

**WORKPLACE HEALTH, SAFETY AND COMPENSATION COMMISSION  
OF NEWFOUNDLAND AND LABRADOR**



**2013 PRIME Audit  
Small Employers**

**Firm Number:**  
**Firm Name:**  
**Audit Date:**  
**Health and Safety Advisor:**



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## **Executive Summary**

## **Health and Safety Recommendations**

## **Prime Result**

*NOTE: Meeting PRIME requirements do not ensure compliance with Provincial Occupational Health and Safety (OHS) legislation. Please refer to the Newfoundland and Labrador OHS Act and Regulations for additional legislative requirements.*

## **Worksites Visited:**

## Leadership and Administration

1. DOC Does the OH&S program contain a written OH&S and Return-to-Work policy statement? **Yes** **No**

### Prime Criteria:

- These policy statements may be separate or combined into a single policy.
- The statements must be signed and dated by the current highest ranking official in the business/organization and/or workplace which could include CEO, president, regional manager, or designate.
- Statements must be posted in a prominent place in hard copy or available electronically at all workplaces.
- The statements must be reviewed at least annually and updated, as required.
- Employers must ensure that all workers are informed of the policy and how it applies to their specific workplace.
- In addition to the above, the OH&S policy must:
  - include a statement of the employer's commitment to co-operate with the Occupational Health and Safety Committee, Worker Health and Safety Representative or Workplace Health and Safety Designate in the workplace.
  - outline the respective responsibilities of the employer, supervisors, Health and Safety Committee and/or Health and Safety Representative/ Designate, other employees as well as contractors (persons contracted by the employer or for the employer's benefit) in carrying out their collective responsibility for health and safety in the workplace.
- In addition to the above, the return-to-work statement must :
  - demonstrate the employer's commitment to return to work in accordance with the Commission's Policy RE-18: Hierarchy of Return to Work and Accommodation and section 89 of the Workplace Health Safety and Compensation Act.
  - reflect a re-employment obligation under section 89.1 of the Workplace Health Safety and Compensation Act (refer to Policy RE-05 "Re-employment Obligation") . This only applies to employers with a re-employment obligation.
  - include references to:
    - communicating with the worker during the return to work process
    - protection of confidential information
    - commitment to cooperation
    - outline the roles and responsibilities of the parties involved in return to work including, but not limited to: the employer, injured worker, health care provider(s), co-workers, the Commission and where appropriate, the union, return to work representatives etc..
  - For employers with greater than \$48,000 in assessments, the return-to-work statement must include:
    - a reference to joint consultation with workers in the development, monitoring, evaluation and revision of the return to work program.
    - be developed in joint and meaningful consultation with workers as defined in Criteria 5 of Policy PR-06 for provincially regulated employers and Policy PR-07 for federally regulated employers.

Advisor Comments:

## OH&S Committee/Worker Health and Safety Representative/Designate

2. DOC Does the business/organization have a functioning OH&S committee/WH&S representative/designate where appropriate? **Yes** **No**

Prime Criteria:

- The OH&S committee must meet to discuss health and safety issues at least once every three months during regular working hours.
- The minutes of the OH&S committee meetings must be forwarded to the Workplace Health, Safety and Compensation Commission.
- The OH&S committee must record and maintain its own meeting minutes and minutes of meetings must be posted in the workplace.

Advisor Comments:

3. DOC Have the OHS & committee members/WH&S representatives/designate completed certification training? **Yes** **No**

Prime Criteria:

- Worker Health and Safety Representatives, Workplace Health and Safety Designates and/or Occupational Health and Safety Committee members must receive the Occupational Health and Safety Certification training set out by the Commission
- Worker Health and Safety Representatives, Workplace Health and Safety Designates and/or Occupational Health and Safety Committee members shall hold a valid training certificate issued by the Commission by December 31<sup>st</sup> of the PRIME year.
- Training records (i.e. certificates and training numbers) must be available.

Advisor Comments:

## Return to Work

4. DOC Does the organization have an Injury Reporting System? **Yes** **No**

### Prime Criteria:

- Employer must provide a written process that is communicated to all workers which outline the steps to be taken in the event of a work injury. This process would include but not limited to:
  - A designated person(s) to whom an injury(ies) will be reported
  - Employer transport of the worker to appropriate medical care (as per section 87 of the Workplace Health, Safety and Compensation Act)
  - Submitting forms to the Commission
  - Injured worker return of the employer's copy of the Physician's Report of Injury or Chiropractor's Report of Injury
- Employer must demonstrate that the Commission forms are available either in paper copy or online access. These forms would include:
  - Form 6 – Worker's Report of Injury
  - Form - 7 Employer's Report of Injury
  - Early and Safe Return to Work Plan Form or an alternate form acceptable to the Commission
- Forms that are considered acceptable to the Commission must include the following:
  - Employee Name
  - Claim Number
  - Pre-Injury Position
  - RTW Schedule including dates, hours, hourly wage
  - Signed and dated by the employee and employer
- For large PRIME assessment employers the injury report system must be developed in joint and meaningful consultation with workers as defined in Criteria 5 of Policy PR-06 for provincially regulated employers and Policy PR-07 for federally regulated employers.

### Advisor Comments: