of orders where an employer has not complied with a previously issued order, and where there is an order follow-up that indicates that compliance has not been achieved. The orders must be for the same regulation cited for the same Employer and Operating Location.

Cost of claims (year): The total dollar amount of claim benefits paid within the year for injuries that occurred in that same year. This includes

the following benefits: health care, short-term disability, vocational rehab, and long-term disability and survivor.

Claims costs (\$) (Experience Rating Forecaster): The sum of total costs of claims you are expected to pay.

Claim duration: The average number of short-term disability days paid within the month of injury or the 6 months following the month of injury per the short-term disability claim. This is not necessarily a complete measure of duration, as some claims included in the summary will continue to develop and have additional short-term disability days paid beyond the 6 months following the month of injury.

Claim latest STD payment month: The latest month in which a claim had STD days paid.

Complete duration: The total number of STD days paid for the claim, including STD days paid in the latest STD payment month and also STD days paid in all previous months. Claims that ended wage-loss payment have not received any STD payments for the most recent 3 months.

Continued non-compliance: The number of orders where an employer has not complied with a previously issued order, and where there is an order follow-up that indicates that compliance has not been achieved. The orders must be for the same regulation cited for the same Employer and Operating Location.

Cost of claims (year): The total dollar amount of claim benefits paid within the year for injuries that occurred in that same year. This includes the following benefits: health care, short-term disability, vocational rehab, and long-term disability and survivor.

Duration (How you compare to your peers): The average number of short-term disability days paid within the month of injury or the 6 months following the month of injury per the short-term disability claim. This is not necessarily a complete measure of duration, as some claims included in the summary will continue to develop and have additional short-term disability days paid beyond the 6 months following the month of injury.

Experience rating: An adjustment to your assessment rate based on your firm's payroll and claims costs. A positive value is known as a surcharge and a negative value as a discount. A premium discount or surcharge is the difference between what you pay with your experience rating and what you would pay at your classification unit's base rate, without the experience rating.

Experience rating forecast: An estimation of future experience rating calculations based on a number of assumptions around the average cost and average profile of claims from your company and industry.

High duration claim: A claim where its complete duration is equal to or higher than the 80th percentile of claims with the same injury type.

Include related historical employers and CU: The history of active and related inactive employer classification units combined in a single report. For example, assume Company A bought Company B. If so, Company A can choose this

option to include Company B's data in its Employer Report. Please note that WorkSafeBC makes decisions about whether a historical firm's experience should be counted as part of the experience of a successor firm.

Injury rate: The number of time-loss claims per 100 person-years of employment. (One person-year is the equivalent of one person working all year on either a part-time or full-time basis). The claim count includes injuries that occurred in a given year and were accepted for short-term disability, long-term disability, or survivor benefits in that year or in the first 3 months of the following year

Inspection reports: The number of documents used by Prevention Officers to record Safety and Health Inspections and related activities, where the orders and/or regulations are associated with the employer.

Long recovery sprain and strain: Short-term or long-term disability claims that represent a sprain, strain, carpal tunnel, or rheumatism medical diagnosis with a long recovery period (10 or more weeks). Excludes work-related death claims.

Maximum potential savings: The difference between assessments paid and assessments at maximum discount.

Most costly accident type: Accident type with the most time loss injury costs in the 5-year period.

Most frequent accident type: Accident type with the most time-loss injury claims.

Nature of injury: A description of the injury or illness in terms of its principal physical characteristics.

Net penalties imposed: The number of additional assessments applied against an employer due to workers being exposed to a serious hazard or previous non-compliance. This count reflects changes as a result of appeal overturns.

Non-high duration claim: A claim where its complete duration is lower than the 80th percentile of claims with the same injury type.

Number of claims that ended wage-loss payment: The total number of claims that ended wage-loss payments and belong to the subset of interest. Claims that ended wage-loss payment have not received any STD payments for the most recent 3 months.

Occupation: The collection of jobs, sufficiently similar in work performed, that are grouped under a common title using Statistics Canada's National Occupational Classification unit group level for classification purposes.

Order to worker (OtW): The number of documents used by Prevention Officers to record Safety and Health Inspections and related activities, where the orders and/or regulations are associated with a specific worker, and not the employer.

Percent (%) of high duration claim: The percentage of high duration claims in all claims of the subset.

Person years: Represents the estimated number of persons working all year on either a part-time or full-time basis. Estimates of person-year quantities are based on gross payrolls you submit and on matching wage-rate data. (Note: This calculation is not available for some Fishing classification units).

Premiums: Amounts paid for your insurance coverage. They are based on your assessable payroll.

Premium savings/surcharge: The difference between what you pay with your experience rating and what you would pay at your classification unit's base rate.

Prevention orders: The number of instructions from WorkSafeBC as a result of conducting an Inspection. It is issued either to an employer as part of a Safety and Health Inspection Report, or to a worker via an Order to Worker. It issues a direction to remedy a violation (of WorkSafeBC enforced regulations) or a warning about a situation which may put workers at risk. Rankings: In the Peer Comparison tool, your position relative to your peers. Rankings do not tell you how much better or worse you performed on the specific measures. The number of peers can vary for each of the four categories. In choosing peers for the scorecard, we only include active employer classification units (CUs) that have person years for the most recent year. To be ranked, you must have at least 5 peers according to one of the following scenarios:

Scenario 1: If your business has 5 or more qualifying employers that are the same size as you, they are included as your peers.

