



CQN Annual Account Update

2024 CQN Account Update:

- Documents
- Questionnaire
 - H&S Stats Page
 - Regulatory Compliance
- Evaluation Aspects



2024 CQN Account Update

Documents (already added to accounts):

2024 WCB/ WSIB/ EMR Premium Rate Statement

2024 WCB Release Letter

Questionnaire (added to accounts on January 1, 2024):

Health and Safety Statistics

Regulatory Compliance

With each new year, we require an update of data and documents to your account. The first addition within your account are those relating to the Documents section.

At the beginning of November, the system adds two new requirements to the CQN Documents section. These are already added to your account:

- WCB / WSIB 2024 Premium Rate Statement (per location), and
- 2024 WCB / WSIB Clearance letter (per location).

The early timing of adding these document requirements allows time for Subscribers to obtain and submit these documents. These additions will not affect the Document Completion box on the Home page.

These are 'Required for Approval' documents; however, they will not affect your account approval status until our deadline. CQN deadline is March 1, 2024.

Please remember March 1 is CQN's deadline. It is best to check with your client as they may have an earlier compliance deadline. (U of A deadline is Jan. 31, 2024)

*2024 Submit Documents Update:
Complete now!*

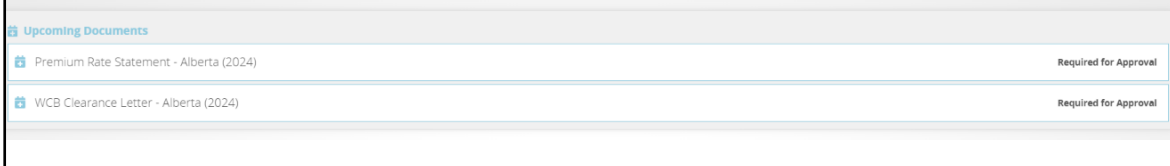
2024 Document Update

Newly added Document requirements:

- 2024 WCB/ WSIB / EMR Premium Rate Statement (per location).
- Current (2024) WCB/ WSIB / EMR Clearance Letter.

Go to the Submit Documents page > choose CQN from the Client list.

Affects CQN Approval Status on March 1, 2024.



Upcoming Documents	
Premium Rate Statement - Alberta (2024)	Required for Approval
WCB Clearance Letter - Alberta (2024)	Required for Approval

2024 Document Updates

For the first requirement, you will need to upload the 2024 WCB Premium Rate Statement/s (per location).

Within your account, navigate to the Documents section (from the left side menu) then choose CQN as the client on the Submit Documents page.

The 'Upcoming Documents' will appear at the top of the Submit Documents page under the Upcoming Documents headline and color coded in white.

2024 WCB / WSIB Premium Rate Statement

Ensure all data that is required is on the statement.

Ontario – We require the WSIB Premium Rate **Extended** Statement as it contains the Class (Industry) Rate.

The 2024 WCB Premium Rate is not used in the cumulative three-year total in the Evaluation: Section 1.1 Workers Compensation Data. (Based on the past three years – 2021, 2022, 2023.)

Submit New File

Premium Rate Statement - Alberta (2024)

File to Submit: [Choose File](#)

File Restrictions: We accept Microsoft Excel (.xls, .xlsx), Microsoft Word (.doc, .docx, .rtf), PDF (.pdf), and plain text files (.txt). Files cannot be more than 50MB in size.

No Experience Rating:

Account Number:

Issued To:

Industry Code:

Industry Rate: -

Employer Rate: -

[Cancel](#) [Submit this File](#)

Premium Rate Statement(s)

Please ensure you are uploading the correct document and that the data requested is on the statement, otherwise, the document will be rejected.

For Ontario, we request the WSIB Premium Rate **Extended** Statement which contains the Class (Industry) Rate (on page 2 or 3). We do not accept the Premium Rate Summary Statement. This statement is not automatically sent out by the board, but it is easy to be obtained by requesting it from WSIB.

On January 1, 2024, the oldest Premium Rate Statement (2020) will no longer display in the Completed document requirements list or affect the WCB components within the CQN Evaluation. The Submit Documents page will display the past three years (2021, 2022, 2023) and the current year (2024).

The data collected from your Premium Rate Statement(s) is a component of the CQN Evaluation in Section 1.1 Workers Compensation Data - determining a Discount position or Surcharge is based on a calculation that includes the previous three years (2021, 2022, 2023) of your WCB experience for all provinces, territories and states where data has been provided. Your 2024 WCB Premium Rate is not used in the three-year cumulative total.

Please make sure this is uploaded to your account by March 1.

2024 WCB / WSIB Clearance Letter

Documents required from CQN must be addressed to: CQ Network / CanQual Inc., to yourself, or generic (To whom it may concern).

Clearance Letters must show the company is in Good Standing with the board.

Must be dated within 30 days of uploading to your account.

Cannot be expired.

'Issued To': Your Company name, not CQN!

