

Client Services Procedure Manual

Procedure: 204.00
Subject: Authorized Representative

204.01 Introduction

This procedure explains how WorkplaceNL identifies an authorized representative on an employer's account for the purposes of the Workplace Health, Safety and Compensation Act (the Act).

204.02 Definitions

Authorized Representative: An individual external to the employer who has been authorized to act on their behalf and has access to all employer account information.

Authorized Signing Officer: An individual within an organization that holds signing authority for the employer.

204.03 Purpose of Authorized Representative

Employers may need to authorize external individual(s) with access to their account. An employer may have more than one authorized representative. Some examples of individuals may include lawyers, bookkeepers, accountants, safety consultants and disability managers.

204.04 Access to Information

An authorized representative acts on behalf of the employer to access information about them held by WorkplaceNL. Depending upon the circumstances, this information can include assessment, prevention and claim information. Only an individual may act as an authorized representative. WorkplaceNL does not recognize companies or organizations as authorized representatives.

204.05 Designating an Authorized Representative

To designate an authorized representative, a Form 13 - Authorized Representative form should be completed and submitted to WorkplaceNL. This form is available on WorkplaceNL's website at workplacenl.ca. Information will not be released until this form is on the employer's file. The form must be signed by an owner, director or other authorized signing officer of the organization. If the person's signing authority cannot be confirmed, evidence supporting the person's role in the organization will be required. This can include a copy of a business card or a company organizational chart. Listed below are examples of positions that WorkplaceNL considers to have appropriate authorization to sign the Authorized Representative form:

- Director (as per Registry of Companies);
- Proprietor;

- Partner;
- President;
- Vice-President;
- Chief Executive Officer;
- Chief Operating Officer;
- Chief Financial Officer/ Comptroller;
- Director of Human Resources;
- Chairperson of an association;
- Board Member of an association;
- Mayor;
- City/Town Manager; and
- City/Town Clerk.

It is important to note that unless specified by the employer, there is no expiry date to the authorization.

204.06 Removing an Authorized Representative

Employers are responsible for the maintenance of all contacts listed on their WorkplaceNL employer account. To ensure the accuracy of their authorized representative, information should be reviewed periodically by the employer. Changes to this information may be submitted by completing another Form 13 – Authorized Representative form, which is available on WorkplaceNL’s website at workplacnl.ca.

For further information, please consult Policy GP-01, Information Protection, Access and Disclosure on WorkplaceNL’s website at workplacnl.ca.

Reference: Workplace Health, Safety and Compensation Act
Policy GP-01, Information Protection, Access and Disclosure

Amendment History

Original Effective Date	2018 09 11
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