

## Policy Office Mandate Statement

[Section 5 of the Workplace Health, Safety and Compensation Act \(the Act\)](#) gives the Board of Directors the mandate to establish policies and programs consistent with the Act and regulations in relation to benefits, services, and funding. Policies ensure the intent of the Act and regulations is being applied to ensure injured workers receive the best care possible and benefits to which they are entitled, recover from their injuries and return to work in an early and safe manner. In addition, policies ensure adequate funding for services through sound financial management.

Policy establishes the fundamental framework for decision making under which the authority of the Act is applied. Board approved policies have the effect of law and are subject to scrutiny by the courts. Therefore, it is essential that the policy function of the organization supports the legislative authority and the rules of natural justice, responds to evolving issues both internally and externally, and directs fair and just decision making for staff and the public.

The mandate of WorkplaceNL's Policy Office is to support the Board of Directors in its policy responsibility through policy development and leading stakeholder engagement by:

- proactively identifying existing and emerging issues impacting WorkplaceNL's programs and services;
- researching and analyzing policy issues and proposing recommendations to the operating areas, Management Committee, and Board of Directors;
- following a policy framework that addresses policy identification, prioritization, stakeholder engagement guidelines, approval processes, communication protocols, and policy evaluation and review. View the [Policy Framework](#).
- leading the policy plan;
- drafting policy in collaboration with service or business departments;
- leading stakeholder engagement;
- developing policy submissions for consideration by WorkplaceNL's senior management team and the Board of Directors;
- preparing final policies approved by the Board of Directors for CEO signature for the policy manual and posting on the website;
- ensuring that policy initiatives support the strategic direction of the organization and provide a vehicle to achieve key performance indicators that may be facilitated by policy; and
- maintaining an archive of historical policies, including all policy revisions and edits.