

Client Services Procedure Manual

Procedure: 61.00

Subject: Priority Employer Program

The Priority Employer Program was initiated to address high cost, high claim employers. The program targets companies by offering intensive advisory and consultative services to address health and safety issues in the employer's workplace. A priority employer receives the services of a Health and Safety Advisor as long as required to improve safety performance.

Selection Criteria

1. A priority employer is identified annually through a strategic analysis of claims and costs over a five-year period.
2. The analytical unit, in consultation with the Manager of Prevention Services, will identify a priority employer who meets the following criteria:
 - a) a level of claims cost (actual claim cost exceeds expected claim cost) that result in an experience incentive charge under the PRIME program; and
 - b) high number of claims (lost-time, health care, fatalities) usually greater than 25 claims in last five years.

In addition, a sudden increase in the incident rate of injury may also result in the identification of a priority employer.

1. The analytical unit will finalize a list of potential priority employers for review/approval by the Manager of Prevention Services.
2. The Manager of Prevention Services will assign the employer to the appropriate Health and Safety Advisor in accordance to the employer's industry.
3. The Manager of Prevention Services will send a letter to the employer indicating the company's selection as a priority employer. The letter will also indicate the respective names of the Health and Safety Advisor assigned to the firm. A copy of the letter will be sent to the assigned Health and Safety Advisor and the Senior Health and Safety Advisor, and copied to the employer's file.
4. The Health and Safety Advisor will contact the employer within two weeks from the date of the correspondence.
5. The audit process is commenced in accordance with Procedure # 62.00.

Termination of Services

WorkplaceNL values the partnerships it forms with all employers. However, the services provided under the Priority Employer Program are meant to be time limited to assist employers in improving safety performance. WorkplaceNL defines safety performance as meeting a well-developed and

implemented OH&S program, with a score of 80% or greater in WorkplaceNL's OH&S Audit; PRIME compliance; and, a lost-time incident rate at or below the average rate for the industry.

If the employer meets the criteria outlined above, the Health and Safety Advisor will make a recommendation to the employer and to the Manager of Prevention Services to discontinue the advisory services. The recommendation will be made in writing to the employer and noted in the employer's file.

At any time, the employer may choose to discontinue the services provided by WorkplaceNL under the Priority Employer Program. The request for termination of services will also be noted in the employer's file. Should the safety performance of the employer terminating services be of significant concern to WorkplaceNL, the Manager of Prevention Services may choose to refer the employer to the Department of Government Services, OH&S Branch, for a strategic workplace inspection.

Reference: *N/A*

Amendment History

<i>Original Effective Date</i>	2003 12 02
<i>Revision #1</i>	2011 06 07