

**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:



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 100 of the Workplace Health, Safety and Compensation Act, 2022 (the Act).
 - reflect a re-employment obligation under section 101 of the 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 31st 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 health care (as per section 98 of the 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: