Welcome to WorkplaceNL **connect**!

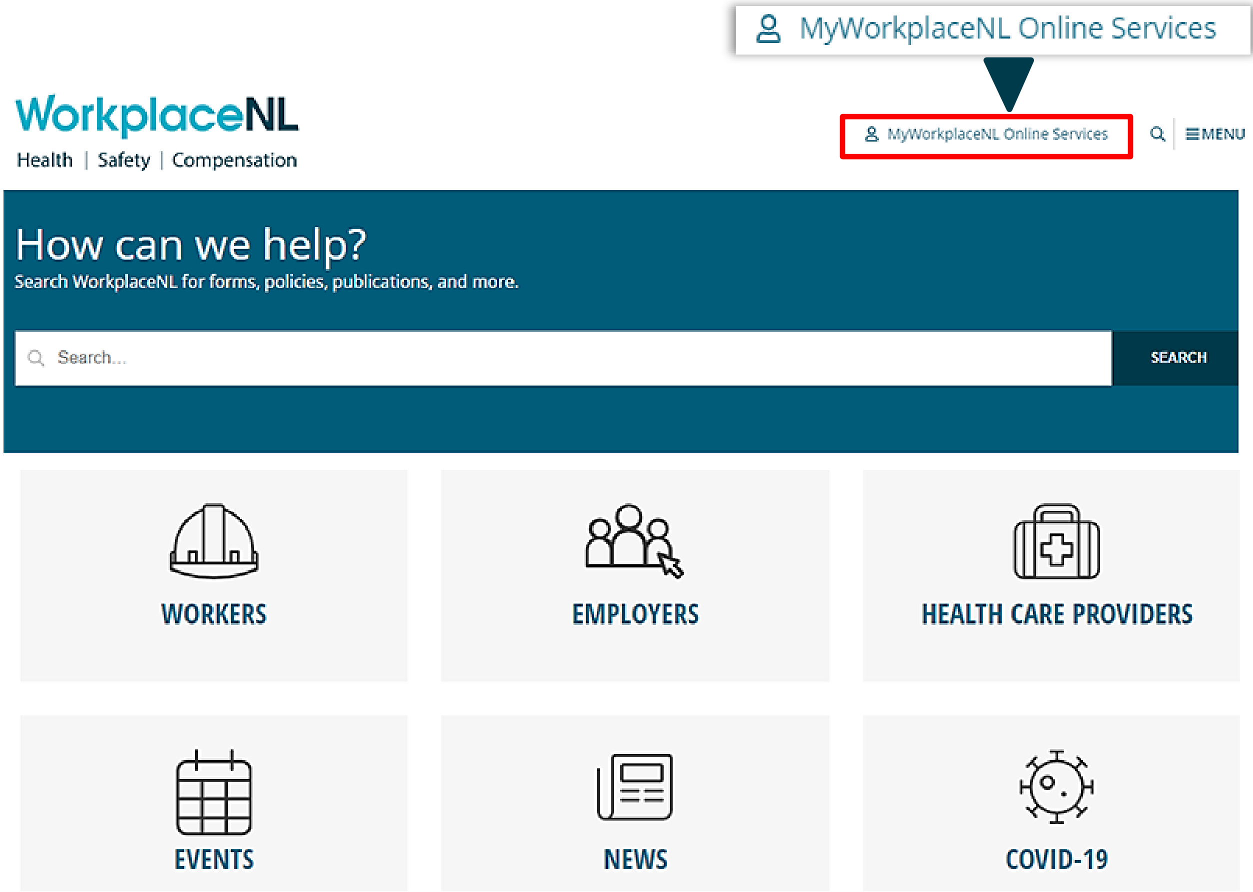
Connect User Management

User Guide for OHS Minute Reporting

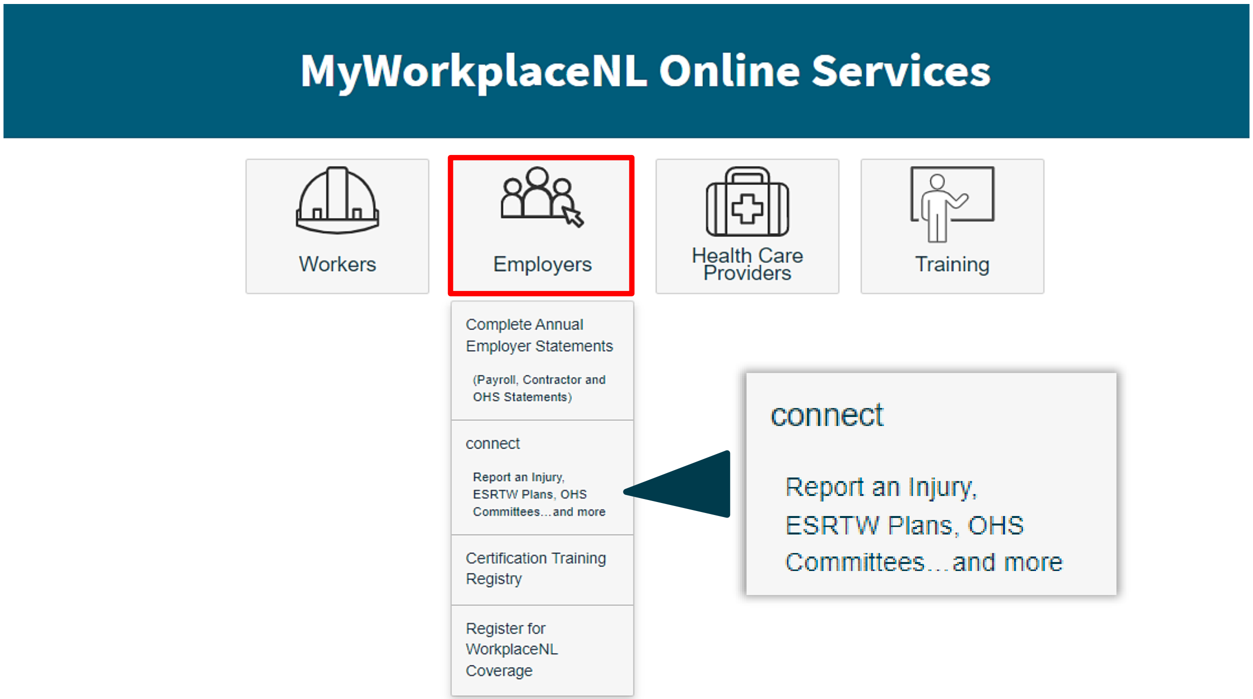
Contents

1. How to Login

To access the connect page, visit www.workplacenl.ca and click “MyWorkplaceNL Online Services”.



Click “Employers” then select “connect”



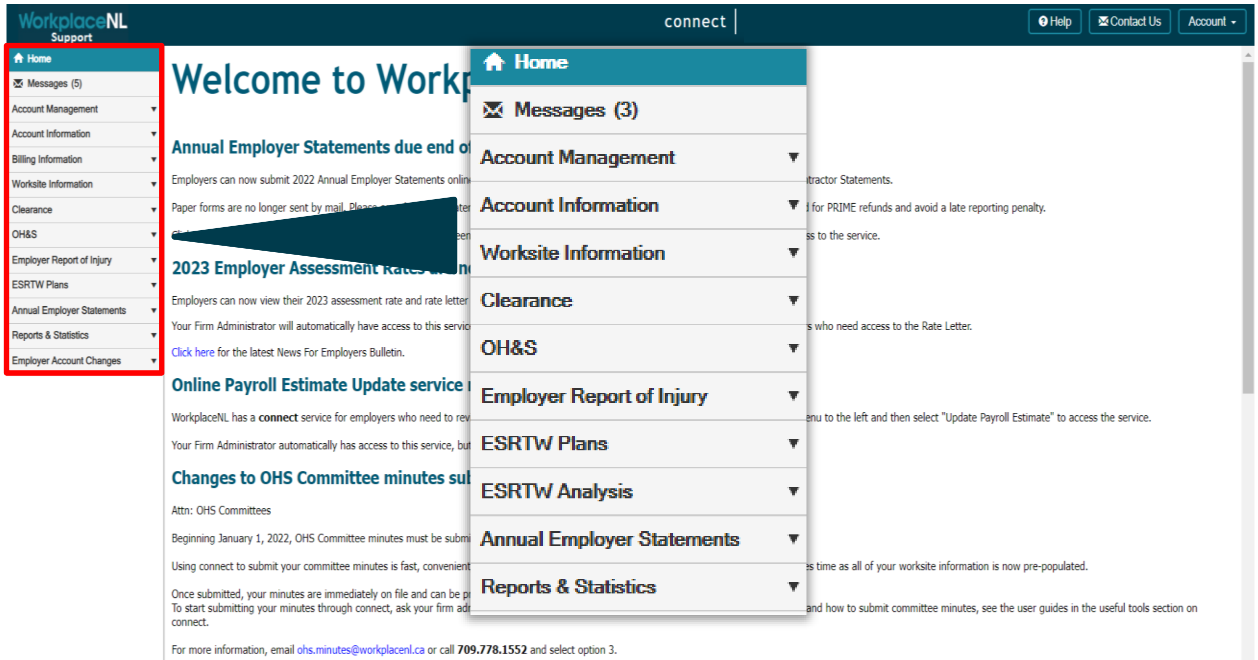
Enter your Username and Password, and then click “login”.

