

To qualify for your PRIME refund, Path 1 employers must complete ☒ these simple steps:

☐ 1. Claim your network

Register your business on the Certification Training Registry (CTR) to manage training requirements and track that your employees have completed the training. This only needs to be done once. To learn how, view our [How-to Guide](#) and [instructional video](#).

☐ 2. Invite your employees

Like a friend request, the employer must add their employee(s) to their CTR network, and their employee(s) must accept. To learn how, view our [instructional video](#).

☐ 3. Complete certification training

Ensure that your OHS Committee, Worker Health and Safety (WHS) Representative or Designate completes "OHS Committee, WHS Representative and Designate Certification" training. Level 1 is for workplaces that employ less than 20 workers; workplaces with 20 or more workers complete both Level 1 and 2. Options include:

- **[In-person options:](#)** Provided by WorkplaceNL-approved trainers at costs ranging from \$100 to \$200 for a one-day session. This certificate is valid for three years.
- **[Virtual options:](#)** Provided by WorkplaceNL-approved trainers at costs ranging from \$100 to \$200 for a one-day session. This certificate is valid for three years.
- You must re-certify every three years.

[Visit our website](#) to learn more about OHS Committees, WHS Representatives and Designates.

☐ 4. Complete safety training

Complete a minimum of two PRIME education courses per year until you have completed all five. All required courses are available for free through the [Certification Training Registry \(CTR\)](#). The courses are:

- Introduction to Early and Safe Return to Work
- Introduction to Finding and Managing Hazards in the Workplace
- Introduction to Musculoskeletal Injuries
- Introduction to Incident Investigations
- Introduction to Workplace Inspections

☐ **5. Have quarterly OHS committee meetings and submit your minutes (if required)**

Worksites that require an OHS Committee must meet at least once every three months and submit their OHS Committee minutes to WorkplaceNL via [connect](#). Our meetings are scheduled for:

- Q1:
- Q2:
- Q3:
- Q4:

☐ **6. Submit annual employer statements**

Submit your annual employer statements by the end of February each year. Our system will automatically check for completed courses to determine if you have achieved PRIME.

Need Help?

Our safety advisors are here to answer any questions you may have.
Call **1.800.563.9000** or email **safety@workplacnl.ca**