

WORKERS COMPENSATION BOARD OF MANITOBA

**CRITERIA FOR EVALUATING
TRAINING AND EDUCATION
APPLICATIONS**

RESEARCH AND WORKPLACE INNOVATION PROGRAM

*Funding occupational health research, training and education
and innovative workplace solutions*

Criteria	Descriptor
<p>DIMENSION 1</p>	<p>DEVELOPS CAPACITY IN OCCUPATIONAL HEALTH AND SAFETY</p>
<p>The project has the potential to develop and expand capacity in occupational health and safety (OHS), injury prevention, return to work (RTW), and treatment of occupational illnesses.</p> <p>The project will address gaps in the delivery of Training and Education.</p> <p>The application is comprehensive and thorough providing a clear description of the resource requirements for the Training and Education program/activity and includes:</p> <ul style="list-style-type: none"> ○ Program/activity structure; ○ Design; ○ Delivery; and ○ Resource requirements. <p>The project's outcomes will be practical and concrete.</p> <p>The project includes provision for knowledge transfer and information sharing of results.</p>	<p>High to Outstanding: Score 3.0-4.0</p> <ul style="list-style-type: none"> ● The application demonstrates convincingly that the project will make a significant contribution to increasing capacity in OHS, injury prevention, RTW and treatment of occupational illnesses. ● The project does not in any way duplicate the subject matter or core content of other education, training programs or services. ● This is a very high quality application, very comprehensive in its structure, design, delivery and resource requirements. ● There is a very realistic plan to share the outcomes of the project with other workplaces or target groups. <p>Adequate to Good: Score 2.0-2.9</p> <ul style="list-style-type: none"> ● The application demonstrates that the project will make a contribution to increasing capacity in OHS, injury prevention, RTW and treatment of occupational illnesses. ● The project does not duplicate the subject matter or core content of other education, training programs or services. ● This is a good quality application, comprehensive in its structure, design, delivery and resource requirements. ● There is a reasonable plan to share the outcomes of the project with other workplaces or target groups.

Criteria	Descriptor
	<p>Needs Revision: Score 1.0-1.9</p> <ul style="list-style-type: none"> • The application is vague about its contribution to increasing capacity in OHS, injury prevention, RTW and treatment of occupational illnesses. • There is some overlap in the subject matter/core content with other education, training programs or services. • The quality of the application is of concern in terms of its structure, design, delivery and resource requirements. • There is little or no mention of sharing outcomes of the project with others. <p>Seriously Flawed: 0.0-0.9</p> <ul style="list-style-type: none"> • The application is extremely vague about its contribution to increasing capacity in OHS, injury prevention, RTW and treatment of occupational illnesses. • There is clearly an overlap in the subject matter/core content with other education, training programs or services. • There are serious concerns with the quality of the application in terms of its structure, design, delivery and resource requirements. • There is no mention of sharing outcomes of the project with others.
DIMENSION 2	IMPORTANCE AND RELEVANCE TO THE WCB AND THE WORKPLACE
<p>The project is relevant to the training priorities identified in the</p>	<p>High to Outstanding: Score 3.0-4.0</p> <ul style="list-style-type: none"> • The project addresses issues that are very relevant and extremely important to the WCB and SAFE Work Manitoba. • The proposed Training and Education very clearly aligns with the strategic priorities of

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<p>strategic priorities of the WCB and SAFE Work Manitoba.</p> <p>The application demonstrates why the project is necessary and how it will improve workplace health and safety.</p> <p>The identified gaps in Training and Education are significant enough to warrant WCB investment.</p> <p>Project outcomes, resources and results will be relevant in the short and long term.</p>	<p>the WCB and SAFE Work Manitoba.</p> <ul style="list-style-type: none"> • The project will strongly impact and improve knowledge, understanding and awareness of OHS, injury prevention, RTW and treatments for occupational illnesses among the target groups identified for the project. • There is a strong commitment to sustain the Training and Education program delivery following the cessation of WCB funding. <p>Adequate to Good: Score 2.0-2.9</p> <ul style="list-style-type: none"> • The project addresses issues that are relevant and important to the WCB and SAFE Work Manitoba. • The proposed Training and Education aligns with the strategic priorities of the WCB and SAFE Work Manitoba. • The project will impact and improve knowledge, understanding and awareness of OHS, injury prevention, RTW and treatments for occupational illnesses among the target groups identified for the project. • There is a commitment to sustain the Training and Education program delivery following the cessation of WCB funding. <p>Needs Revision: Score 1.0-1.9</p> <ul style="list-style-type: none"> • The project addresses issues that are somewhat relevant and important to the WCB and SAFE Work Manitoba. • The proposed Training and Education somewhat aligns with the strategic priorities of the WCB and SAFE Work Manitoba. • It is unclear whether the project will impact and improve knowledge, understanding and awareness of OHS, injury prevention, RTW

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	<p>and treatments for occupational illnesses among the target groups identified for the project.</p> <ul style="list-style-type: none"> • There is some indication that the program would be sustained following the cessation of WCB funding. <p>Seriously Flawed: 0.0-0.9</p> <ul style="list-style-type: none"> • The project addresses issues that are neither relevant nor important to the WCB and SAFE Work Manitoba. • The proposed Training and Education does not line up with the strategic priorities of the WCB and SAFE Work Manitoba. • It is very unclear that the project will impact and improve knowledge, understanding and awareness of OHS, injury prevention, RTW and treatments for occupational illnesses among the target groups identified for the project. • There is no indication that the program would be sustained following the cessation of WCB funding.
DIMENSION 3	PROJECT PLAN AND RISK ASSESSMENT
<p>There is a comprehensive, reasonable and achievable workplan to achieve project goals.</p> <p>Critical milestones are identified to ensure completion within the specified time.</p> <p>The risk assessment identifies and describes potential risks, adequately</p>	<p>High to Outstanding: 3.0-4.0</p> <ul style="list-style-type: none"> • The workplan is extremely well developed, goals are clearly defined and critical milestones identified within a very practical framework and realistic timeframe. • It is extremely likely that the project will successfully achieve its goals and be completed within the proposed timeframe. • The proponents demonstrate that they have thoughtfully and critically considered every possible risk to the project and propose very