If you do not have a username, contact the Firm Administrator at your workplace to be set up on connect.

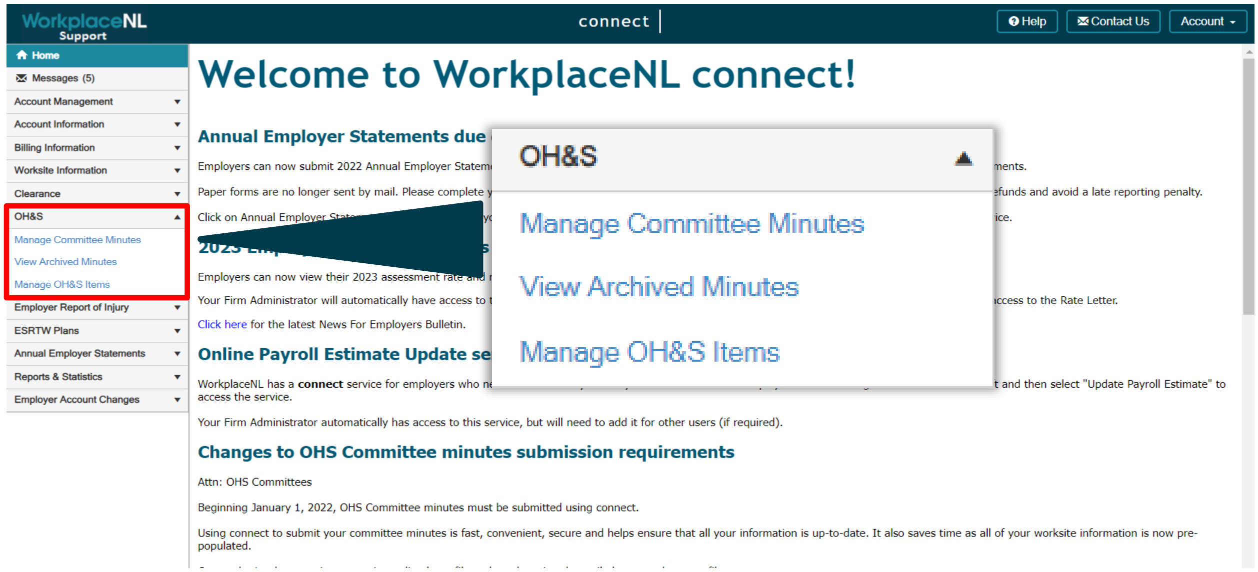
If you cannot remember your username or password, click on “Forgot your username?” or “Forgot your password?” and a link will be sent to your email address to prompt you to confirm your email address.

2. Do I Have Access?

Menu options will be displayed on the left-hand side. If you do not see “OH&S” as a menu option, you will need it assigned to your profile. If you do not have this option, check with your Firm Administrator.



