# Managing Worksites on WorkplaceNL connect

In an effort to improve our online services and user experience, employers can manage their own worksites and provide enhanced information in WorkplaceNL connect. Employers now have timely access to update worksites, rather than wait for the Annual Employer Statement reporting period.

Employers can create new worksites, update address and employee information, as well as inactivate worksites as necessary. Employers can also more accurately indicate seasonal shutdown periods, which will automatically reactivate at the end of the period. These enhanced services will provide employers with another reason to be active users of connect.

Connect will help tie multiple worksites together in one central location. You will be able to view information regarding each worksite, such as current OHS issues and current and archived OHS meeting minutes. This means you can manage all your different worksites from one screen, saving time. Employers will no longer have to be calling each worksite asking if they had their OHS meeting and requesting their minutes be sent in. Connect allows you to instantly see which sites have submitted their OHS minutes and which sites are overdue for a meeting. This reduces phone calls and saves on administrative work as everything is done electronically.

During year-end and PRIME validation time, connect allows you to make sure all committees are active.

To access WorkplaceNL connect, visit <u>connect.workplacenl.ca</u>.

Sign in using your "Username" and "Password", then click "Login".



From the left-hand menu select the drop-down arrow next to "Worksite Information", then select "Manage Worksites". This will bring you to the Manage worksites page, to a list of worksites associated to your organization.

A Home	W/ 1 /	147 1 1	AU
A Messages (1)	Welcome t	o Workplac	eNL connect!
Account Management v		A Home	
Account Information v	Annual Employer State		
Billing Information	Annual Employer Ste	Messages (2)	
Worksite Information		Account Management	<ul> <li>ts include Payroll, Occupational Health and Safety and Contractor Statements.</li> </ul>
Clearance v	Paper forms are no longer a	Account Information	<ul> <li>pefore the reporting deadline to be considered for PRIME refunds and avoid a late reporting penalty.</li> </ul>
OH&S 🔻	Click on Annual Employer Statements	Billing Information	<ul> <li>this option, contact your employer administrator for access to the service.</li> </ul>
Employer Report of Injury V	2024 Employer Assess	Worksite Information	1 le online
ESRTW Plans 🔻		View Worksites	
Annual Employer Statements 🔹 🔻	Employers can now view their 2024 as		orts and Statistics".
Reports & Statistics v	Your Firm Administrator will automatic	Manage Worksites	add the "View Account Information" service for other users who need access to the Rate Letter.
Employer Account Changes 🔹	Click here for the latest News For Emp	Clearance	*
	New Oracle Supplier P	OH&S	*
	As part of its business modernization s	Employer Report of Injury	Oracle Cloud Financials solution and online Supplier Portal.
	All payment and invoicing options for	ESRTW Plans	<ul> <li>o our new Oracle Supplier Portal. All other connect services remain the same.</li> </ul>
	You can log in to our new Supplier Por	Annual Employer Statements	•
	For additional information and resource	Reports & Statistics	<ul> <li>valth Care Providers and Vendors resource page.</li> </ul>
	For additional information on any of or	Employer Account Changes	<ul> <li>709.778.1000 or email info@workplaceNL.ca</li> </ul>
	Online Payroll Estimate	e Update service	
	WorkplaceNL has a <b>connect</b> service for	or employers who need to revise this year's	Payroll Estimate. Click on Employer Account Changes in the menu to the left and then select "Update Payro

### Edit your worksite

To make changes to your current worksite, select the "Edit" function next to the worksite you wish to make changes too.

		connec	🛛 Help 🖉 Conte	ict Us Account •			
A Home	Manage worksites						
Messages	Add or edit worksites				₽ Edit active	worksites P View inactive	worksites 🛛 Add worksite
Account Management	Employer/Firm Number	Mailing Address	Compliance Issues	WorkplaceNL Worksite Number	OH&S Requirement	Committee Status	Inactivate Edit
Account Information		1 Nowhere Street 1 Nowhere Street					
Billing Information		St. John's, NL CAN HOH OHO					
Worksite Information							
View Worksites							
Manage Worksites							
Clearance							
OH&S •							
Employer Report of Injury							
ESRTW Plans							
Annual Employer Statements							
Reports & Statistics							
Employer Account Changes							

Connect users can manage the worksites to update the worksite address, contact information, seasonal status, the number of workers employed, etc.

