

Quick Reference Guide

Employer Safety Planning Tool Kit



Contents

Introduction: Your Employer Safety Planning Tool Kit3

Experience Rating Forecaster.....6

Competitive Comparison8

Performance Scorecard 10

Injury Claim Breakdown Map & Injury Prevention Forecaster 12

Return to Work 16

Additional Resources 17

Need Help?..... 17

Introduction: Your Employer Safety Planning Tool Kit

What is the Employer Safety Planning Tool Kit?

The Employer Safety Planning Tool Kit is a suite of interactive tools that enables Employers to learn about the injuries and claims that impact their safety performance. It allows you to compare your performance against your peers, and see how operational and workplace health and safety changes could impact your company.

These tools tell a safety story for your organization. While each tool can be used independently, the story is best told as part of the cycle shown here.



Which Employers should use the Safety Planning Tool Kit?

The Tool Kit benefits large employers who typically have 50 or more employees and who have experienced ~5 loss time claims a year over the last 5 years. For smaller employers with limited time loss claims data, many of the tools will not contain enough data to make them useful for planning purposes.

Who can access your Data?

Your data is secure and is only available to personnel in your organization who are authorized to access the secured online services on WorkSafeBC.com.

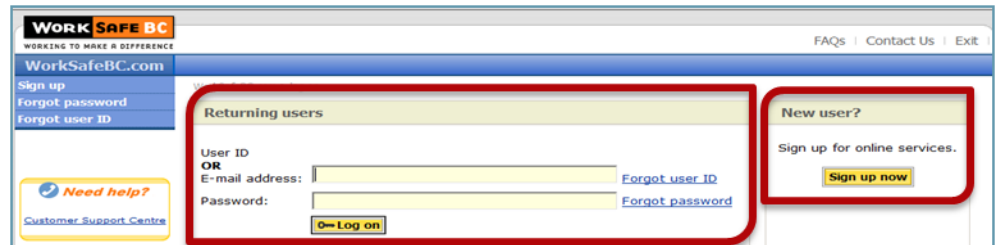
How to access the Employer Safety Planning Tool Kit?

The Tool Kit is available from WorkSafeBC home page: <http://www.worksafebc.com/>

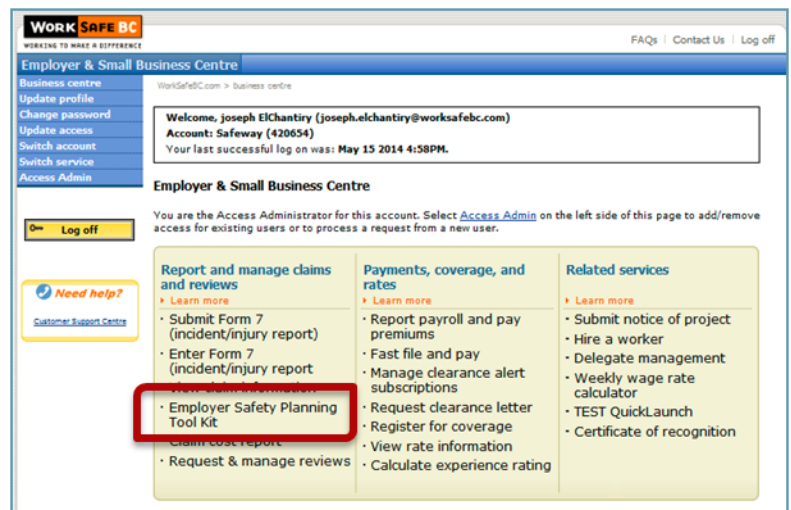
1. Select the **Log on/ Sign up** link



2. Enter your **User Id & Password**, or if you are a new user, sign up for service.



3. Select the **Employer Safety Planning Tool Kit**



4. If you do not see the Employer Safety Planning Tool Kit in your list of applications, click the **Update access** link and fill out the online request form. The Access Administrator for your company's account will receive your email and grant you access.



What you'll see – the Home Page

The home page lists all of applications contained in this interactive suite of tools.

Primary tools

Your rates and forecasts →

How you compare to your peers →

Your performance snapshot →

Your injuries and claim details →

Your Return-to-Work performance →

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Employer Safety Planning Tool Kit

WorkSafeBC.com > Home

Interactive planning tools
Use these interactive planning tools to learn about the injuries and claims that drive costs for your organization, and how operational and workplace health and safety changes could impact your injury rates, claims costs, and assessment rates. You can also compare your organization's injury and claims-related data to industry peers.

Experience rating forecaster
See how changes in your claims costs will affect your experience rating over the next few years.

Employer reports
View your organization's injury data and compare your health and safety performance to your industry's performance.

Competitive comparison
Compare your organization's current health and safety measures with other organizations in your industry.

Claims cost analyzer
View your organization's claims costs and trends over time.
Note: Access to this information is restricted to authorized users in your organization.

Performance scorecard
View your organization's performance across selected health and safety Key Performance Indicators (KPIs). Create "what if" scenarios to see how specific changes to those KPIs would impact your organization's performance.

Accident cost calculator
Calculate and analyze the true cost of accidents at your organization.

Injury claim breakdown maps and prevention forecaster
Analyze and learn about the types of injuries and claims that drive costs in your organization.

