WorkplaceNL

Health | Safety | Compensation



Connect User Management User Guide for OHS Minute Reporting

To get answers to your questions call: 1.800.563.9000

https://connect.workplacenl.ca/

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1. How to Login

To access the connect page, visit <u>www.workplacenl.ca</u> and click "MyWorkplaceNL Online Services".

	2	MyWorkplaceNL Online Services
WorkplaceNL Health Safety Compensation		A MyWorkplaceNL Online Services Q ≡MENU
How can we help? Search WorkplaceNL for forms, policies, publications, a	nd more.	
Q Search		SEARCH
WORKERS	EMPLOYERS	HEALTH CARE PROVIDERS
	NEWS	برتي ب COVID-19

Click "Employers" then select "connect"

МуѠѻ	rkplaceNL	Online Services
Workers	Employers Complete Annual	Health Care Providers Training
	Employer Statements (Payroll, Contractor and OHS Statements) connect Report an Injury, ESRTW Plans, OHS Committeesand more Certification Training Registry Register for WorkplaceNL Coverage	connect Report an Injury, ESRTW Plans, OHS Committeesand more
WorkplaceNL WorkplaceNL Welcome to WorkplaceNL CONNEC Faster information sharing. Better accessibility. Quicker		Enter your Username and Password, and then click "login". If you do not have a username, contact the Firm Administrator at your workplace to be set up on connect.
decisions. Convenient Register Login P Register for online services Username: P Change your firm administrator Password:	. Secure. Free.	If you cannot remember your username or password, click on "Forgot your username?" or "Earget your password?" and a

Login

Login

"Forgot your password?" and a link will be sent to your email address to prompt you to confirm your email address.



Helt

connect information

🧿 Test your system settings

😵 Check system availability

😰 Useful tools

2. Do I Have Access?

Menu options will be displayed on the left-hand side. If you do not see "OH&S" as a menu option, you will need it assigned to your profile. If you do not have this option, check with your Firm Administrator.

WorkplaceNL Support		connect	● Help
A Home		A Home	A
Messages (5)	Welcome to Work		
Account Management 🔹	1	Messages (3)	
Account Information	Annual Employer Statements due end o		
Billing Information •		Account Management V	and the second se
Worksite Information •	Employers can now submit 2022 Annual Employer Statements online		tractor Statements.
Clearance •	Paper forms are no longer sent by mail. Please sent longer sent by mail.	Account Information	for PRIME refunds and avoid a late reporting penalty.
OH&S 🔻	een een	Worksite Information	is to the service.
Employer Report of Injury 🔻	2023 Employer Assessment Rates and no	worksite mormation *	
ESRTW Plans 🔻	Employers can now view their 2023 assessment rate and rate letter	Clearance v	
Annual Employer Statements v	Your Firm Administrator will automatically have access to this service		s who need access to the Rate Letter.
Reports & Statistics v	Click here for the latest News For Employers Bulletin.	OH&S v	
Employer Account Changes 🔹			
	Online Payroll Estimate Update service	Employer Report of Injury 🔹	
	WorkplaceNL has a connect service for employers who need to rev		nu to the left and then select "Update Payroll Estimate" to access the service.
	Your Firm Administrator automatically has access to this service, but	ESRTW Plans 🔻	
	Changes to OHS Committee minutes sul	ESRTW Analysis 🔻	
	Attn: OHS Committees	ESITI W Analysis +	
	Beginning January 1, 2022, OHS Committee minutes must be submi	Annual Employer Statements 🔹	
	Using connect to submit your committee minutes is fast, convenient		s time as all of your worksite information is now pre-populated.
	Once submitted, your minutes are immediately on file and can be pr To start submitting your minutes through connect, ask your firm addr connect.		and how to submit committee minutes, see the user guides in the useful tools section on
	For more information, email ohs.minutes@workplacenl.ca or call 70	9.778.1552 and select option 3.	

Under "OH&S", click the drop-down arrow and then select "Manage Committee Minutes". This option will only be visible to the user if they have the secretary permission assigned. If you do not have this option, check with your Firm Administrator.