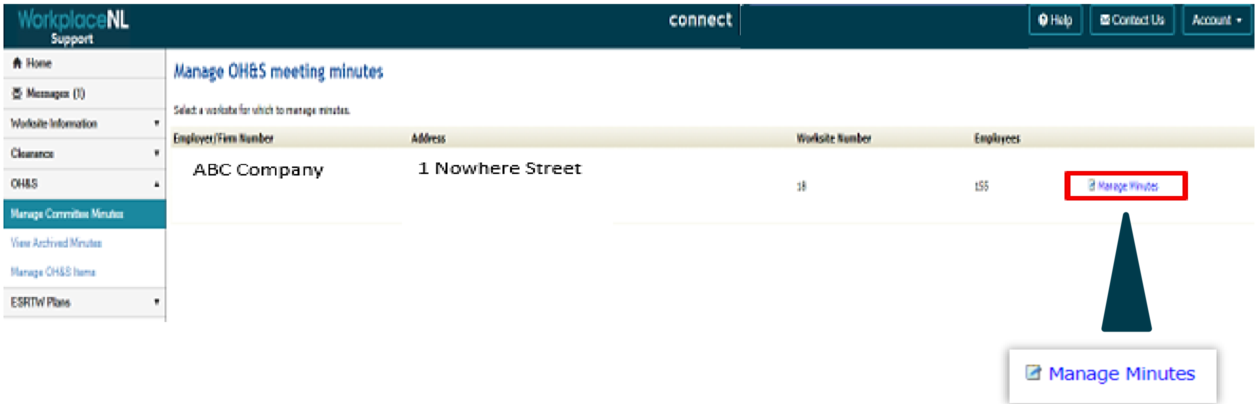
Under “OH&S”, click the drop-down arrow and then select “Manage Committee Minutes”. This option will only be visible to the user if they have the secretary permission assigned. If you do not have this option, check with your Firm Administrator.



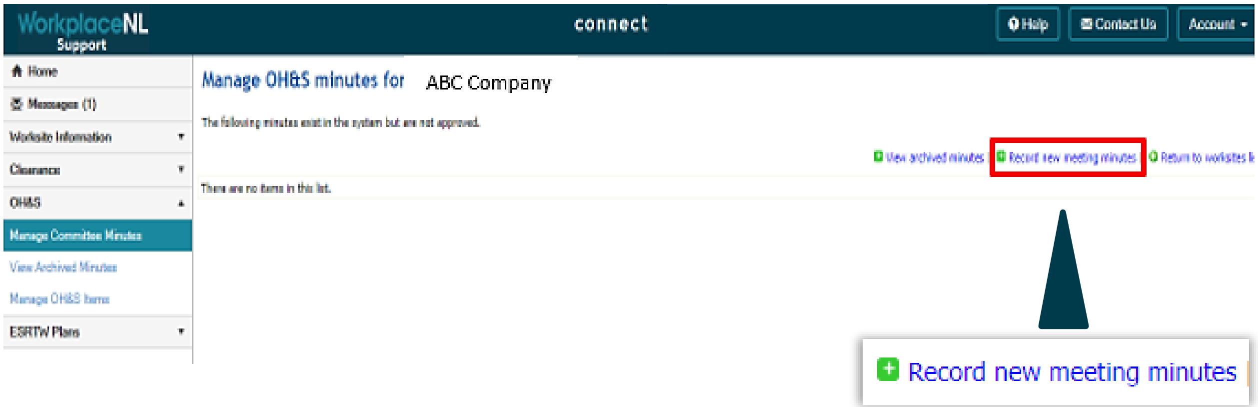
3. Where to Begin

The “Manage OH&S Meeting Minutes” section allows you to select the worksite for which you want to manage minutes. If you have multiple worksites, each site will be displayed on this screen.

Choose the correct worksite and select “Manage Minutes”.

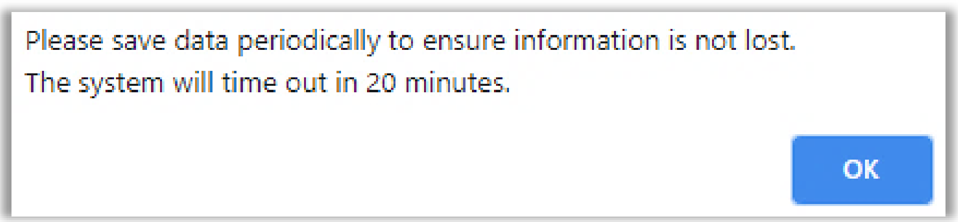


Once you have selected the worksite that you wish to manage minutes for, select “Record new meeting minutes”.