Manage worksites									
Worksite information Worksite	Worksite OH&S security Committee Members								
Worksite information: DISTR	IBUTION SUPPORT CENTER								
General information									
Employer name									
Employer number	I contraction of the second								
WorkplaceNL worksite number	3								
Regulation type 🕧	Provincial								
Туре	OHS Change Type								
Worksite / committee status	Active Change Committee Status								
Mailing address information									
Employer site number/location									
Civic address									
Internal routing only (e.g. attention, suite #, etc)									
Mail or street address (not both)									
Rural route number (if applicable)									
City	ST. JOHN'S	Province	NEWFOUNDLAND & LABRADOR V						
Country	CANADA 🗸	Postal code							
Telephone		Fax							
Numbers of workers	100								
Contact information									
Contact name		Contact number							
Fax		Email							
			Save Cancel						

### **Change the Number of workers**

Updating the number of workers at the worksite, takes place here. If you are changing the number of workers and it effects your requirement to have an OHS committee, you must also change the "Type" section under general information.

If your worksite has 20 or more workers, your type should be displayed as OHS. If 19 or less workers, it must be WHS.

Manage worksites									
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Worksite information: DISTRI	BUTION SUPPORT CENTER								
General information									
Employer name									
Employer number	•								
WorkplaceNL worksite number	3								
Regulation type ()	Provincial								
Туре	OHS © Change Tries								
Worksite / committee status	Active Change Committee Status								
Mailing address information									
Employer site number/location	,								
Civic address		Туре	Chang	e Type 🗸	Cancel				
		Worksite / committee status	- Chang	е Туре —		ncel			
Internal routing only (e.g. attention, suite #, etc)		Mailing address information	WHS						
Mail or street address (not both)		Employer site number/location	OHS	[					
Rural route number (if applicable)		Civic address		1			1		
City	ST. JOHN'S								
Country	CANADA	<b>*</b>		Postal code			-		
Telephone				Fax					
Numbers of workers	100								
Contact information									
Contact name				Contact number					
Fax				Emai					

Save

#### **Delete a worksite**

To remove a worksite, select "Inactivate" next to the worksite you wish to delete. A prompt box will appear asking "Are you sure you wish to make this worksite inactive?" Select "OK" and the worksite will disappear. The user will continue to have the ability to view these worksites under "view inactive worksites".

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A Home		Manage worksites						
Messages (2)		Add or edit worksites					P Edit active worksiter P View ina	ctive worksites 2 Add worksite
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Account Information	٠	ABC Company	ABC Company 1 Nowberg Street	No	11	Committee	New Committee	Inactivate Edit
Billing Information	٠		1 Nowhere Street St. John's, NI					
Worksite Information			CAN HOH OHO					
View Worksites								
Manage Worksites								
Clearance	٠							
OH&S	٠							
Employer Report of Injury	•							

## Add a worksite

To add a new worksite, select "Add worksite".

WorkplaceNL Support				connec	:t		🛛 Help 🖉 Contai	:tUs Acco	unt •
A Home		Manage worksites							
X Messages		Add or edit worksites				P Edit active v	worksites 👂 View inactive v	worksite Add	worksite
Account Management	•	Employer/Firm Number	Mailing Address	Compliance Issues	WorkplaceNL Worksite Number	OH&S Requirement	Committee Status		
Account Information	•	ABC Company	ABC Company 1 Nowhere Street 1 Nowhere Street	No	8	Committee	Active	Inactivate	Edit
Billing Information	•		CAN HOH OHO						
Worksite Information									
View Worksites									
Manage Worksites									
Clearance	•								
OH&S	•								
Employer Report of Injury	•								
ESRTW Plans	•								
Annual Employer Statements									
Reports & Statistics	•								
Employer Account Changes									

You will be asked if you are provincially or federally regulated. Most employers are provincial, however if you are unsure you can check with the company's owner/operator.