Submit New File

WCB Clearance Letter - Alberta (2024)

File to Submit

File Restrictions: We accept Microsoft Excel (.xls, .xlsx), Microsoft Word (.doc, .docx, .rtf), PDF (.pdf), and plain text files (.txt). Files cannot be more than 50MB in size.

Account Number

Issued To

Account in Good Standing

Date of Issue (within 30 days)

A current 2024 WCB/ WSIB Clearance Letter must also be uploaded to our account. Here are some important reminders:

- Clearance Letters are part of the CQN list of documents - these must be addressed to CQ Network / CanQual Inc., to yourself or generic.
- We do not accept clearances addressed to your client, other clients, or other third-party registries.
- Clearance Letters must show that your company is in Good Standing with the board. If your clearance shows as declined or pending, this will not be accepted.
- Please make sure the letter is dated within 30 days of uploading to your account.
- If the Clearance contains an expiry date, which is common on a few provincial clearances, do not upload it if it is expired.
- For the 2024 Clearance, do not upload a Clearance letter that has an expiry date or valid until date prior to Jan. 1, 2024.
- When you see the 'Issue to' data field when uploading documents, 'Issue to' is always your company name, not CQN.

The Clearance Letter is a 'Required for Approval' document submission and must be complete by March 1.

*2024 Questionnaire Update:
Complete after January 1, 2024!*

2024 Questionnaire Update

Effective on January 1, 2024. Five CQN questions require an update for last year's (2023) data:

- **H & S and Environmental Performance - Stats Page**
- **OHS Regulatory Compliance Page**
- **Environmental Regulatory Compliance Page**

Outstanding Questions

5 Outstanding Questions Required for Approval

	Section	Page	Question	Added By
View	Environmental Management	Regulatory Compliance	Has the company received any EPA / environmental warnings, citations or equivalent in the past three years?	CQN
View	OHS Management	H & S and Environmental Performance - State / Province / Territory	Complete the following table with the last three years data from the company's provincial / state / territorial operation(s)?	CQN
View	OHS Management	Regulatory Compliance	Are there any H&S-related judgments, claims or suits pending or outstanding against the company?	CQN
View	OHS Management	Regulatory Compliance	Has the company had any reportable OHS incidents in the last three years?	CQN, University of Alberta
View	OHS Management	Regulatory Compliance	Has the company received any H&S-related warnings, citations, stop work orders or equivalent in the past three years?	CQN

CQN Questionnaire Update – comes into effect January 1, 2024.

At the beginning of the new year, five CQN questions will require an update of data. These include the H & S Performance / Stats page and Regulatory Compliance questions. These are not new questions; each of these questions will only require an update to the 2023 boxed area.

On January 1, 2024, you will need to complete the questions by navigating to the Outstanding Questions section within the Questionnaire.

Couple of things to remember:

- You may have other outstanding questions besides the new CQN content on the Outstanding Questions page.
- It's a good idea to check this page and ensure all questions are complete.

The CQN questions are 'Required for Approval' and will need to be complete by March 1, 2024. Again, check with your client to see if they have an earlier compliance date. Note: The University of Alberta has a compliance date of Jan. 31, 2024.

All information / slides going forward refer to updating the Questionnaire after January 1, 2024.

H&S and Environmental Performance

2023 data required
by March 1*

	Edit	Edit	Edit
	2021	2022	2023
Employees	54	42	
Management Hours	10970	10283	
Occupational Hours	63991	48832	
Total Hours	74961	57115	
Near Miss / Near Hit Incidents	5	3	
First Aid Injuries	14	5	
Medical Treatment Injuries	0	0	
Restricted Work Day Cases	3	2	
Lost Time Injuries	1	2	
Days Lost	20	1	
Fatalities	0	0	
Vehicle / Equipment Accidents	3	3	
Vehicle Accident Costs	0	1800	
Total KM Driven	0	0	
Lost Time Injury Frequency	2.66	7.00	
Recordable Injury Frequency	10.67	14.00	
Severity Rate	53.36	3.50	

Health and Safety Performance – H & S and Performance page within the OHS Management section.

- When you navigate to your Provincial or State page, you will see the 2020 data column has been removed and a column for 2023 is now added.
- You will need to update the information in the 2023 column before March 1, 2024. (Check your client's compliance date)
- Now is a good time to start collecting the data so it is ready at the beginning of the year.

Regulatory Compliance Update

Judgements, Claims or Suits against the company.

The screenshot shows a web-based questionnaire titled "Regulatory Compliance" with a breadcrumb trail: "Questionnaire / OHS Management / Regulatory Compliance". The main question is "Are there any H&S-related judgments, claims or suits pending or outstanding against the company?". Below the question, it says "Included by CQN" and "★ Required for approval by CQN". The question is marked as "(required)". There are two radio button options: "Yes" and "No", with the "No" option selected. Below the question, there are three year selection buttons: "2023", "2022", and "2021". Underneath, there are three input fields for "Total number for each year:", with the "2023" field containing the number "0" and the "2022" and "2021" fields also containing "0". Red circles highlight the "No" radio button and the "2023" input field.