NOTE: You will not be able to record new meeting minutes if you currently have a set of minutes in progress. These minutes will have to be reviewed and submitted first before another set can be recorded.

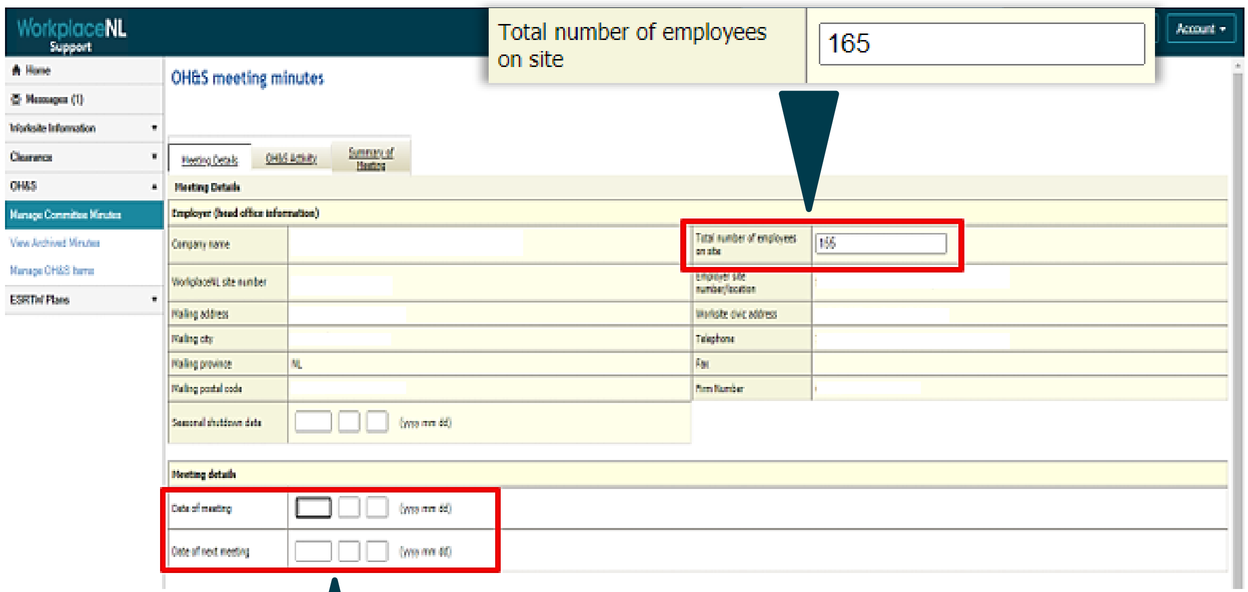
At the top of your screen, a pop-up box will appear to remind you that the system will time out in 20 minutes. Be sure to save your work periodically. Click “OK” to move on.



4. How to Enter Minutes - Meeting Details

Under the “Meeting details” tab, the employer information will be pre-populated, so it does not require to be entered each time you submit minutes.

Enter the total number of employees on the worksite.
Then, enter the date of the current meeting and the date of the next scheduled meeting.



Meeting details		
Date of meeting		(yyyy mm dd)
Date of next meeting		(yyyy mm dd)

NOTE: If you are an employer that operates seasonally, enter the seasonal shutdown date. Then, enter the expected start-up date. If left blank, the reactivation date will automatically be set for six months from the shutdown date.

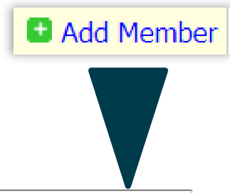
Seasonal shutdown start date		(yyyy mm dd)
Seasonal shutdown end date		(yyyy mm dd)