#### Managing Worksites

Enter the number of workers at your worksite, and then click "Continue".

WorkplaceNL Support		connect	• Help	Contact Us	Account •
A Home	Manage worksites				
A Messages (2)					
Account Management	Worksite information			O R	eturn to worksites list
Account Information	worksite information				
Billing Information	Prior to setting up a new worksite WorkplaceNL requires the	following information:			
Worksite Information	Regulation type ():	Provincial			
View Worksites		Federal     Original Distributions Research			
Manage Worksites	Number of employees:				
Clearance	Committee Requested?:				
OH&S	•				Cuting .
Employer Report of Injury	•				Continue
ESRTW Plans	•				
Annual Employer Statements	•				
Reports & Statistics	•				
Employer Account Changes	•				

Your employer name and WorkplaceNL firm number will be displayed automatically under "General Information". Enter the full mailing address and contact information. Once completed in its entirety, click on the "Save button below and your worksite will be created and added to your worksite list.

				connect		6	Help	Contact Us	Account -
A Home	Manage worksites								
Messages (1)									
Account Management 🔻	Worksite information							G R	eturn to worksites list
Account Information <b>v</b>	Worksite information								
Billing Information <b>v</b>	Regulation type (): Pro	vincial							
Worksite Information	Number of employees: 20								
View Worksites	Commuee: Tes								G Start over
Manage Worksites	General information								
Clearance	Employer name	ABC COMPANY							
Clearance	Employer number	1234567							
OH&S T	Mailing address information								
Employer Report of Injury	Employer site number/location	ABC Company	]						
ESRTW Plans 🔻	Civic address	1 Nowhere Street	]						
Annual Employer Statements v									
Reports & Statistics 🔻	Internal routing only (e.g. attention, suite #, etc)		]						
Employer Account Changes 🔻	Mail or street address (not both)	1 Nowhere Street	]						
	Rural route number (if applicable)		]						
	City	St. John's		Province	NEWFOUNDLAND & LABRA	ADOR 🗸			
	Country	CANADA 🗸		Postal code	HOH OHO	]			
	Telephone			Fax		]			
	Numbers of workers	20		^					
	Contact information								
	Contact name			Contact number		]			
	Fax			Email		]			
								Save	Cancel

### **Seasonal worksites**

If you are a seasonally operated employer, you may enter your seasonal status here. Select "Change Committee Status", then select the drop-down arrow under the "Worksite/Committee Status" and select "Seasonal". Enter the seasonal shut-down date and the expected start-up date. The worksite will reactivate on that date. If left blank, the reactivation date will be for six (6) months from the shut-down date.

Manage worksites									
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Worksite information Worksite	e OH&S security Committee Members								
Worksite information: DISTRI	IBUTION SUPPORT CENTER								
General information									
Employer name									
Employer number	·								
WorkplaceNL worksite number	3								
Regulation type (7)	Provincial								
Туре	OHS Change Type								
Worksite / committee status	Active Change Committee Status								
Mailing address information									
Employer site number/location									
Civic address		Worksite / committee status 🤇	Seasonal 🕥 🖳	ancel					
	-		Seasonal shutdown start date				(vvvv mm dd)		
Internal routing only							(1111-1-1-0-0)		
Mail or street address (not both)			Seasonal shutdown end date				(yyyy mm dd)		
Rural route number (if applicable)									
City	ST. JOHN'S			Province	1	NEWFO	UNDLAND & LABR	ADOR V	
Country	CANADA	¥		Postal code					
Telephone				Fax	- r			7	
Numbers of workers	100			1				2	
Contact information	,								
Contact name				Contact number				]	
Fax				Email				]	
	-			-				Save	Cancel