

Health & Safety Learning Symposium

It's PRIME Time:
Changes for Larger Employers

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 www.workplacenl.ca/symposium

WorkplaceNL



Learning Objectives

- **The New PRIME Program**
- **Path 2 Practice Incentive Requirements**
- **How to Qualify for the PRIME Refund**
- **PRIME Auditing**





PRIME is Changing

New Employer Categories

Path 1 Employer

<\$10k assessments

or

≥\$10k assessments and <20 workers

**OHS
Education**

Path 2 Employer

≥\$10k assessments

and

≥ 20 workers

**OHS
Certification**

Determining Your Category

(An Easy Way to Remember!)

Path 2 Employer (OHS Certification)

Need to meet the $\geq \$10,000$ in average base assessments
AND ≥ 20 workers

Path 1 Employer (OHS Education)

All other employers

Transition

1. Path 1 has already rolled out
2. In 2025, Path 2 Employers will develop their 15 element program
3. In 2026, Path 2 will be rolled out, and audits will be scheduled
 - *Will still have Medium and Large employers during transition*

Practice Incentive Requirements

Path 1 Employers (OHS Education)

Path 1 Criteria

All Employers Who Fall Within the Path 1 Category Will Need the Following:

- OHS Committee, WHS Representative or Designate Training
 - <20 workers = Level 1
 - ≥20 workers = Level 1 and Level 2 (OHS Committee and minutes required)

- Five mandatory courses, two each year until all completed

- COR™ and other accredited certifications accepted

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Practice Incentive Requirements

Path 2 Employers (OHS Certification)

ELEMENT 1

Leadership Commitment

- An OHS policy
- A 15-element OHS program
- Communicate the OHS policy and program to workers
- Health and safety training for supervisors



ELEMENT 2

Hazard Recognition, Evaluation, and Control

- A process and procedures for hazard recognition, evaluation and control (HREC)
- Completed hazard assessments using a standardized form
- Communicate present and potential hazards to workplace parties
- Educate and train workers in the HREC process and reporting hazards



ELEMENT 3

Incident Reporting and Investigation

- Incident reporting and investigation procedure(s)
- Completed incident investigations using a standardized form
- A process to provide notification to authorities that meets legislative requirements
- Communicate the requirements for incident reporting and investigation to workers
- Incident investigation training for the investigator(s)



ELEMENT 4

Personal Protective Equipment

- PPE procedure(s) for selection, inspection, cleaning, maintenance, storage, and use of PPE
- Facilities and supplies required for cleaning and storage PPE
- Train PPE users and supervisors on:
 - Where, when, and what PPE is required
 - Inspection, cleaning, maintenance, storage, use, and limitations of PPE
 - To whom they should report concerns or incidents involving PPE



ELEMENT 5

Workplace Inspections

- Workplace inspection procedure(s)
- Completed workplace inspections using a standardized form (e.g. a workplace inspection checklist)
- A preventative maintenance procedure or program, if applicable
- Train persons involved in performing workplace inspections



ELEMENT 6

Safe Work Practices and Procedures

- Procedure(s) that outline the requirements for safe work practices and procedures (SWPP)
- Develop, review and update SWPPs in accordance with above procedure
- Make SWPPs available to workers at each work site
- Working alone procedure(s), if applicable
- Educate or train workers in SWPPs, including the potential risks and consequences of not following them