Scenario 2: If your business has fewer than 5 qualifying employers that are the same size as your business, we look to both medium and large employers

Scenario 3: If your business has fewer than 5 qualifying employers that are the same size as your business, and fewer than 5 qualifying employers among medium and large employers, we include peers from all sizes of employers.

Scenario 4: If your business has fewer than 5 peers from all sizes of employers, you will not be ranked.

We also apply the following stipulations:

- Experience rating only includes CUs that have an experience rating for the last year
- Injury rate only includes CUs that have at least 1 time-loss claim in the last 33 years
- Duration only includes CUs that have at least 1 claim in the last 3 years with at least 1 work day lost in the first 6 months of injury
- % Serious Injury only includes CUs that have at least one serious injury claim in the last 3 years

Rankings: In the Peer Comparison tool, your position relative to your peers. Rankings do not tell you how much better or worse you performed on the specific measures. The number of peers can vary for each of the four categories. In choosing peers for the scorecard, we only include active employer classification units (CUs) that have person years for the most recent year. To be ranked, you must have at least 5 peers according to one of the following scenarios:

Scenario 1: If your business has 5 or more qualifying employers that are the same size as you, they are included as your peers.

Scenario 2: If your business has fewer than 5 qualifying employers that are the same size as your business, we look to both medium and large employers

Scenario 3: If your business has fewer than 5 qualifying employers that are the same size as your business, and fewer than 5 qualifying employers among medium and large employers, we include peers from all sizes of employers.

Scenario 4: If your business has fewer than 5 peers from all sizes of employers, you will not be ranked.

We also apply the following stipulations:

- Experience rating only includes CUs that have an experience rating for the last year
- Injury rate only includes CUs that have at least 1 time-loss claim in the last 33 years
- Duration only includes CUs that have at least 1 claim in the last 3 years with at least 1 work day lost in the first 6 months of injury
- % Serious Injury only includes CUs that have at least one serious injury claim in the last 3 years

Regulations cited: The number of regulations cited within an order, where an employer or worker is found to be in violation of an Occupational Safety and Health regulation, or of a regulation under the *Worker's Compensation Act*, and a WorkSafeBC Officer has ordered the employer or worker to correct the violation.

Repeat order: The number of orders where, within a 3 year period, the order represents continued non-compliance of the initial order at the same Employer Location, or the order is a re-issuance of a completed order at the same Employer Location, or the order is a re-issuance of either a completed order or an outstanding order at another of the Employer's Locations.

Return-to-work (RTW): A measure of the time it takes workers to return to work from the date they had to stop working because of injury. Claims with workers in modified RTW programs will be counted as a return to work occurrence when the worker returns full-time to regular duties. Total RTW includes the number of time-loss claims with return to work divided by the number of time-loss claims concluded during the period shown. RTW is shown in 3 cumulative sets (within

4, 12, and 26 weeks). Also shown is the set of RTW outcomes after 26 weeks. The number of time-loss claims concluded includes:

- For claims without a vocational rehabilitation (VR) referral: those claims that are coded with a RTW calendar outcome of “RTW” or “NRTW” (Non Return to Work) and where the outcome is unchanged for at least 30 days (deemed to be durable). NRTW refers to outcomes where the worker does not return to work full time and full duty, and is no longer on wage-loss.
- For claims with a VR referral: those claims that are concluded with a VR referral outcome.

Serious injury claims: The number of time-loss claims that represent either a serious medical diagnosis, or a potentially serious medical diagnosis with a long recovery period of 50 or more days paid (10 or more weeks off work). It includes all work-related fatality claims.

% Serious injury claims: The percentage of time-loss claims that are considered to be for serious injuries.

Source of injury: The object, substance, exposure, or bodily motion that directly produced, transmitted, or inflicted the injury or illness previously identified.

Sprains and strains claims: Short-term or long-term disability claims that represent a sprain, strain, carpal tunnel, or rheumatism medical diagnosis. Excludes work-related fatality claims.

Time-loss claims: The number of claims with costs related to at least one of the following benefits types: short-term disability benefits, long-term disability benefits, or survivor benefits and where the date of the first payment is within the year of injury or the 3 months following the year of injury.

Time-loss injury costs: The claims costs in this map represent the claim costs paid to date for the previous 5 years for the time-loss injury claims represented. Administration and future liabilities are excluded from these calculations.

Time-loss injury counts: The number of claims with costs related to at least one of the following benefits: short-term disability, long-term disability, or survivor (fatality), and where the first payment date is within the year.

Total work days lost (year): The number of work days an injured worker misses from work because of a compensable injury or disease which occurred in that same year. This is a subset of the total work days lost regardless of injury year.

Warning letters sent: The number of warning letters issued to an employer due to workers being exposed to a serious hazard or previous non-compliance.

Year (Claim Latest STD Payment Year): The latest year in which a claim had STD days paid.