Industry Safety Information Centre
View health and safety KPIs and trends for any B.C. industry or WorkSafeBC classification.

Return-to-work data
Compare your organization's return-to-work performance with other organizations in your industry.

Definitions and help
Definitions of the terms used throughout these interactive WorkSafeBC planning tools, and links to a quick reference guide and video tutorial.

Feedback

Did you know?
Did You Know for your classification 712041: Wire Product or Cable Mfg that The average number of business days your employees were away from work (duration) due to a workplace injury in 2012 is 38 day(s) longer than your immediate competitors (CU average).

[All Facts](#) | [Next Fact](#)

Your opinion matters!

If you have questions or comments, use the Feedback button to let us know.

Additional Tools

These applications on the right provide additional Safety Planning resources.

Experience Rating Forecaster

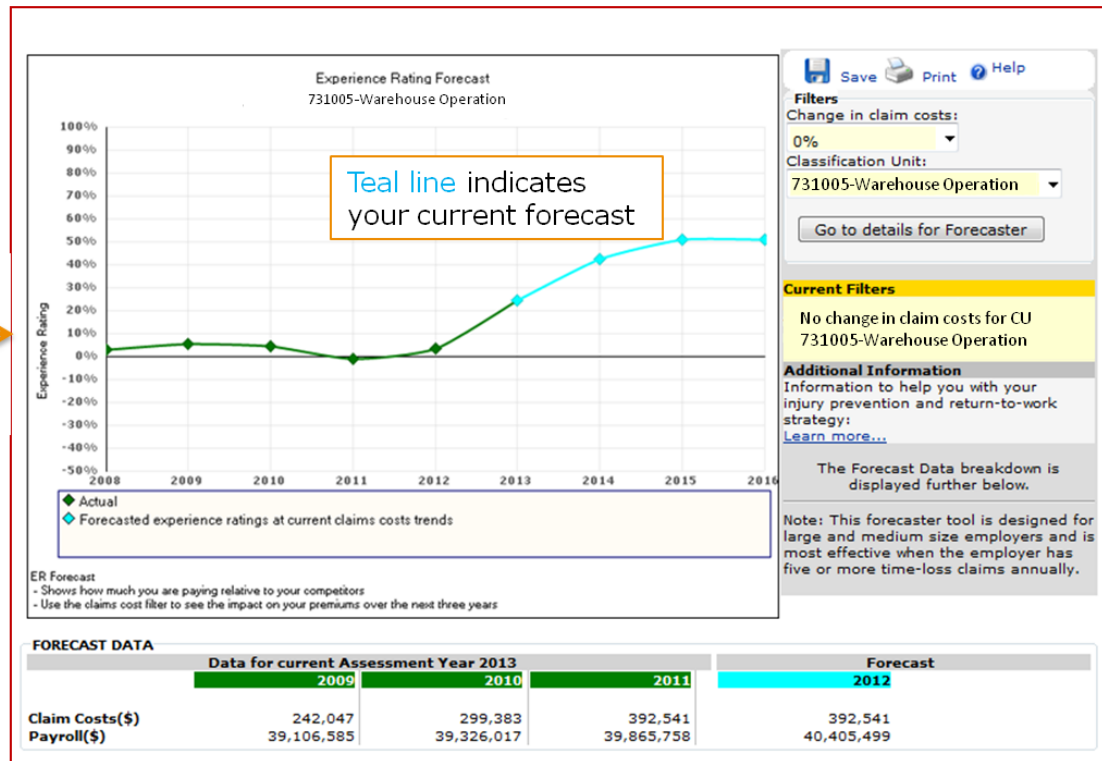


- What's your current experience rating? Is your rating improving or dropping?
- What types of premiums will you experience if you continue at the current pace?
- How can a change in your claim costs impact your future Experience Rating?

Interpret - Experience Rating Forecaster

View your experience rating for the past 5 years and your 3 year projected rating if you continue on the same path.

Graph shows your experience rating over the last 5 years.