WorkplaceNL Support		connect	• Help	Contact Us	Account -
A Home		1 11 71			A
Messages (5)	Welcome to Workp	laceNL connect!			
Account Management 🔹	•				
Account Information	Annual Employer Statements due				
Billing Information •		H&S 🔺			
Worksite Information •	Employers can now submit 2022 Annual Employer Statem		ments.		
Clearance v	Paper forms are no longer sent by mail. Please complete y		efunds and avo	id a late reporting p	enalty.
OH&S 🔺	Click on Annual Employer Statement yr	anage Committee Minutes	ice.		
Manage Committee Minutes	2020 3	anage committee minutes			
View Archived Minutes					
Manage OH&S Items	Employers can now view their 2023 assessment rate and	ew Archived Minutes			
Employer Report of Injury 🔻	Your Firm Administrator will automatically have access to 1		iccess to the R	ate Letter.	
ESRTW Plans 🔻	Click here for the latest News For Employers Bulletin.				
Annual Employer Statements	Online Payroll Estimate Update se 🛛 🕅	anage OH&S Items			
Reports & Statistics 🔹	WorkplaceNL has a connect service for employers who ne		t and then sele	ect "Update Payroll E	stimate" to
Employer Account Changes 🔹	access the service.				
	Your Firm Administrator automatically has access to this service, but	will need to add it for other users (if required).			
	Changes to OHS Committee minutes sub	mission requirements			
	Attn: OHS Committees				
	Beginning January 1, 2022, OHS Committee minutes must be submitted	ted using connect.			
	Using connect to submit your committee minutes is fast, convenient, populated.	secure and helps ensure that all your information is up-to-date. It also saves time as a	l of your worksit	te information is nov	v pre-
	l				

3. Where to Begin

The "Manage OH&S Meeting Minutes" section allows you to select the worksite for which you want to manage minutes. If you have multiple worksites, each site will be displayed on this screen.

Choose the correct worksite and select "Manage Minutes".





Once you have selected the worksite that you wish to manage minutes for, select "Record new meeting minutes".

WorkplaceNL Support		connect	🗣 Help 🖉 Contect Us 🛛 Account -
A Home		Manage OH&S minutes for ABC Company	
쫖 Mezzungezz (1)		The following minutes exist in the system but are not approved.	
Worksite Information	٠	ти полония полития власти тихе вравить сос. вля пол арритоно.	
Cleananca	۲	There are no fams in this list.	View archived minutes Precurd new meeting minutes O Return to worksites k
OH&S	٠	There are no sums in this lat.	
Manage Committee Minutes			
View Archived Minutes			
Manage OH&S Items			
ESRTW Plans	•		
			Record new meeting minutes

NOTE: You will not be able to record new meeting minutes if you currently have a set of minutes in progress. These minutes will have to be reviewed and submitted first before another set can be recorded.

At the top of your screen, a pop-up box will appear to remind you that the system will time out in 20 minutes. Be sure to save your work periodically. Click "OK" to move on.

Please save data periodically to ensure information is not lost. The system will time out in 20 minutes.	
	ОК

4. How to Enter Minutes - Meeting Details

Under the "Meeting details" tab, the employer information will be pre-populated, so it does not require to be entered each time you submit minutes.

Enter the total number of employees on the worksite.

Then, enter the date of the current meeting and the date of the next scheduled meeting.

WorkplaceNL Support			Total number of en	nployees	165	Account +
A Hone	OH&S meeting m	inutes	on site			
🔆 Messages (1)						
Inforksite Information						
Clearance *	Heeting Details 0HB	G Activity Summary of Heading				
OH65 .	Heating Details					
Nanage Committee Minutes	Employer (head office info	(notium				
View Archived Minutes	Company name			Total number of employees on site	155	
Manage CH&S harrs				Enployer site number/lecetion		
ESRTW Plans						
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	Mailing city			Telephone		
	Walling province	NL		Fai		
	Mailing postal code			firm Kunder	1	
	Seasonal shutdown date	(4) (mm #4)				
	Nexting details		_			
	Date of meeting	(vvv === ##				
	Date of next meeting	(we mit 40)				
Meeting details						
Date of meeting			(yyyy mm dd)			
Date of next meeti	ng) (yyyy mm dd)			

NOTE: If you are an employer that operates seasonally, enter the seasonal shutdown date. Then, enter the expected start-up date. If left blank, the reactivation date will automatically be set for six months from the shutdown date.

