

Managing Worksites on WorkplaceNL connect

In an effort to improve our online services and user experience, employers can manage their own worksites and provide enhanced information in WorkplaceNL connect. Employers now have timely access to update worksites, rather than wait for the Annual Employer Statement reporting period.

Employers can create new worksites, update address and employee information, as well as inactivate worksites as necessary. Employers can also more accurately indicate seasonal shutdown periods, which will automatically reactivate at the end of the period. These enhanced services will provide employers with another reason to be active users of connect.

Connect will help tie multiple worksites together in one central location. You will be able to view information regarding each worksite, such as current OHS issues and current and archived OHS meeting minutes. This means you can manage all your different worksites from one screen, saving time. Employers will no longer have to be calling each worksite asking if they had their OHS meeting and requesting their minutes be sent in. Connect allows you to instantly see which sites have submitted their OHS minutes and which sites are overdue for a meeting. This reduces phone calls and saves on administrative work as everything is done electronically.

During year-end and PRIME validation time, connect allows you to make sure all committees are active.

To access WorkplaceNL connect, visit connect.workplacenl.ca.

Sign in using your “Username” and “Password”, then click “Login”.

WorkplaceNL connect

WorkplaceNL

Welcome to WorkplaceNL connect!

Faster information sharing.
Better accessibility. Quicker decisions.

Convenient. Secure. Free.

Register

- Register for online services
- Change your firm administrator
- Terms of Use

Help

- connect information
- Useful tools
- Test your system settings
- Contact us

Availability

- Check system availability

Login

Username:

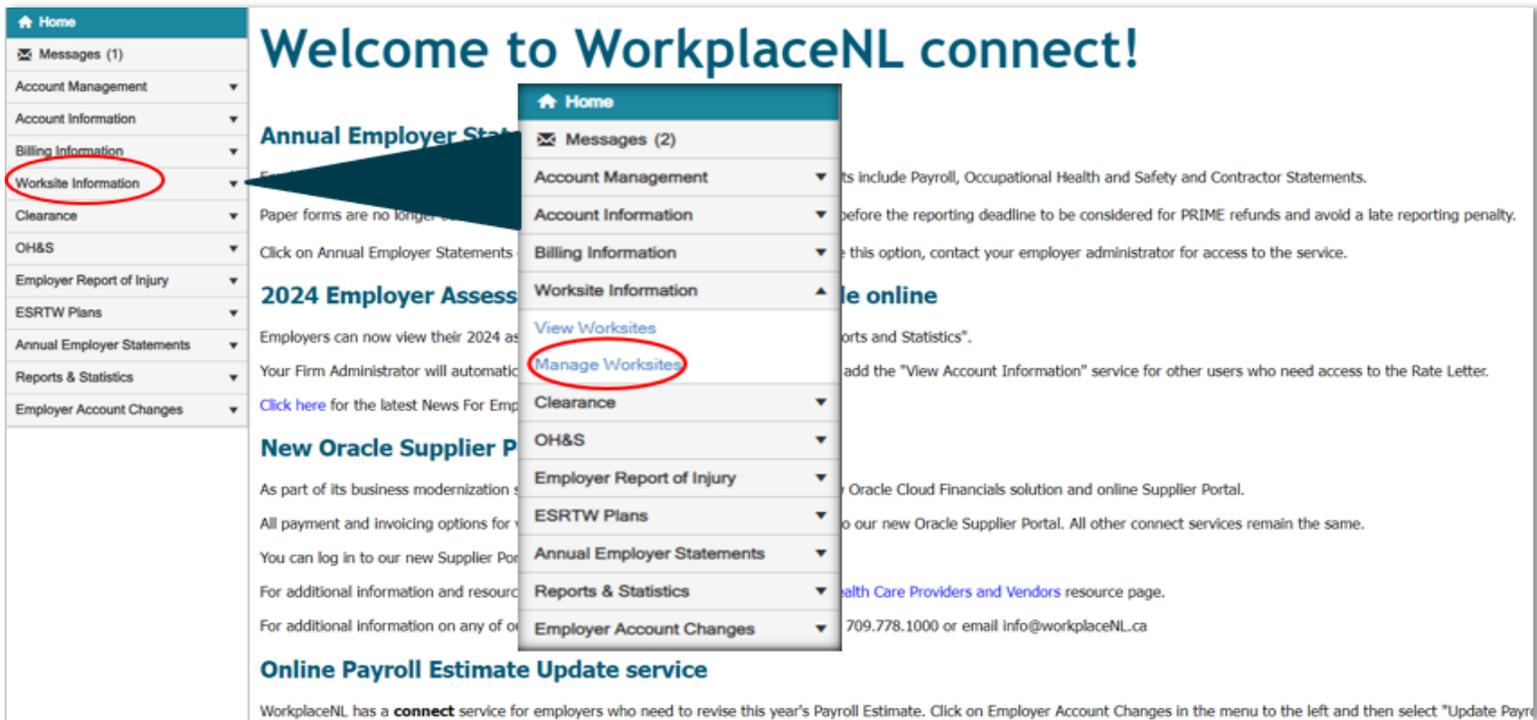
[Forgot your username?](#)