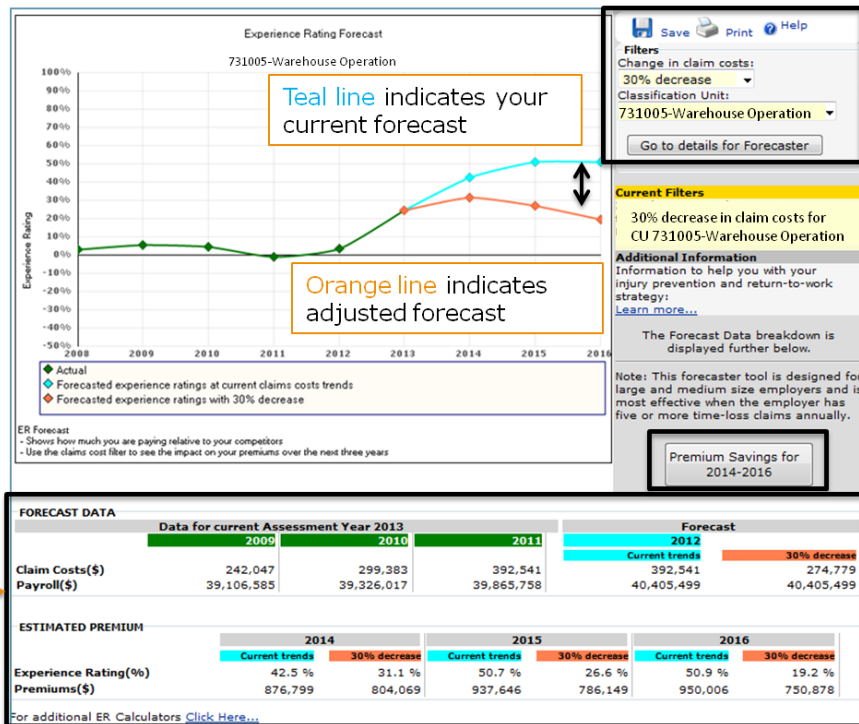
General Functions

The following functions are available throughout the application.

Function:	Purpose:
Save	Saves the current chart to your own clipboard. You can integrate these images into your own safety presentations for use in your organization.
Print	Allows you to print the current charts.
Help	Provides additional information for the tool you are currently using.

Interact - Experience Rating Forecaster

- **Apply Filters:** choose an increase or decrease in your claim costs and see the impact on your forecast
- **Review Details for Forecaster:** allows for more detailed what-if scenarios
- **Premium Savings:** estimated direct cost premiums savings over 3 years based on the selected change in claims costs



Apply filters to see how an increase or decrease in claim costs can affect your forecasts.

The change in forecast will be represented with an **orange** line.

The space between current and adjusted lines equals the change in your direct costs

Chart contains current forecast and adjusted forecasts if claim cost reduction is sustained over 3 years.

Premium Savings for 2014-2016



30% Reduction 3 Years Savings ✕

\$423,355

Take Action - Experience Rating Forecaster

- Review your Experience Rating Trend – are you comfortable with your current forecast?
- Reflect on how a change in claim costs can make a change in your direct costs – your WorkSafe premiums
- Now that you understand how your experience rating trends, move on to the Competitive Comparison tool so see how your performance compares to your peers.

Competitive Comparison



At a glance - how do you compare to your peers?

What's your experience rating compared to similar firms in your Classification Unit and Rate Group?

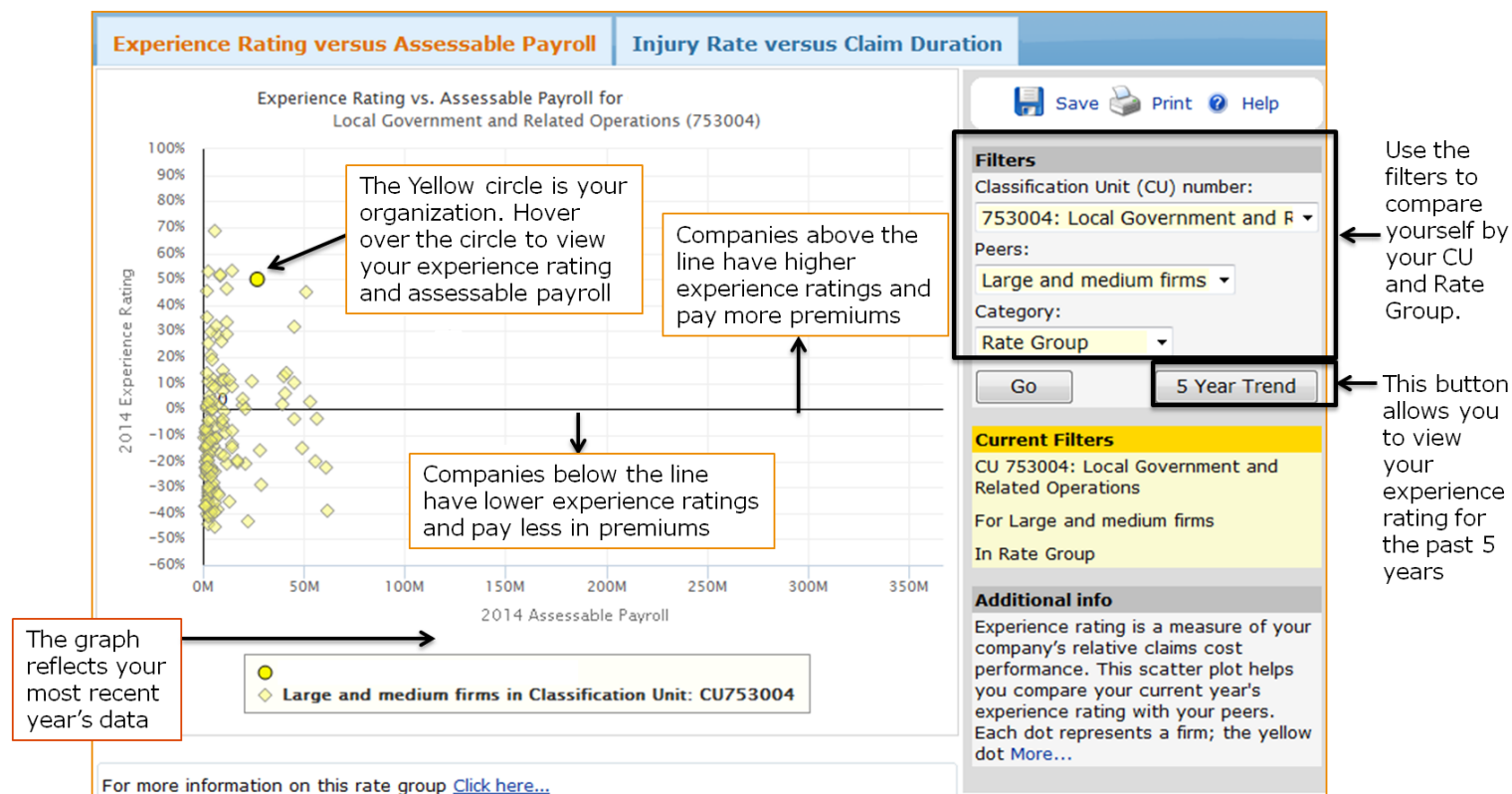
Are your injury rates and claim durations above or below average?