ELEMENT 7

Training and Communication

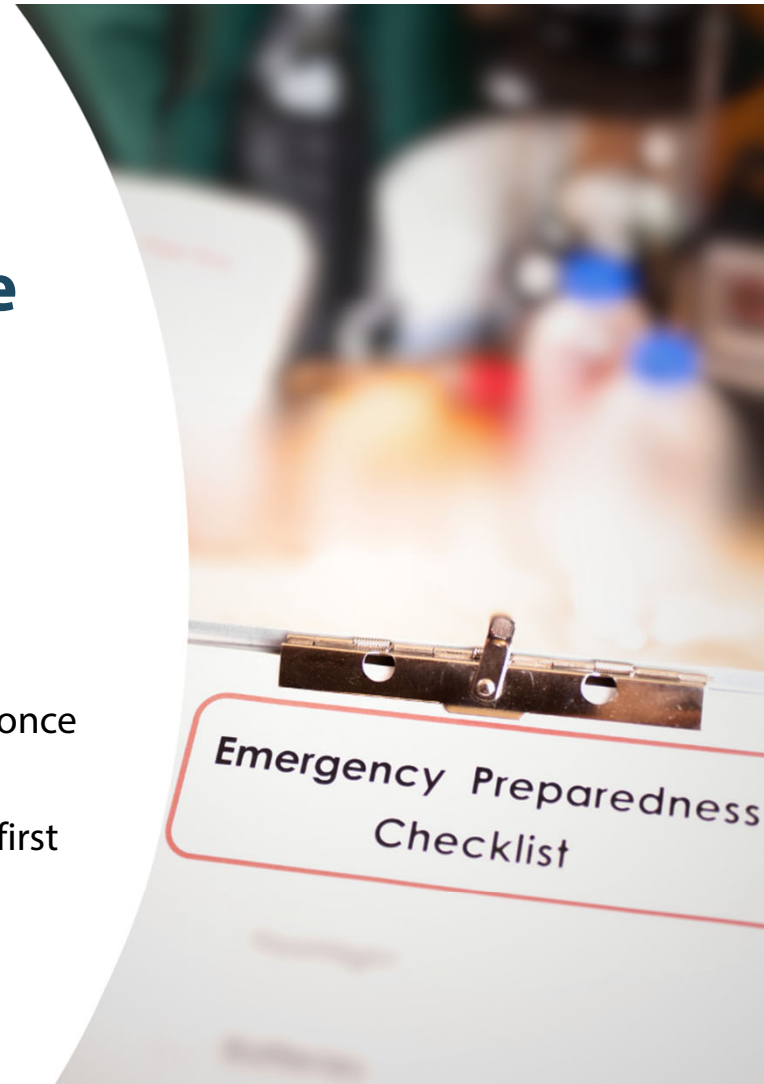
- A training and communication plan
- Provide workers with job-specific training based on the workers' responsibilities
- Provide work site orientations for workers and other persons at the work site including contractors and visitors
- Communicate OHS information throughout the workplace



ELEMENT 8

Emergency Preparedness and Response

- Specific emergency response, rescue, or evacuation plan(s)
- Provide facilities, equipment, and supplies
- Communicate emergency information to all workplace parties
- Train all parties in their role in the emergency rescue or response plan
- Have emergency evacuation drills for each occupied work site at least once a year
- Provide first aid training and maintain the required number of trained first aiders is on each shift



ELEMENT 9

OHS Committees, WHS Representatives and Designates

- An active OHS committee, WHS representative or designate
- Terms of reference for the OHS committee and policy health and safety committee (where applicable)
- Documented responsibilities for the WHS representative or designate, according to OHS legislation
- Train the OHS committee, WHS representative or designate, and policy health and safety committee (where applicable)



ELEMENT 10

Return-to-Work

- A RTW policy
- Procedures to be followed from the time of injury or illness to the completion of the RTW
- Use a standardized form to record RTW plans
- Make Forms 6 and 7 available at each work site
- Communicate RTW processes to workers
- Train parties involved in developing and managing RTW plans
- Evaluate the effectiveness of the RTW element of the OHS program annually



ELEMENT 11

Fall Prevention

- Fall prevention procedure(s)
- Hazard assessment(s) that identify where workers are at risk of slips, trips, or falls, and put appropriate controls in place
- Job-specific fall protection plan(s), where workers work at height
- Train and educate workers in fall prevention



ELEMENT 12

Occupational Health

- Occupational health plan(s) or program(s) as required by legislation
- Occupational health hazard assessments as required by legislation
- A health surveillance program, as required by the occupational health plan and OHS legislation
- Train workers on occupational health hazards and controls required for their protection



ELEMENT 13

Musculoskeletal Injury (MSI) Prevention

- An MSI Prevention procedure
- Identify and address MSI risk factors in the workplace
- Communicate existing and potential MSI risk factors to workers before work or tasks begin
- Train workers in MSI prevention