Password:

[Forgot your password?](#)

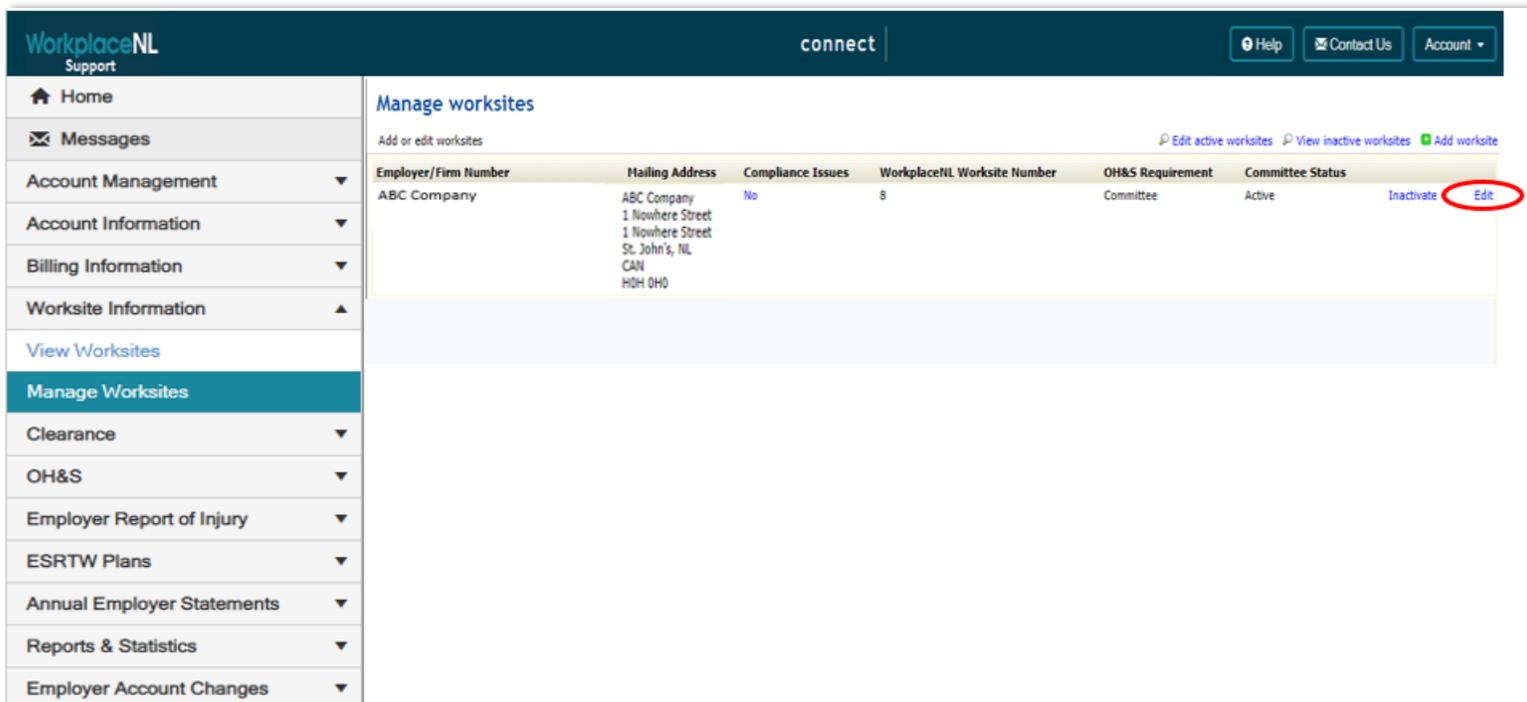
Login

From the left-hand menu select the drop-down arrow next to “Worksite Information”, then select “Manage Worksites”. This will bring you to the Manage worksites page, to a list of worksites associated to your organization.



Edit your worksite

To make changes to your current worksite, select the “Edit” function next to the worksite you wish to make changes to.



Managing Worksites

Connect users can manage the worksites to update the worksite address, contact information, seasonal status, the number of workers employed, etc.

Manage worksites

Worksite information Worksite OH&S security Committee Members [Return to worksites list](#)

Worksite information: DISTRIBUTION SUPPORT CENTER

General information

Employer name	
Employer number	
Workplace/L worksite number	3
Regulation type ?	Provincial
Type	OHS Change Type
Worksite / committee status	Active Change Committee Status

Mailing address information

Employer site number/location			
Civic address			
Internal routing only (e.g. attention, suite #, etc.)			
Mail or street address (not both)			
Rural route number (if applicable)			
City	ST. JOHN'S	Province	NEWFOUNDLAND & LABRADOR
Country	CANADA	Postal code	
Telephone		Fax	
Numbers of workers	100		

Contact information

Contact name		Contact number	
Fax		Email	

[Save](#) [Cancel](#)

Change the Number of workers

Updating the number of workers at the worksite, takes place here. If you are changing the number of workers and it effects your requirement to have an OHS committee, you must also change the "Type" section under general information.