Interpret: Competitive Comparison

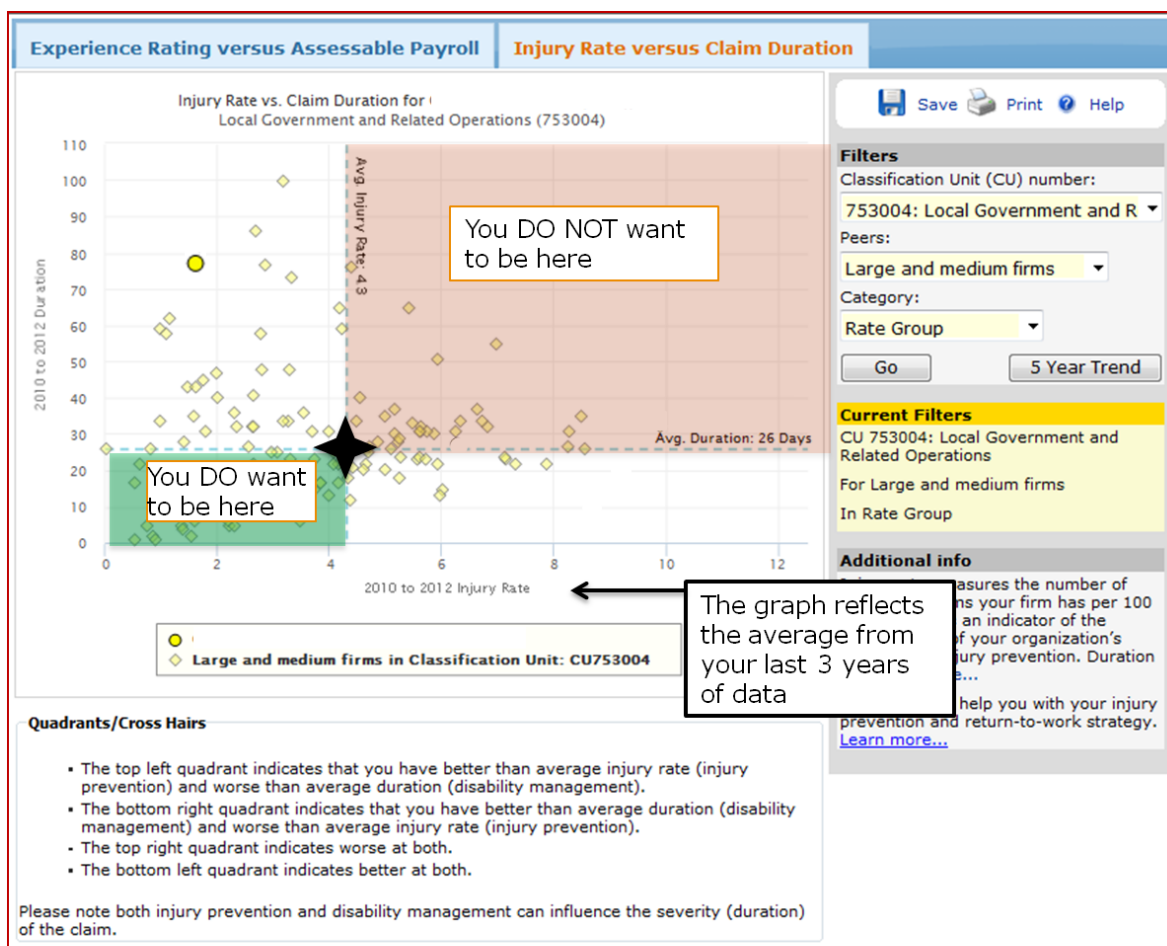
The competitive comparison tool provides two ways to see how you compare with other firms in your Rate group or Classification unit.

Experience Rating versus Assessable Payroll

The experience rating versus assessable payroll graph shows your position relative to your peers in the same Rate Group. The 0% line on the x-axis represents the base rate for your group. Look at your graph. Are you above or below the line?



Injury Rate versus Claim Duration



The intersection of the Avg. Injury Rate and Avg. Duration is the baseline to compare yourself against your peers.



The Yellow circle is your organization and you can hover over this circle for detail about your injury rate and Avg. duration

Interact – Competitive Comparison

The purpose of both charts is to show how you compare to your peers at a glance.