Judgements, Claims or Suits

The first question to update in this section (OHS Management – Regulatory Compliance) is this one specific to judgments, claims and suits. The kinds of events covered by this question are fortunately rare in our experience, so update will be very straightforward for most of you.

Regulatory Compliance Update

H & S Warnings, Citations, Stop Work Orders or Equivalent.

Has the company received any H&S-related warnings, citations, stop work orders or equivalent in the past three years?

Included by CQN

★ Required for approval by CQN

Has the company received any H&S-related warnings, citations, stop work orders or equivalent in the past three years? (required) Yes No

Year:

Total number for each year:

Citations, Stop Work Orders & Equivalent.

- The Province of Alberta established an employer database that contains regulatory compliance data of employers in the Province.
- The sources of information on this system are the Workers' Compensation Board and the enforcement department of Alberta Labour.
- Our major clients are referencing this database.
- You can view this here: <https://www.alberta.ca/employer-records-using-database.aspx>
- Our guidance is to ensure your data input is congruent with the government's information.

For other locations, please check with your provincial or state Government for similar compliance databases and ensure you are reporting in congruence with their data.

Regulatory Compliance Update

Reportable OHS Incidents.

Has the company had any reportable OHS incidents in the last three years?

Included by CQN

★ Required for approval by CQN

Has the company had any reportable OHS incidents in the last three years?

Year

Total number for each year:

Yes No

2023 2022 2021

0 0 0

OHS Incidents

Environmental Management

Environmental Warnings, Citations or Equivalent.

Has the company received any EPA / environmental warnings, citations or equivalent in the past three years?

Included by CQN

★ Required for approval by CQN

Has the company received any EPA / environmental warnings, citations or equivalent in the past three years?

Year

Total number for each year:

2023 2022 2021

Yes No

Complete by March 1st

▲ Not yet answered

Environmental Warnings for Citations

The last question is related to Environmental Performance. This question is found on the Regulatory Compliance page of the Environmental Management section of the questionnaire.

CQN Evaluation

- Review of HSE Manual documentation.
- System evaluates stats, WCB data, regulatory compliance info.
- Our team of credentialed safety professionals review and vet subscribers' data.
- Evaluation Section allows you to view criteria, download resources and displays comments provided by your evaluator.



Overview of the CQN Evaluation and where changes may be seen.

- Our evaluation is used to assess subscribers' health, safety and environmental prequalification submittal – we look at subscriber's online questionnaire responses & related documentation within the HSE Manual.
- We have a network of credentialed and experienced safety professionals that perform our evaluations – people review your data – we do not use a system to scan for words or phrases.
- Our evaluation criteria includes various HSE standards and content that aligns with legislative compliance and industry best practices.
- The Evaluation section outlines the CQN criteria per section, includes downloadable resources and any comments provided by your evaluator.

CQN Evaluation

CQN includes a system-based quarterly evaluation on Section 1: Safe Work Performance.

Annual update data may affect your Evaluation score.

Re-evaluations can be requested at anytime.

Evaluation may change after the March 31, 2024 Quarterly Review.

1. Safe Work Performance

1.1 Workers Compensation Data Score: 25 / 25

Definition / Description: Points are awarded for maintaining a cumulative WCB loss better than industry average. The calculation includes the previous three years of WCB experience for all provinces, territories, and states where WCB/RCR/DIR has been provided.

Scoring: • 25 points for WCB loss in discount position

1.2 Fatal Injuries or Illnesses Score: 4

Scoring: • Subtract 20 points for each fatality in the last three years

1.3 Prosecutions Under OH&S / Environmental Legislation Score: 4

Scoring: • Subtract 20 points for each successful prosecution in the last three years

1.4 Citations Under OH&S / Environmental Legislation Score: 4

Scoring: • Subtract 20 points for each order issued in the last three years

March 31 Quarterly Review will show changes

The CQN Evaluation includes a system component where the system reads data from your Questionnaire and WCB documents. This is a quarterly review on Section 1. Safe Work Performance within the Evaluation:

- **1.1 Workers Compensation Data** - whether you are in a discount or surcharge position. This is based on the past three-year cumulative data and does not include the data from the current year rate statement.
- **1.2 Fatal Injuries or Illnesses** – derived from data input into the H & S and Environmental Performance chart – stats page.
- **1.3 Prosecutions** (under OH&S / Environmental Legislation) – question on the OHS Regulatory Compliance page (looks at the three years provided); and
- **1.4 Citations** (under OH&S / Environmental Legislation) – question on the OHS Regulatory Compliance page (look at three years provided).

The next quarterly review, after the annual update, will be on March 31, 2024, so you may see a change at the point.

You can request a re-evaluation at any time. You can upload additional documentation to the HSE Manual requirement to address missing points in an Evaluation Section. Please email us (support@cqnetwork.com) to let us know when new files have been uploaded.

Contact us if you need assistance or have any questions.

1-888-449-5545 (780-449-5545)
support@cqnetwork.com



www.cqnetwork.com

Contact us for assistance.