Seasonal shutdown start date	(yyyy mm dd)
Seasonal shutdown end date	(yyyy mm dd)

5. Committee Information - Selecting Members

Scroll down to the "Committee information" section to see a list of committee members. There will be an option to select whether they are an employer representative or worker representative.

NOTE: If this is the first-time entering minutes via connect, you must add new members.

To add new members, select "Add Member":

mmittee information							Add Me
mployer representatives							
Name	Trained	Туре	Co-Chair	Acting Co- Chair	Present	Status	Certification Training #
2 Edit		Employer 🗸			1	Active 🗸	
Worker representatives							
Name	Trained	Туре	Co-Chair	Acting Co- Chair	Present	Status	Certification Training #
2 Edit		Worker 🗸	Z		V	Active 🗸	
d Edit		Worker 🗸				Active 🗸	
leeting guests							

Next Save for Later Submit Minutes

Add Member



Add the member's name, then select the drop-down arrow to choose if they are an employer representative or a worker representative. If they were trained in the Committee, Representatives, or Designates Certification Training course, add their certification training number. Then click "save".

Add Committee Member		🛚 Close
First Name:		
Last Name:		
Туре:	Select V	
Certification Training #:		
	Save Cancel	

Once all members are listed in the Committee information, you **must** select the "Co-Chairs" first. Once a co-chair is selected, they will automatically be marked as "Present". Select the respective committee members that were in attendance for the meeting.

Select **only** the co-chairs and committee members that were present for the meeting and add applicable any guests. Guests are those attending committee meetings who are not regular committee members (i.e. OHS Committee Coordinator, OHS Officer, other staff, etc.).

Archiveri Merulan aja OrthS hame	Counities aduration 0.4								
nye Chitas harry Twi Plane	Toplayer representation			-		-			
	Naive	Traned	Type	Co-Chair	Acting Co-Chair	Present	Salas	Certification Training #	
	Uf pate		Employer 🛩	0	D	D			
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	(3 tak	1	Enployer 🖌	0	D	0			
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	If the Jane Doe	1	Worker 👻	2	0	10		Jan7654321	
	28 mate	1	Worker 👻	0	0	0			
	12 nás	4	Worker 💌	0	Ω.	0			
	Harring guards								
	(ieti)								
	Gaent(a)								
	-		_						

All current committee members should be listed as "Active". If members are no longer on the committee, change their status from "Active" to "Inactive". They may appear on your screen, but will not appear on your finalized PDF or printed minutes form once it has been submitted.

Anne Antibiosof Ministee	Conneillae information								Status
Anapa CHIUS Itema	Implayer representations						1		Active
SHITW Plane	Rang	Trained	Tape	Ca-Chair	Acting Co-Chair	Present	Status	Certification	
	3 na	1.000	(Employer w)	0	0	0	Active w	Constant	Active •
	it ten John Doe	4	Employed w	0	0		Adda w	1	Active
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	2 nas	1	Employar w	G	0	0	Artiva 💚		
	Worker representatives	122-14-102	Sector Con-		and the second second				
	Rame .	Ispined	Type	Co-Chair	Acting Co-Chair	Present	States	(entitication)	Status
	18 bee	+	Worker - +	a -		0	Adve w	16435-9631	
	3.64	1	Workur 👻		0	0	Active w		Active •
	2 mile	4	Workat 🐨	0	0	0	Active w		Active
	2 tale Jane Doe	4	Workar 💌		0	10	Ama +:	Jan7654321	Active •
	210	1	Wokar 👻	0	0	0	Active 😁		Active •
	18 mail	1	Workar 👻	0	0	Ω.	Active w		Active
	Harding gastely								Active
	Gueddo								Active •
	Guest(s)								Active

NOTE: If you need to update a member's information (i.e. name change, certification number, change in representation), click "Edit" next to the representatives' name to make your changes.

View Archivert Minutee	Constitution									
Manage CH165 barre	Implayer representations									
ESRIW Plans	* None	Trained	Type	Co-Chair	Acting Co-Chair	Present	Status	Certification Training #		
	2 tuls		Employer w	0		0				
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	il nas	1	Employer w		0	0				
	3 pie	4	Employer 🕶	0		0				
	Worker representations									
	Rane	Traned	Type	Ce-Chair	Acting Co-Chair	Present	Status	Certification Training #		
	3 bàt	2	Workar 👻		0	0				
	18 min	1	Worker 👻			0				
- 10	12 mill	3	Workat 👻	0	0	0				
Edit	Ut tot Jane Doe	1	Workar 👻	53	0	10		Jan7654321		
	d Ede	1	(Worker 👻)	0	0	0				
	12 mail	1	(Workar 🛩)	0	a.	Q	-			
	Reeling guests									
	Gaest(s)									
	Gaet(c)									
	Construction of Accord									



Update the information as needed and click "Save".

Edit Committee Member		🛚 Close
First Name:	Jane	
Last Name:	Doe	
Туре:	Worker 🗸	
Certification Training #:	1234567	
	Save Cancel	

Select "Next" to proceed to the "OH&S Activity" tab.

Heeting guests	
Guest(s)	
Giet(s)	
	Tend Subrit Minutes
	Next Save for Later Submit Minutes

NOTE: If you wish to leave a page, **do not** use the back button as you may lose any saved work. You can move to different sections of the minutes form by selecting the tabs at the top of the page, or by clicking "Next" at the bottom.

At the bottom of each page you are given the option to "Save for Later" if you need to stop entering information for any reason.

Only select "Submit Minutes" when your meeting minutes are finalized.



6. OH&S Activity

Under the "OH&S Activity" tab, indicate the number of the following items since the last meeting. If there are no OH&S activities to report, you must enter "0".

WorkplaceNL Support		● Help ● Contact Us Account •
A Home	OH&S meeting minutes	A
Messages (5)		OH&S activity
Account Management		
Account Information	Meeting Details OH&S Activity Meeting	
Billing Information	OH&S activity	Since the last meeting, please indicate the following:
Worksite Information		3,,,
Clearance 🔻	Since the last meeting, please indicate the following: Number of workplace inspections conducted 1	Number of workplace inspections conducted
OH&S 🔺		
Manage Committee Minutes	Number of complaints / concerns received	Nuclear Complete Commence and
View Archived Minutes	Number of incident reports reviewed	Number of complaints / concerns received
Manage OH&S Items	Number of right to refuse work situations	
Employer Report of Injury		Number of incident reports reviewed 0
ESRTW Plans	From this meeting indicate the following:	
Annual Employer Statements	Number of safety hazards identified	Number of right to refuse work situations
Reports & Statistics	Number of health hazards identified	
Employer Account Changes	Number of outstanding items from last meeting	
		Next Save for Later Submit Minutes

From this meeting, indicate the following number of hazards and then click "Next".