- Review the Experience Rating vs Assessable Payroll chart: how do you compare against other employers of similar size?
- Review the Injury Rate version Claim Duration chart: which quadrant are you in?

Take Action – Competitive Comparison

- Are you comfortable with your performance when compared against your peers?
- To understand more about how you rank against other key performance indicators when compared against your industry averages, move on to the Performance Scorecard application.

Performance Scorecard



- How is your company performing across key health and safety indicators?
- How does your company rank in comparison with your peers?
- How can a change in the performance of one KPI impact your overall performance?

Interpret – Performance Scorecard Snapshot

The performance scorecard give you a snapshot of your company's performance across selected health and safety Key Performance Indicators (KPIs). Use the radio buttons on the left to see how changing the value of a specific KPI can impact your overall performance.



Filter by CU if you belong to more than one Classification Unit

Interact – Performance Scorecard

To see how a change in one KPI can impact your overall performance:

- Reduce your injury rate by half and see the impact that change has on your overall performance.
- Run similar simulations by adjusting the other 4 interactive KPIs.
- Save or print your results to share with others in your organization.

Performance Scorecard

This is a snapshot of your most recent stats. You can change your company's previous health and safety outcomes to see how those changes would have impacted your overall performance and rates. Follow the directions in the **What-if analysis** box for more information.

Select Classification Unit:

711012: Food Product Manufacture

What-if analysis

Simulate an improved performance by adjusting and recalculating the performance scorecard numbers.

Using the radio buttons on the left, select a measure to be adjusted, then set a target value below. A dotted line will appear on the scorecard indicating the new rank based on the target value.

Select the "Calculate Impact" button to see the results.

Adjust Metric: Injury Rate

Actual Target

3.0 2.0

Adjust the value of the KPI by using the slider or by entering a new target

Cancel Calculate Impact

4. Click **Calculate Impact** to see the Results Summary Statement

*Hover over the comparison bar to reveal more information

The Results Summary shows the impact of the KPI change on overall performance in other areas.

Result Summary Statement

<< Return to Performance Scorecard

Print

Adjusted Performance Scorecard	Year Range	Actual	Difference	Adjusted	Comparison vs. Peers	Actual Rank	Adjusted Rank
Experience Rating	2014	17.0%	-26.8%	-9.8%		45/56	16/56
Total Annual Premiums	2014	\$666,734	-\$152,722	\$514,012			
Injury Rate	2010-12	3.0	-1.0	2.0		48/56	25/56
Total Claims Count (Time-loss claims)	2010-12	154	-51	103			
Serious Injuries % of Total Claims	2010-12	7.1%	-0.3%	6.8%		15/52	15/52
Serious Injuries Total Claims Count	2010-12	11	-4	7			
Total Days Lost (Regardless of year of injury)	2010-12	4,607	-1,317	3,290			
Total Days Lost (For injuries in period)	2010-12	4,088	-1,317	2,771			
Total Claims Cost (Regardless of year of injury)	2010-12	\$971,455	-\$259,377	\$712,078			
Total Claims Cost (For Injuries in Period)	2010-12	\$831,733	-\$259,377	\$572,356			

This column showcases the change from the actual performance from the adjusted performance

Take Action – Performance Scorecard

- See how a change in any key metrics can make a real difference to your overall performance
- Analyse the areas that have the biggest impact on your results summary.
- Dive into the details of your individual claims and injuries using the Injury Claims Breakdown Map & Injury Prevention Forecaster

Injury Claim Breakdown Map & Injury Prevention Forecaster



- Which injuries occur most often?
- What injuries cost you the most?
- Where should you focus your safety improvement efforts?
- Are there quick wins for your organization to reduce injuries?

Interpret – Injury Claim Map & Injury Prevention Forecaster

The Injury Claim Map & Injury Prevention Forecaster are powerful tools for understanding injury frequency and claim costs in your organization.

There are 2 maps that help you view claim counts and costs by 5 different categories - Nature of Injury, Accident Type, Body Part, Source of Injury or Occupation.