ELEMENT 14

Workplace Violence, Harassment, and Psychological Health and Safety

- Assess the risk of workplace violence
- Workplace violence procedures and work environment arrangements to eliminate or minimize workplace violence
- Communicate the risk of workplace violence



ELEMENT 14

Workplace Violence, Harassment, and Psychological Health and Safety

- A harassment prevention plan
- Train workers in harassment prevention and the employer's harassment prevention plan



ELEMENT 14

Workplace Violence, Harassment, and Psychological Health and Safety

- Assess the workplace for Psychological Health & Safety (PHS) hazards, in consultation with workers.
- Support workers' PHS by implementing control measures for the identified PHS hazards.
- Educate workers on PHS, the PHS hazards identified in the hazard assessment, and the control measures implemented.



ELEMENT 15

Management Review, Records, and Statistics

- A Management Review, Records and Statistics procedure
- A standardized form to record OHS statistical summaries
- Review OHS statistical trends to determine if there are opportunities for continuous improvement or any corrective actions are needed



How to Qualify for the Prime Refund

Validation and PRIME Audit

Path 2 Employer Requirements

Path 2 Employers Will Need to Complete The 4 Following Steps:

- Implement your 15-element OHS program
- Indicate that you wish to participate in the PRIME audit when you submit your Annual Employer Statement by the last day of February of each year
- Participate in the PRIME audit (either WorkplaceNL or employer self audit, depending on cycle)
- Receive 65% on each program element and 80% on the overall audit

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PRIME Auditing

WorkplaceNL and Employer Self-Audit



Audit Cycle

OHS Certification audits will be conducted on a three-year cycle.

- **WorkplaceNL Audits**
 - Once every 3 years
- **Employer Self-audits**
 - Remaining 2 years of the cycle

PRIME Path 2 Audit: What's Involved?



Documentation Review

- Review of the OHS program and records to verify PRIME criteria is met.



Observational Tour

- Observe worksites and work practices to verify that the OHS program has been implemented.



Interview Process

- Interview workers, supervisors, management and the OHS committee/WHS Representative/Designate to confirm the effectiveness of the OHS Program.

PRIME Path 2 Audit: Requirements

Total Audit Scoring

- Minimum of **80%** total score

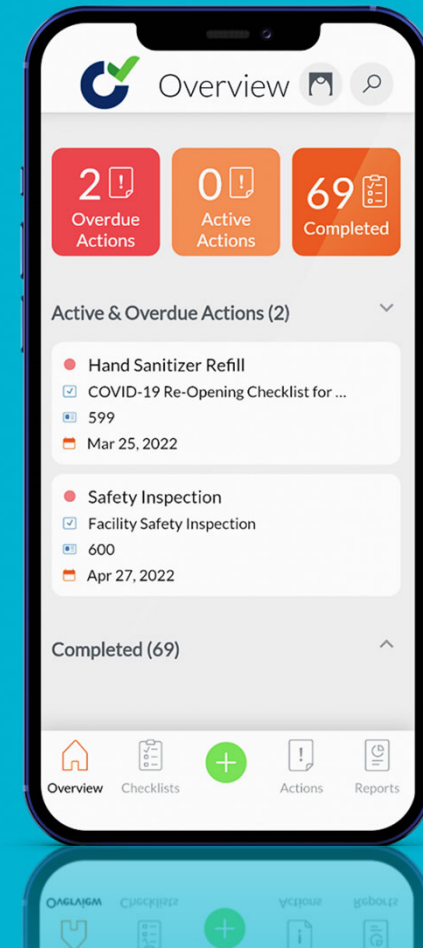
Element Scoring

- Minimum of **65%** for each element



Future Updates to PRIME

- WorkplaceNL audits and employer self-audits will be conducted using a web-based software
- Step by step guide for using the software and completing the audit questions will be developed
- Auditor training will be developed, which will detail how to complete the audit





Thank you!



Questions



Your Feedback is Important!

Please complete the evaluation at the end of the day.