The second of 10 OHBS meeting infortates Wanname (1) Wanname (1) Number of safety hazards identified I Number of outstanding items from last meeting I Number of outstanding items from last meeting I	WorkplaceNL Support						0 Help	Contect Us	Account +
B Menage (1) Checker		OHBS meeting minutes							
Name Interfactor in Province Number of safety hazards identified Interfactor Number of health hazards identified Interfactor Number of health hazards identified Interfactor	Messages (1)								
The second se	Worksite Information	•							
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Nongi Cial ben and a set the later set of a set	CHES	A CHBS activity							
Nor Alizabelias Norge CM3 Data D Norg	Manage Committee Minutes	Save the last susption please indicate the following							
Name Name Name Image: Additional State Image: Additional State Im									
Number of safety hazards identified 1 Number of health hazards identified 0		a standard in the second state							
Invote of signs under the following: Number of safety hazards identified 1	ESRIT-Y Plana	•							
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Image: setter of website devided 0 Image: setter of website devided 0 Image: setter of website devided 0 Image: setter of safety hazards identified 0 Number of health hazards identified 0		Number of right to refuse work situations	0						
Interest of last have in deal of a statewide of a statewide (see the last meeting) From this meeting indicate the following: Number of safety hazards identified 1 Number of health hazards identified		From this maring indicate the following:							
From this meeting indicate the following: Number of safety hazards identified Number of health hazards identified		Number of safety hazards identified	0						
From this meeting indicate the following: Number of safety hazards identified Number of health hazards identified		Number of health heards identified	0						
From this meeting indicate the following: Number of safety hazards identified 1 Number of health hazards identified		Surplus of activation instead from her continue	6						
Number of safety hazards identified 0	From this most	ting indicate the following			i F	Next	Save fo	r Later	Subm
Number of health hazards identified 0	Troin chis meet	ang malcate the following							
	Number of safety	/ hazards identified		1	L ~				
Number of outstanding items from last meeting	Number of health	n hazards identified		0					
	Number of substa		ng	0					

To get answers to your questions call: 1.800.563.9000

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7. Summary of Meeting

If you identified any items for follow-up on the previous screen, record these items here before you proceed. You will provide a summary of these items in the next section "Summary of Meeting".

Select "Add new item".

WorkplaceNL Support		connect	0 Help	Contact Us	Account •
A Home	OHBS meeting minutes				
Worksite Information					
Clearance •	Meeting Details Official Activity Section of Meeting				
OH8S A	Summary of Heeting				
Manage Committee Minutes	Add new ten Add defened ten				
View Archived Minutes	Items for follow-up should be carried ferward at each meeting until such time as the items are resolved. Clob	on 'Add deferred item' to add a previously deferred item to your current meeting summary.			
Manage OH&S Items	There are no its this lat.				
ESRITir Plans •				Save for Later	Submit Minutes
Summary o	of Meeting				
Add new	item 🕒 Add deferred item				



This section is a summary of the items brought forward to the meeting. Enter the details and click "Save". You will need to complete section for each item.

WorkplaceNL Support						connect			9 He	Ip	Contact Us	Account -
A Home		OH&S meeti	ing minutes									
X Messages (5)												
Account Management					-							
Account Information	•	Meeting Details	OH&S Activity	Summary of Meeting								
Billing Information	•	Summary of Meeti	ing									
Worksite Information	•	Item details										
Clearance	•											
OH&S	•	Item date			(yyyy mm dd)		Date forwarded to employer		(v	yyy m	m dd)	
Manage Committee Minutes		Item										
View Archived Minutes		(Max 2000 charact	ters)				1.					
Manage OH&S Items												
Employer Report of Injury	•	Recommendation (Max 2000 charact	ters)									
ESRTW Plans	•	-										
Annual Employer Statements	•	Recommendations implemented on			(yyyy mm dd)		Resolved	O Yes 🤇	No			
Reports & Statistics	•	Followed-up by					•					
Employer Account Changes	•	L									Save	Cancel

The following is a description of each of the "Item details":

Item date: Record the date that the item or issue was first brought to the Committee, Representative, or Designate.

Date forwarded to employer: Record the date the item or issue was forwarded the employer.

Item: A description of the item or issue.

Recommendation: The solution suggested to correct the item or issue.

Recommendations implemented on: When the recommendation or solution was implemented.

Resolved: Has this item or issue been resolved? Yes or no? If "No" the item will be carried forward to the next meeting minutes.

Followed-up by: Indicates the person responsible for follow-up for the action to be completed and addressed.



8. Submitting Minutes

Once all items and details have been entered, you may "Save for Later" to review your minutes, or click "Submit Minutes" for completion.