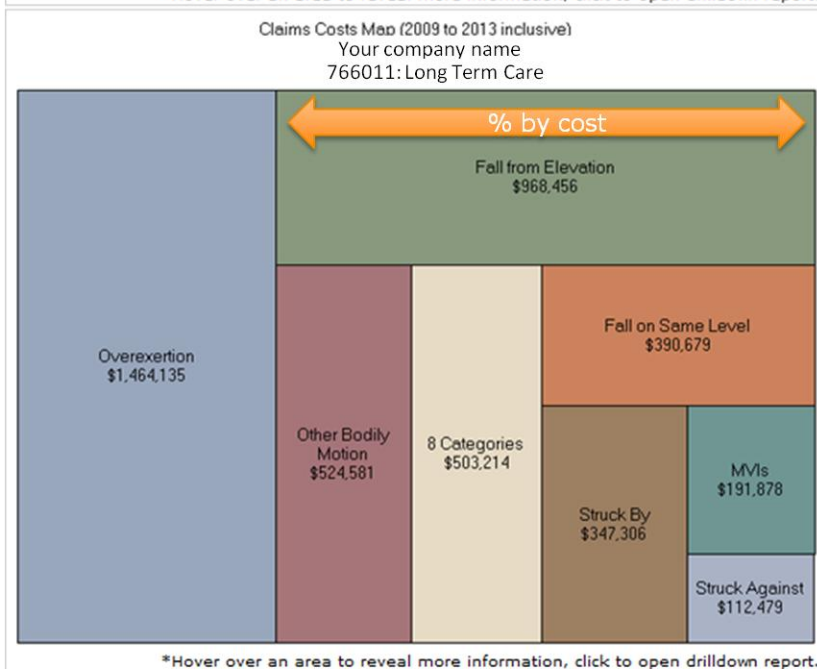
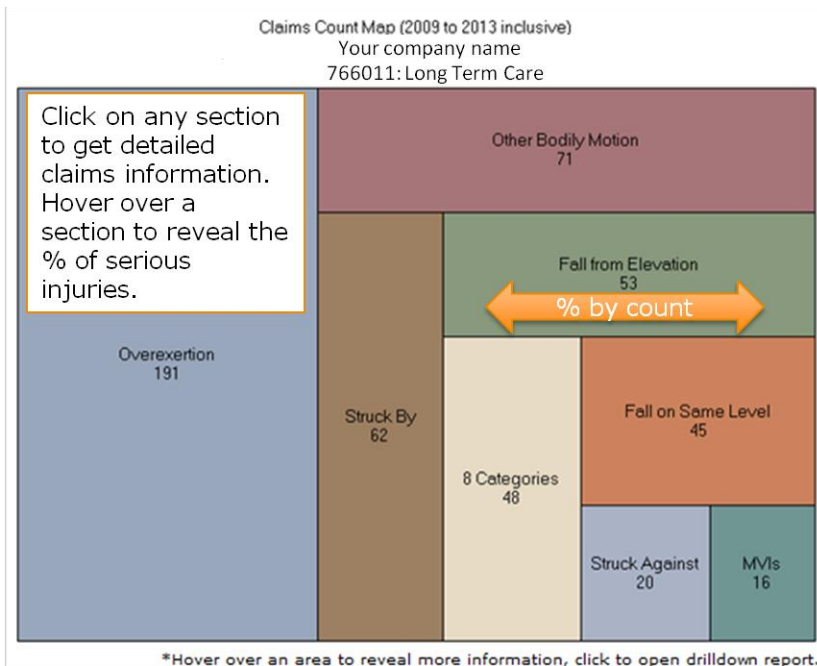
The first map provides a count of claims in your organization. The second map provides the cost of those claims to your organization.

The table below the two maps, shows the actual % values for the claim counts and costs.

To correctly interpret the information in the maps and the chart, you need to view them together. Are the claims that are occurring most often, also costing your organization the most? Are there injury types that can be addressed or eliminated with simple safety improvement changes?

View the screenshots on the next page, to understand how to interpret these maps.

Injury Claim Breakdown Map



These Distribution Maps pertain to time loss claims only.

Description	Claim Count	Claim Cost	Claim Count %	Claim Cost %
Overexertion	191	\$1,464,000	38 %	33 %
Other Bodily Motion	71	\$525,000	14 %	12 %
Struck By	62	\$347,000	12 %	8 %
Fall from Elevation	53	\$968,000	10 %	22 %
8 Categories	48	\$503,000	9 %	11 %
Fall on Same Level	45	\$391,000	9 %	9 %
Struck Against	20	\$112,000	4 %	2 %
MVIs	16	\$192,000	3 %	4 %
	506	\$4,502,000	100%	100%

Save Print Help

Filters
Classification Unit (CU) number
766011: Long Term Care

Category:
Accident Type

Go

Current Filters
Cost and Number of Claims
For CU 766011: Long Term Care
By Accident Type

Injury Prevention Forecaster

Additional info
These maps illustrate data for five years. They enable you to easily compare the total number of claims to the total cost of claims in various categories. Each coloured area is [More...](#)

Safety at work is your online resource for workplace injury prevention information from WorkSafeBC and others. [More...](#)

Are you curious about the real cost of accidents? Try our accident cost calculator. [More...](#)

Select from 5 categories:

Nature of Injury
Accident Type
Body Part
Source of Injury
Occupation

Use the Injury Prevention Forecaster to see the impact of reducing the occurrence of different injury types.

How to interpret the maps together:

Review the two heat maps. Overexertion Injuries represent the largest single injury type on the first map.

However, from a cost perspective, overexertion injuries represent a smaller portion of the costs map.

Look at the Fall from Elevation data. Falls from Elevation are 10% of your claim counts, but 22% of your costs.

These comparisons should cause you to ask further questions of your own incident data to determine how you can address these injuries.

Click on any shaded area, in either map, to access a list of detailed claim information for each area.

Injury Claims Report

Employer ID: ***
Employer Legal Name: Your company name
CU: 766011
Category: Accident Type
Value: Overexertion
(Data displayed for the last 5 years.)

