

PRIME Readiness

Are you ready for the PRIME Audit?

The following checklist summarizes the PRIME criteria and documentation required for an audit.

Determining employer size category:

Small Employer: At each worksite you employ less than 10 workers and you pay less than \$48,000 in average assessments.

Medium Employer: At one or more worksite(s) you employ 10 or more workers and you pay less than \$48,000 in average assessments.

Large Employer: At one or more worksite(s) you employ 10 or more workers and you pay \$48,000 or more in average assessments.

Practice Incentive 1 – Small, Medium and Large Employers

Occupational Health & Safety and Return-to-Work policy statements

The statements must be reviewed at least annually, posted in the workplace and include the responsibilities of the employer, supervisors, Health and Safety Committee or Worker Health and Safety Representative/ Designate.



Documentation required	Yes	No
OHS Policy statement, signed and dated for audit year		
RTW Policy statement, signed and dated for audit year		

Practice Incentive 2 – Small, Medium and Large Employers

OH&S Committee/Worker Health and Safety Representative/Designate established in the workplace.

Provincially Regulated:

- Where 20 or more workers are employed at a worksite, an OHS Committee shall be established.
- Where less than 20 workers are employed at a worksite, a worker representative not connected with management shall be established.
- Where a worker representative is not practical and less than 6 persons are employed at a worksite a worker designate may be established.

Federally Regulated:

- Where 20 or more workers are employed at a worksite, an OHS Committee shall be established.
- Where less than 20 workers are employed at a worksite, a worker representative shall be established.



The OHS committee must meet to discuss health and safety issues at least once every three months during regular working hours. For provincially regulated employers, the minutes of the OH&S committee meetings must be forwarded to WorkplaceNL on WorkplaceNL’s prescribed form or entered through **connect**.

The OH&S committee must record and maintain its own meeting minutes and minutes of meetings must be posted in the workplace.



Documentation required	Yes	No
OHS Committee meeting minutes, once every 3 months for provincial employers, nine times per year for federal employers		
Valid training certificate by December 31st of the PRIME year for OHS Committee members or WHS Representative/Designate		

Practice Incentive 3 – Small, Medium and Large Employers

Injury Reporting System

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 WorkplaceNL.
- Injured worker return of the employer’s copy of the Physician’s or Chiropractor’s Report of Injury.



Documentation required	Yes	No
Written Injury Reporting System		
Availability of WorkplaceNL injury reporting forms for employees		





Practice Incentive 4 – Medium and Large Employers

Foundation of an Occupational Health and Safety Program

For the purposes of PRIME, all provincially-regulated employers that have 10 or more workers and all federally-regulated employers that have 20 or more workers at one or more workplaces must have the foundation of an OH&S program in place.

Documentation required	Yes	No
Orientation checklist, completed for new or returning workers in the PRIME audit year		
Workplace Inspection procedures		
Workplace Inspection checklist, completed, minimum of 2 per year		
Incident Investigation procedures		
Incident Investigation reports, completed for incidents that occurred in the audit year		
Hazard Recognition, Evaluation and Control procedures		
Hazard Reporting and assessment forms, completed		
Valid Emergency First Aid training certificates for an adequate number of employees, as outlined in the First Aid Regulations		
Evacuation procedures		
Training Plan for Safe Work Practices and Procedures		
Safe Work Practices and Procedures for tasks where hazards have been identified in hazard assessment		
Process for the communication of OH&S issues in the workplace		

Practice Incentive 5 – Large Employers

Return-to-work Program

For the purposes of PRIME, all provincially and federally-regulated employers that have 20 or more workers at one or more workplaces and pay \$48,000 or more in average assessments must have a return-to-work program.

Documentation required	Yes	No
Planning: Written protocol that outlines the steps taken from the time of an injury to the completion of return to work for an injured worker		
Documentation: Policies and procedures showing the commitment of the employer in returning injured workers to work as early and safely as possible. This includes the: <ul style="list-style-type: none"> • organization’s commitment to early and safe return to work practices after an injury occurs. • guidelines for dealing with accommodation issues. • roles, responsibilities and accountabilities of the people involved in returning an injured worker back to work. 		
Joint and meaningful consultation: evidence that employers and workers consult in the development of the return-to-work program, and work together to resolve complex return-to-work issues		
Evaluation: The employer and workers review the RTW program annually, and make revisions when needed		
Communication: regular communication of the RTW program with workers		

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