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<p>assesses each risk and provides measures to mitigate each risk.</p> <p>The proposed alternative approaches are practical and achievable and will not derail the project.</p>	<p>realistic and practical solutions to mitigate potential risks.</p> <p>Adequate to Good: 2.0-2.9</p> <ul style="list-style-type: none"> • The workplan is fairly well developed, goals are clearly defined and critical milestones identified within a reasonable framework and realistic timeframe. • It is likely that the project will successfully achieve its goals and be completed within the proposed timeframe. • The proponents have identified some potential obstacles and propose workable alternatives to mitigate potential risks. <p>Needs Revision: 1.0-1.9</p> <ul style="list-style-type: none"> • The workplan is reasonably developed, but the goals and key milestones are poorly defined. The timeframe may not be realistic. • It is uncertain whether the project will be completed within a reasonable time frame. • The proponents do not demonstrate that they have given adequate consideration to potential obstacles and solutions to mitigate risks. <p>Seriously Flawed: 0.0-0.9</p> <ul style="list-style-type: none"> • The workplan is vague and inadequate. The workplan would need to be reconsidered and re-developed into an acceptable framework. • It is unlikely that the project will achieve its purposes or be completed within a reasonable timeframe. • The proponents have not undertaken a risk assessment.

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DIMENSION 4	PROJECT BUDGET
<p>The project’s resource requirements are well thought out and thoroughly described with clear justification for each budget item.</p> <p><i>(Resources include human, physical, financial, and technological).</i></p> <p>There is some financial and in-kind support from the stakeholders, employer and other workplace parties.</p> <p>Project costs are reasonable and do not include salaries or benefits to back fill positions left vacant by existing employees participating in the project. However, salaries for a new position created expressly for the purposes of the project or fees for consultants who are engaged to manage the project are acceptable budget items.</p> <p>There is no duplication or overlap in funding.</p> <p>There is a clear link between budget line items and the project’s workplan.</p>	<p>High to Outstanding: 3.0-4.0</p> <ul style="list-style-type: none"> • The budget justification is thorough and very clear. • There is significant financial and in-kind support from workplace parties. • The project costs are very reasonable. • Budget expenditures and the project milestones are clearly linked. • There is no duplication of resources or funding from other sources. <p>Adequate to Good: 2.0-2.9</p> <ul style="list-style-type: none"> • The budget justification is complete and clear. • There is either financial or in-kind support from workplace parties. • The projects costs are acceptable. • The link between budget expenditures and the project’s milestones could be better explained. • There is no duplication of resources or funding from other sources. <p>Needs Revision: 1.0-1.9</p> <ul style="list-style-type: none"> • The budget justification is weak and incomplete. • There is minimal financial or in-kind support from workplace parties. • The projects costs are unreasonably high or low. • The link between budget expenditures and the project’s milestones is quite unclear.

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	<ul style="list-style-type: none"> • There may be some duplication of resources or funding from other sources and would require clarification. <p>Seriously Flawed: 0.0-0.9</p> <ul style="list-style-type: none"> • The budget justification is extremely weak or missing. • There is no financial or in-kind support from workplace parties. • The projects costs are unreasonably high or low. • The link between budget expenditures and the project’s milestones is unclear. • There is duplication of resources or funding from other sources and would require clarification.
DIMENSION 5	EXPERTISE OF PROJECT TEAM
<p>The project team has been clearly identified and has the skills to successfully undertake the project.</p> <p>The project leader and/or team members have experience managing projects of a similar size and scope.</p> <p>The project leader has the knowledge, expertise and experience to undertake and bring this project to a successful conclusion.</p> <p>The project leader and project team demonstrate they have the knowledge, experience and</p>	<p>High to Outstanding: 3.0-4.0</p> <ul style="list-style-type: none"> • The project team has exceptional knowledge in all areas related to the proposed project. • The project leader has successfully managed several projects of this nature. • Given the background, experience and expertise of the project team, the reviewer is highly confident that the applicant will complete the project successfully. <p>Adequate to Good: 2.0-2.9</p> <ul style="list-style-type: none"> • The project team is knowledgeable in all areas related to the proposed project. • The project leader has managed projects of this nature. • Given the background, experience and expertise of the project team, the reviewer is

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<p>credentials in occupational health and safety, injury prevention, RTW, and treatment of occupational illnesses.</p>	<p>reasonably confident that the applicant will complete the project successfully.</p> <p>Needs Revision: 1.0-1.9</p> <ul style="list-style-type: none"> • The project team would need to consider hiring or purchasing the services of external advisors with the knowledge and experience required to undertake the proposed project. • The project leader may have managed projects of this nature. • Given the background, experience and expertise of the project team, the reviewer is not certain that the applicant will complete the project successfully without external assistance. <p>Seriously Flawed: 0.0-0.9</p> <ul style="list-style-type: none"> • The project team must hire or purchase the services of external advisors in order to be considered for funding. • The project leader has never managed projects of this nature. • Given the background, experience and expertise of the project team. The reviewer is not confident that the applicant will complete the project successfully, even with external assistance.