<< Return

Export to Excel file so that you could incorporate your own data for further analysis

Export to Excel

See All Claims

Scroll to the right for additional details

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
29	F		001		2010/07/09	2010	\$1,475	\$5,076	\$0	\$0	\$0	\$6,551	40	Overex
5	M		001		2010/11/10	2010	\$606	\$331	\$0	\$0	\$0	\$937	2	Overex
4	M		006		2011/01/04	2011	\$77	\$503	\$0	\$0	\$0	\$580	3	Overex
59	M		001		2012/11/15	2012	\$436	\$864	\$0	\$0	\$0	\$1,300	4	Overex

Interact - Injury Claim Map & Injury Prevention Forecaster

The Injury Prevention Forecaster can help you understand your specific incidents and direct you to additional information within your own organization to help design prevention programs.

- Enter a desired reduction in % of injuries and click the "Calculate Experience Rating Projections" button to estimate the impact that prevented injuries would have

Injury Prevention Forecaster

Claims Count Map (2009 to 2013 inclusive)
 Your company name

Fall on Same Level 51	Struck By 47	Overexertion 34	7 Categories 18
	Exposure to Heat, Cold 22	Struck Against 12	Fall from Elevation 9

Enter the percentage reduction (0 to 100) for each item below. Not every box needs to be populated.

Fall on Same Level	25 %
Struck By	%
Overexertion	25 %
Exposure to Heat, Cold	%
7 Categories	%
Struck Against	%
Fall from Elevation	%
Total Cost Reduction	19 %

Estimate your injury reduction % that you will be able to achieve through various OHS initiatives

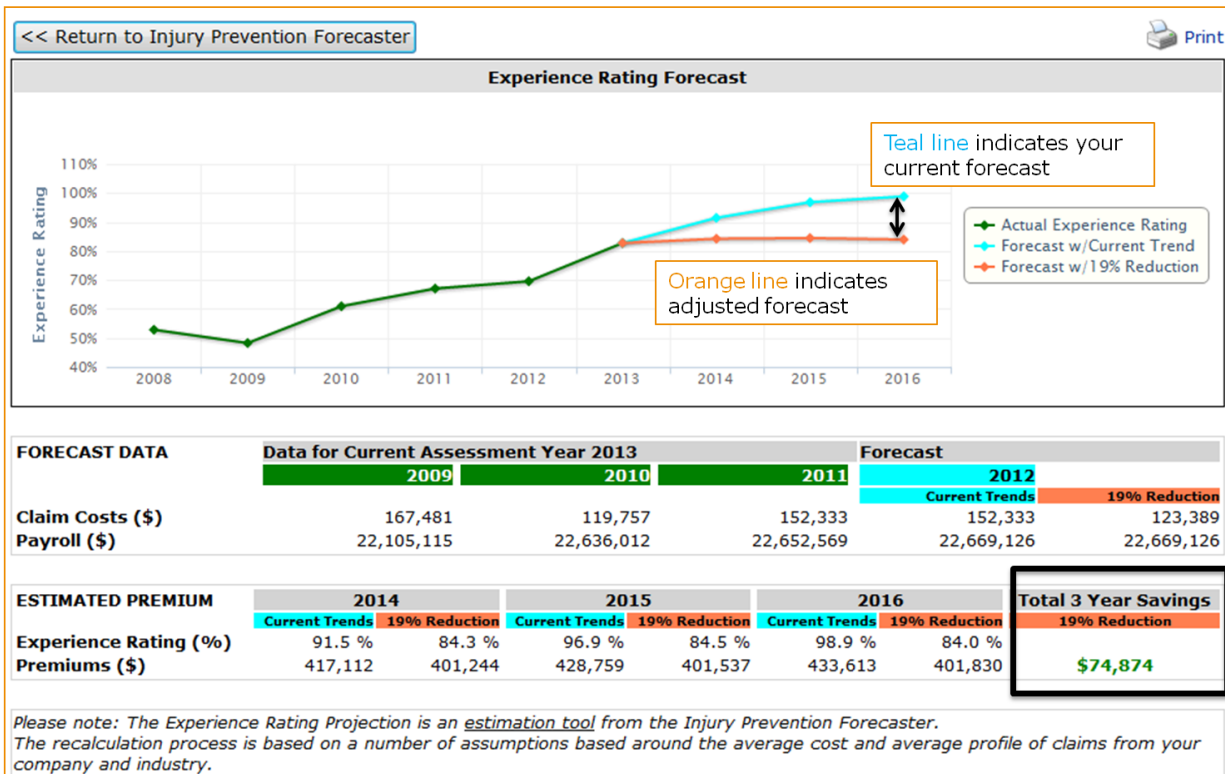
Please note: The Injury Prevention Forecaster is an estimation tool.

Calculate Experience Rating Projection

Be advised that this recalculation process relies on a number of assumptions based around the average cost and average profile of claims from your company and industry.

Select this button to view changes to your experience rating

Experience Rating Projection



The change in forecast will be represented with an **orange** line.

The space between current and adjusted lines equals the change in your direct costs

Take Action - Injury Claim Map & Injury Prevention Forecaster

- Identify which injuries occur the most and by which occupation type
- Identify which injuries account for the most cost
- A higher claim count does not correlate to higher claim cost
- Determine how a reduction in a specific injury can impact your experience rating
- Develop prevention/awareness strategy to help decrease specific injuries
- When an employee is injured, view the Return-to-Work table to see how successful you have been at returning injured employees to work

Return to Work



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

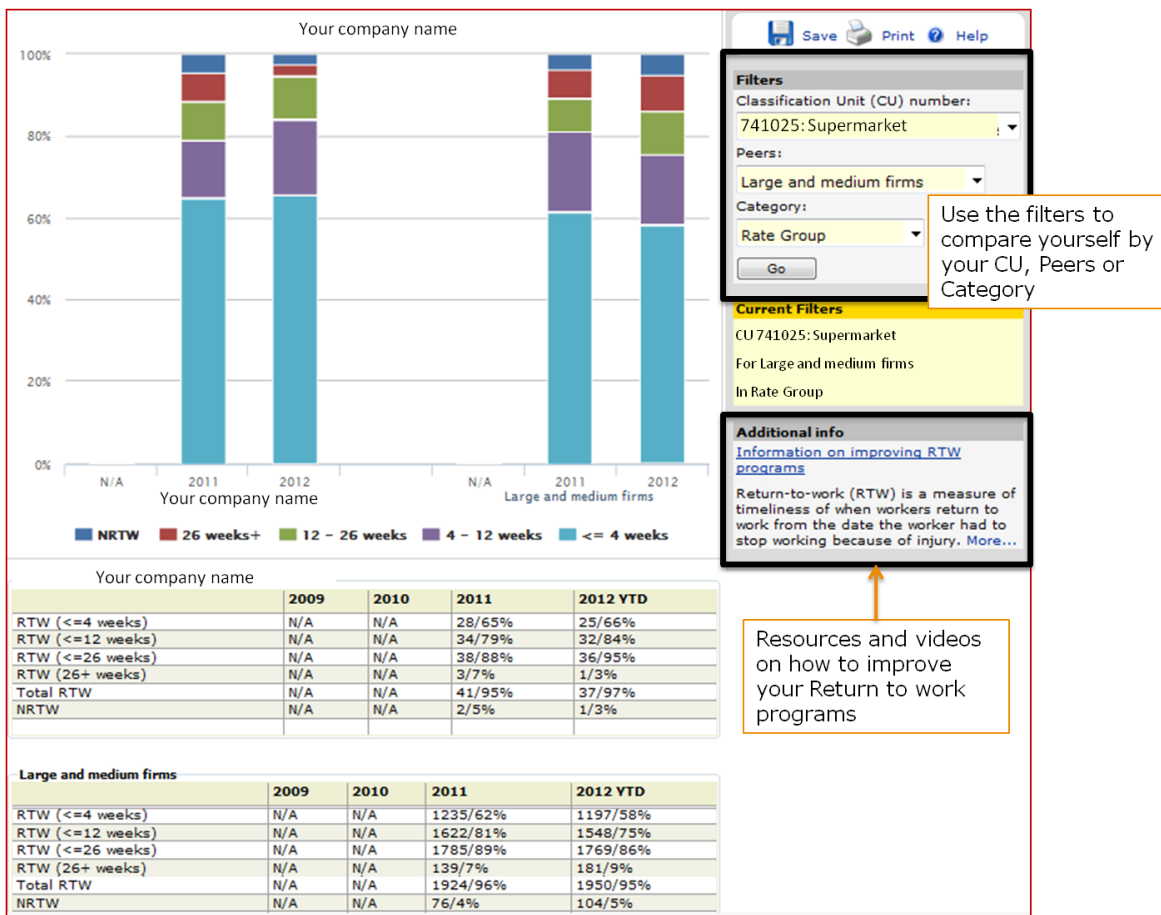
How effective and timely is your modified work program?

Do you have a modified duty inventory to help you accommodate workers with various types of injuries?

Interpret - Return to Work Outcome Success

Compare your company's return-to-work performance with other companies in your industry.

Return to Work








Interact – Return to Work Outcome Success

- Filter the charts to compare yourself by your CU or Rate Group

Take Action – Return to Work Outcome Success

- Safe and timely return to work is the best possible outcome for your injured workers.
- How effective and timely is your modified work program?
- Compare your return to work average with your CU or Rate Group.

Additional Resources

Tool:	Purpose:
 Employer Reports	Printable Reports which display your organization's injury data and compare your health and safety performance to your industry's performance on reports you can print.
 Claim Cost Analyzer	View your organization's claims costs and trends over time.
 Accident Cost Calculator	<p>Calculate and analyze the true cost of accidents at your organization. This calculation includes all the indirect costs that represent the true costs of a single accident.</p> <p>WorkSafeBC Premium savings represent your direct cost savings related to preventing workplace injuries. As a rule of thumb the indirect costs for any incident is actually three or more times the direct costs.</p>
 Industry Safety Information Centre	View health and safety KPIs and trends for any B.C. industry or WorkSafeBC classification unit.
 Definitions & Help	Definitions of the terms used throughout these interactive WorkSafeBC planning tools, and links to a quick reference guide and video tutorial .

Need Help?



Use the Feedback button on the homepage to send a comment or question to a WorkSafeBC representative.



Definitions of the terms used throughout these interactive WorkSafeBC planning tools, and links to this [quick reference guide](#) and [video tutorial](#).