WorkplaceNL Support		connect Other	Contect Us	Account •
🕈 Hame		OH&S meeting minutes		
西 Messages (1)				
Worksite Information	٠			
Clearance	•	Heeting Details Optilis Activity Summary of Meeting		
CHBS	٠	Summary of Heeting		
Manage Committee Minutes		S Add new ten 1 S Add delenal ten		
View Archived Minutes		Iters for follow-up should be carried ferverid at each meeting until such time as the iters are resolved. Click on 'Add defendition' to add a provisioly defend iten to your current meeting summary.		
Manage OH&3 Itema		There are no items in this lat.		
ESRTh/ Plans	,		Save for Later	Submit Winutes

If you choose to "Save for Later", your OHS Committee minutes will be listed as "In Progress". You can choose to delete them permanently, or click "Manage" to review or make any necessary changes.

Clearance	•			View archived minutes Record new meeting	g minutes 🤇 Return to worksites list
OH&S			Meeting Date	Status	
	-	Manage	20210101	In Progress	Delete
Manage Committee Minutes					
View Archived Minutes					

If completed, and no further changes are needed, click on "Submit Minutes". You will receive a final confirmation notice. If you are not satisfied with your minutes, or if your minutes are incomplete, click "Cancel" and make your changes. If accurate and completed to satisfaction, click "OK".

Final Confirmation			
Select OK to submit minut record of the OHS Commi will be sent to Workplace!	ttee meeting	g. (When you se	ect ok, the minutes



Your minutes will then be sent to WorkplaceNL and no additional changes can be made. You will get a confirmation message at the top of your screen stating "The minutes have been submitted to WorkplaceNL, thank you."



Once submitted, you can view the minutes as a PDF file under "OH&S" on the left-hand side of your screen and then selecting "View Archived Minutes". If you do not have this option check with your Firm Administrator.



Choose which worksite you wish to see the meeting minutes for, then select "View Minutes" on the right-hand side.

WorkplaceNL Support			connect		9 He	p 🗟 Contact Us	Account -
A Home		View OH&S meetin	g minutes				
🖉 Messages							
Worksite Information	٠	Select a worksite.	Hailing Address	WorkplaceNL Worksite	Harden Produces	Committee Status	
Clearance	٠	Employer/Firm Number ABC Company	St. John's	2		Active	Wew Minutes
OH&S		All Company	20.0001	2	47		
Manage Committee Minutes		ABC Company	Clarenville	4	12	Active	2 View Minutes
View Archived Minutes						Active	2 View Minutes
Manage OH&S Items		AIK: Company	Gander	5	20		
ESRTW Plans	٠	ABC Company	Corner Brook	7	33	Active	I Vier Minutes
		ABC Company	Carbonear	9	11	Active	C v nutes
						Viev	w Minut

Choose the meeting date you wish to review and click "View". The minutes will open as a PDF Minute report form.

			connect	Help Contact Us Account -
A Home		View OH&S meeting minutes		
Messages		-		Return to Worksite List
Worksite Information	٠	Choose which minutes you wish to view. Meeting Date	View Hinutes	Wiketum to Wondsite List
Clearance	٠	Oct 27, 2020	view rinutes	
OH&S		Sep 24, 2020	Mark View	
Manage Committee Minutes		Aug 13, 2020	Se View	
View Archived Minutes		Jul 21, 2020	Ser Vew	
Manage OH&S Items		Jun 02, 2020	Mew View	
ESRTW Plans	٠	May 13, 2020	Mark View	
		Apr 21, 2020	E View	



9. Troubleshooting

As the administrator, if you would like to create a new user to be responsible for entering OHS meeting minutes see instructions in the following document:

User guide – User Management Guide

https://info.workplacenl.ca/ConnectSplash/User%20management%20guide.pdf

TIP: When creating a new user, you will be prompted to assign them services. You must choose the "OH&S Committee Minutes" service.

Subscribe to WorkplaceNL's YouTube channel to avail of the How-To Videos.

How to Enter OHS Minutes on Connect

How to Create a User on Connect

How to Manage Worksites on Connect

If you need further assistance with entering your OHS Committee Minutes on connect, contact the OHS Committee Coordinator at 709.778.1347.

