

Q. What is the Health & Safety Smart Planner?

The Health & Safety Smart Planner is a software tool that can be downloaded onto your computer. It was developed at the Institute for Work & Health and is available free of charge. It can only be used in a Windows environment and will not work on Macintosh computers.

The H&S Smart Planner is designed to calculate the benefits and costs of health and safety initiatives in workplaces. It also has a database that records the cost of health and safety incidents. Future versions will be available as it is updated.

Q. How can I use the Health & Safety Smart Planner in my workplace?

It has two main functions.

1. You can record health and safety incidents at your workplace in a database. You will need to input the financial costs and staff time related to each incident. The software will calculate the cost of each incident. This is the **Incident Cost Calculator** section.

2. If you are starting a new health and safety initiative, the software can calculate the benefits and costs of the initiative. You will need to input the costs and other details of the initiative. The software will draw from the incident database to calculate your incident costs over time. This function is in the **Do Your Own Analysis** section.

You will need to set aside some time to gather the necessary information and type it in.

Q. Where do I begin?

A good place to start is the “About H&S Smart Planning” section. You can read how to use the H&S Smart Planner and learn about its features. There are also examples of workplaces, describing how they have used the tool.

You will need to have an idea of how you’d like to use the H&S Smart Planner. Does your workplace need to track the cost of workplace injuries and illnesses? If so, you can use the **Incident Cost Calculator**.

Is your workplace implementing a health and safety initiative? Would it be worthwhile to have a full picture of the benefits and costs of the initiative? The **Do Your Own Analysis** section can assist you with this task. There are three ways to set up and analyze your initiative. Before you begin, it would be helpful to read about these three options in the “About” section.

Once you have decided upon a specific analysis, make sure to read its related section titled “What do you need to begin?” It will tell you the information to gather before you sit down and begin using the software.

Q. Can someone help me go through the program?

Some basic help is available if you run into technical problems. As this software is available free of charge, and because the Institute for Work & Health (IWH) is a not-for-profit research organization, limited customer service support is available.

Basic instructions on using the H&S Smart Planner are in the “About Health & Safety Smart Planning” section of the software. In addition, IWH may be offering workshops in future on how to use the Smart Planner.

Q. Do I need special training or an economics background to use the H&S Smart Planner?

No. The H&S Smart Planner is designed to be used by anyone who has responsibilities for health and safety in a workplace. You only need a basic familiarity with a Windows computer environment.

We have provided lots of information in the “About Health & Safety Smart Planning” section about all the features of the tool. There is also a glossary and examples of how the tool can be used.

As you work through the program, there are also pop-up boxes to explain many of the fields you are asked to fill in. Simply move your cursor over the question mark symbol.

Q. Can anyone in any type of workplace use this?

The H&S Smart Planner can be used by many types of workplaces, either small or large.

The Ontario version will calculate insurance premiums based on programs administered by Ontario’s Workplace Safety and Insurance Board: the New Experimental Experience Rating (NEER) or Merit-Adjusted Premium (MAP) programs.

Two other versions are being developed for Manitoba workplaces and the British Columbia health-care sector. Another version for Ontario health-care workplaces is also being explored.

Q. Can different people at my workplace update information in the software?

When you download the H&S Smart Planner, you can decide where to save it at your workplace. If you save it onto your computer, then only someone using your computer will be able to access it. If your workplace has a shared drive or network, you may save the H&S Smart Planner there, and the related data file will also be stored there. Then, anyone with access to this network will be able to use the software and update it.

Q. What is an incident?

An incident is a work-related injury, illness or near miss. In the Health & Safety Smart Planner, it also refers to general sickness absence from work.

Q. What is an intervention?

An intervention is any new health and safety initiative or program in a workplace.

Q. What is an analysis?

An analysis is a way to understand a complex topic by breaking it into parts. Using the H&S Smart Planner, you enter information about your health and safety initiative in steps. Then the H&S Smart Planner shows you the impact of your initiative in terms of benefits and costs.

Q. Where is my data stored?

Once you save data into the software a “.dat file” is created. This file can be found in the same folder where you save the software.

Q. Can I use the Health & Safety Smart Planner on another computer?

Yes. You can copy the H&S Smart Planner software onto any computer with a Windows operating system. If you already saved information into the software and would like to access it on another computer you must copy both the software and the .dat file. The .dat file will be found in the same folder where you store the software.

Q. What will happen to my data if I download a new version of the H&S Smart Planner?

Any data you have entered into the H&S Smart Planner is saved in a separate file. All new versions of the software will use the data files stored on your computer.

Q. Can I rename my data file?

No. If you change the name of your .dat file, then the program will not be able to access it. The next time you try to save data in the program, a new, blank H+S Smart Planner data.dat file will be created.