If your worksite has 20 or more workers, your type should be displayed as OHS. If 19 or less workers, it must be WHS.

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Worksite information Worksite OH&S security Committee Members

Worksite information: DISTRIBUTION SUPPORT CENTER

General information

Employer name	
Employer number	
Workplace/L worksite number	3
Regulation type ?	Provincial
Type	OHS Change Type
Worksite / committee status	Active Change Committee Status

Mailing address information

Employer site number/location			
Civic address			
Internal routing only (e.g. attention, suite #, etc.)			
Mail or street address (not both)			
Rural route number (if applicable)			
City	ST. JOHN'S	Province	
Country	CANADA	Postal code	
Telephone		Fax	
Numbers of workers	100		

Contact information

Contact name		Contact number	
Fax		Email	

[Save](#) [Cancel](#)

Delete a worksite

To remove a worksite, select “Inactivate” next to the worksite you wish to delete. A prompt box will appear asking “Are you sure you wish to make this worksite inactive?” Select “OK” and the worksite will disappear. The user will continue to have the ability to view these worksites under “view inactive worksites”.

The screenshot shows the WorkplaceNL 'Manage worksites' page. The 'View inactive worksites' link is circled in red. A red arrow points to the 'Inactivate' button for the worksite with ID 11.

Employer/Firm Number	Mailing Address	Compliance Issues	WorkplaceNL Worksite Number	OH&S Requirement	Committee Status	
ABC Company	ABC Company 1 Nowhere Street 1 Nowhere Street St. John's, NL CAN H0H 0H0	No	11	Committee	New Committee	Inactivate Edit

Add a worksite

To add a new worksite, select “Add worksite”.

The screenshot shows the WorkplaceNL 'Manage worksites' page. The 'Add worksite' button is circled in red.

Employer/Firm Number	Mailing Address	Compliance Issues	WorkplaceNL Worksite Number	OH&S Requirement	Committee Status	
ABC Company	ABC Company 1 Nowhere Street 1 Nowhere Street St. John's, NL CAN H0H 0H0	No	8	Committee	Active	Inactivate Edit

You will be asked if you are provincially or federally regulated. Most employers are provincial, however if you are unsure you can check with the company's owner/operator.

Enter the number of workers at your worksite, and then click “Continue”.

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Worksite information

Prior to setting up a new worksite WorkplaceNL requires the following information:

Regulation type (?:) Provincial
 Federal
 CNL Offshore Petroleum Board

Number of employees:

Committee Requested?:

[Continue](#)

Your employer name and WorkplaceNL firm number will be displayed automatically under “General Information”. Enter the full mailing address and contact information. Once completed in its entirety, click on the “Save button below and your worksite will be created and added to your worksite list.

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Worksite information

Regulation type (?:) Provincial
 Number of employees: 20
 Committee: Yes

General information

Employer name: ABC COMPANY
 Employer number: 1234567

Mailing address information

Employer site number/location: ABC Company
 Civic address: 1 Nowhere Street
 Internal routing only (e.g. attention, suite #, etc):
 Mail or street address (not both): 1 Nowhere Street
 Rural route number (if applicable):
 City: St. John's Province: NEWFOUNDLAND & LABRADOR
 Country: CANADA Postal code: H0H 0H0
 Telephone:
 Numbers of workers: 20

Contact information

Contact name: Contact number:
 Fax: Email:

[Save](#) [Cancel](#)

Seasonal worksites

If you are a seasonally operated employer, you may enter your seasonal status here. Select “Change Committee Status”, then select the drop-down arrow under the “Worksite/Committee Status” and select “Seasonal”. Enter the seasonal shut-down date and the expected start-up date. The worksite will reactivate on that date. If left blank, the reactivation date will be for six (6) months from the shut-down date.

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Worksite information | Worksite OHS&S security | Committee Members

Worksite information: DISTRIBUTION SUPPORT CENTER

General information

Employer name	
Employer number	
Workplace/IL worksite number	3
Regulation type	Provincial
Type	OHS Change Type
Worksite / committee status	Active Change Committee Status

Mailing address information

Employer site number/location			
Civic address			
Internal routing only (e.g. attention, suite #, etc)			
Mail or street address (not both)			
Rural route number (if applicable)			
City	ST JOHN'S	Province	NEWFOUNDLAND & LABRADOR
Country	CANADA	Postal code	
Telephone		Fax	
Numbers of workers	100		

Contact information

Contact name		Contact number	
Fax		Email	

Worksite / committee status Seasonal [Cancel](#)

Seasonal shutdown start date (yyyy mm dd)

Seasonal shutdown end date (yyyy mm dd)

[Save](#) [Cancel](#)