

Summary of Approved Procedures - July 2018 Updates -- Bulletin-12

This Bulletin provides a summary of new procedures recently approved.

General Procedure

Procedure 70.00 Fees for Access to File Information

This new procedure provides guidelines associated with file information requests from workers, employers and third parties, and outlines the corresponding fees.

The procedure is effective April 25, 2018, and the following fee schedule applies:

Fee Schedule

- No fee for a copy of claim file information to a worker and/or their authorized representative.
- No fee for a copy of firm file information to an employer and/or their authorized representative.
- No fee for a copy of new information to a worker/employer and/or their authorized representative placed to the file since the last request.
- No fee for a copy of the applicable file information if a new or additional authorized representative is appointed by a worker or employer.
- No fee for a copy of relevant claim file information related to a registered appeal to an employer or their authorized representative, or a new or additional representative.
- No fee for a copy of claim file information identified in Policy GP-01, Information protection, Access and Disclosure to an employer or their authorized representative.
- Fee for information previously released to a worker/employer and/or authorized representative - administrative fee of \$25.00 + \$0.25 per page.
- Fee for a copy of file information to all third party requests - administrative fee of \$25.00 + \$0.25 per page.

Workplace Health and Safety Procedures

Occupational Health and Safety Certification Training Procedures

Effective May 9, 2018, the following procedures were approved to provide guidelines concerning the administration and monitoring of certification training in the province of Newfoundland and Labrador as outlined by Policy HS-03, Occupational Health and Safety Certification Training:

- 80.00, Training Provider Approval;
- 81.00, Trainer Approval;
- 82.00, Certification Training Audit;
- 83.00, Certification Training Investigation; and
- 84.00, Certification Training Appeals.

Procedure 85.00 Administration and Promotion of the Health and Safety Learning Series

Effective June 6, 2018, this new procedure was approved to provide guidelines for the administration of WorkplaceNL's Health and Safety Learning Series program including the approval and delivery of workshops and webinars related to injury prevention and return to work. The procedure also outlines the roles and responsibilities for the marketing and promotion of health and safety educational events and materials.