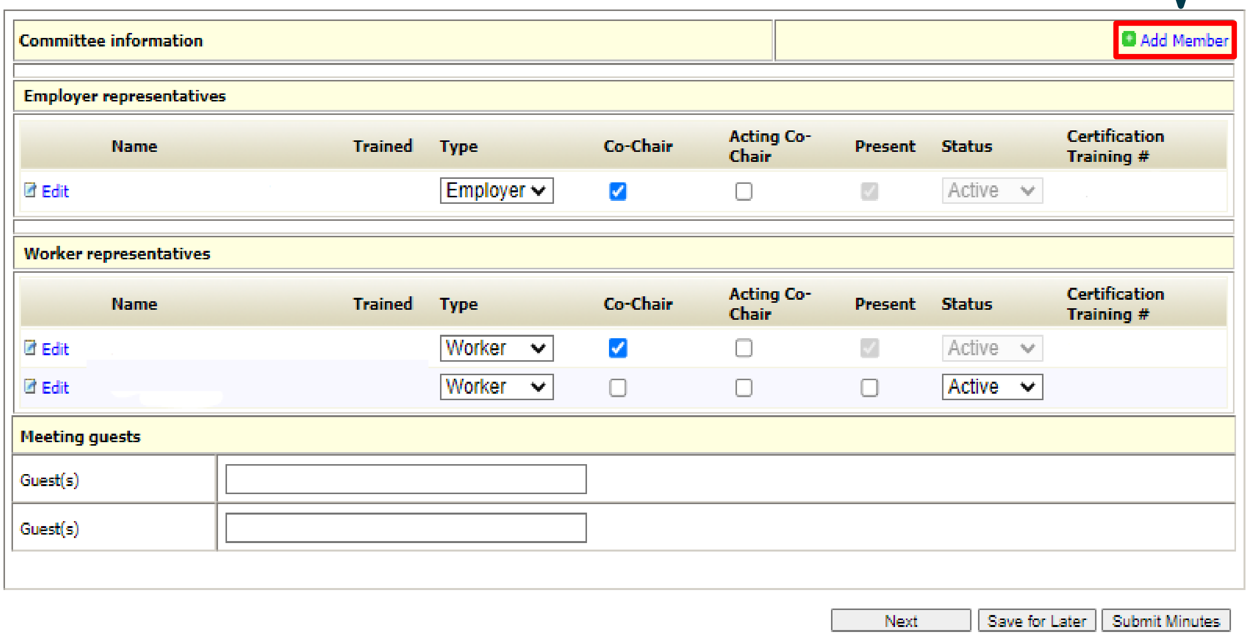
5. Committee Information - Selecting Members

Scroll down to the “Committee information” section to see a list of committee members. There will be an option to select whether they are an employer representative or worker representative.

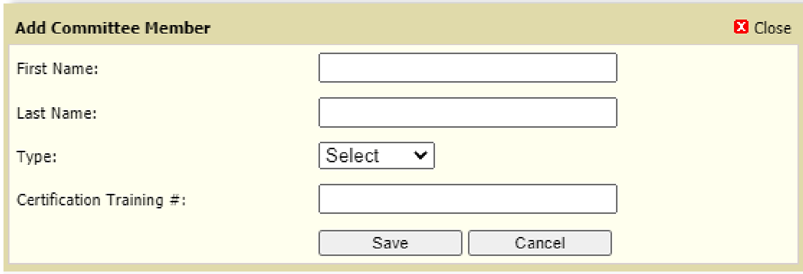
NOTE: If this is the first-time entering minutes via connect, you must add new members.

To add new members, select “Add Member”:



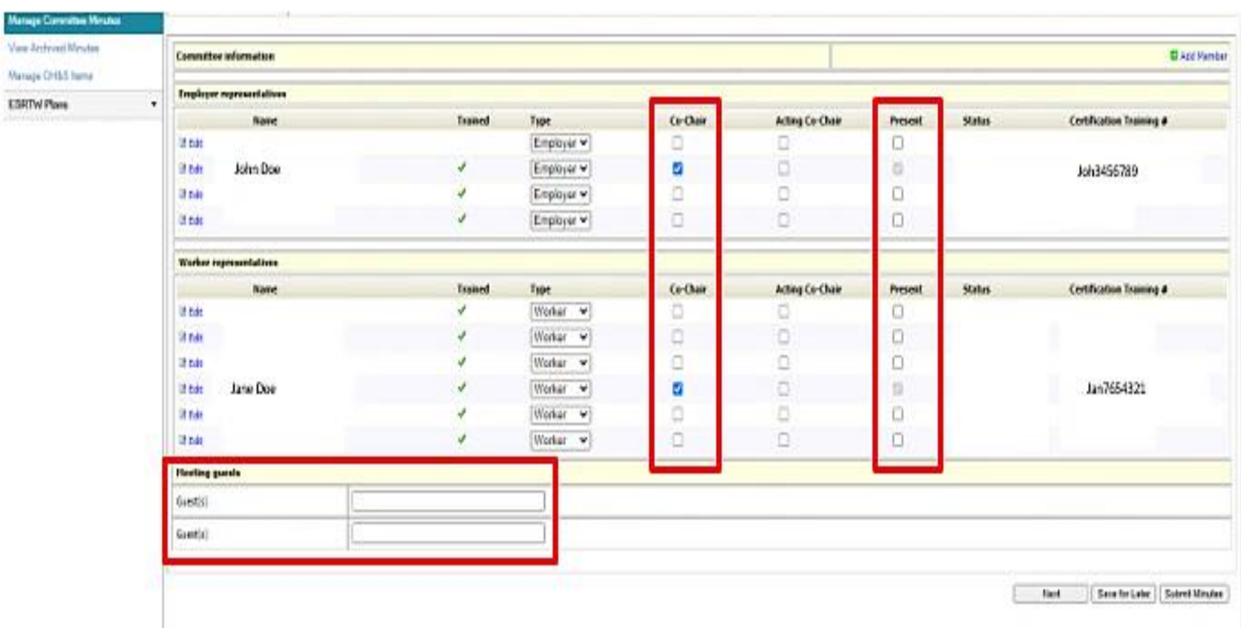


Add the member's name, then select the drop-down arrow to choose if they are an employer representative or a worker representative. If they were trained in the Committee, Representatives, or Designates Certification Training course, add their certification training number. Then click "save".

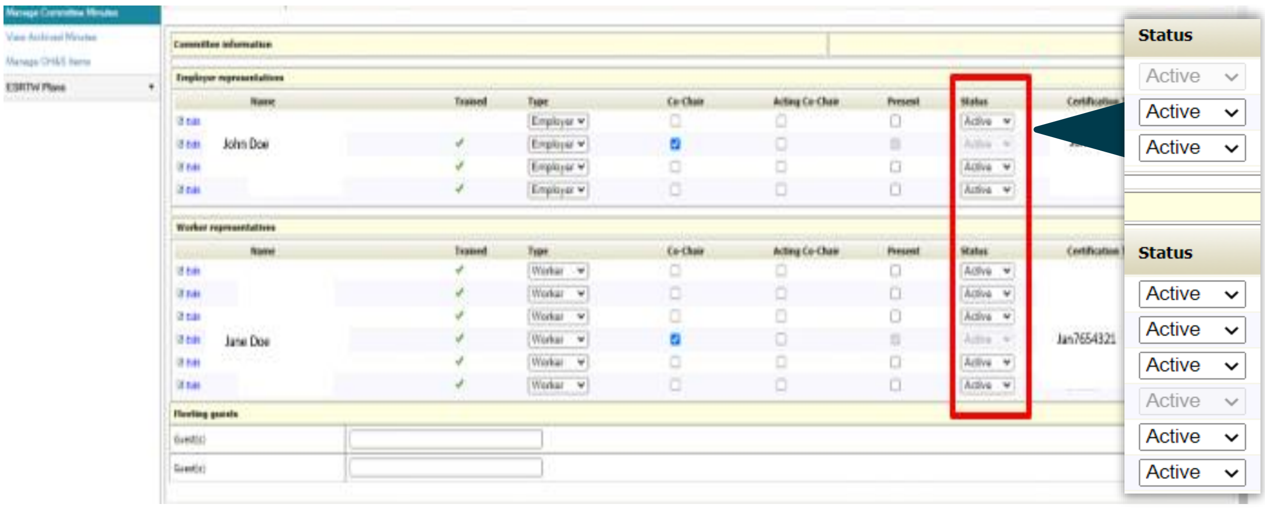


Once all members are listed in the Committee information, you **must** select the "Co-Chairs" first. Once a co-chair is selected, they will automatically be marked as "Present". Select the respective committee members that were in attendance for the meeting.

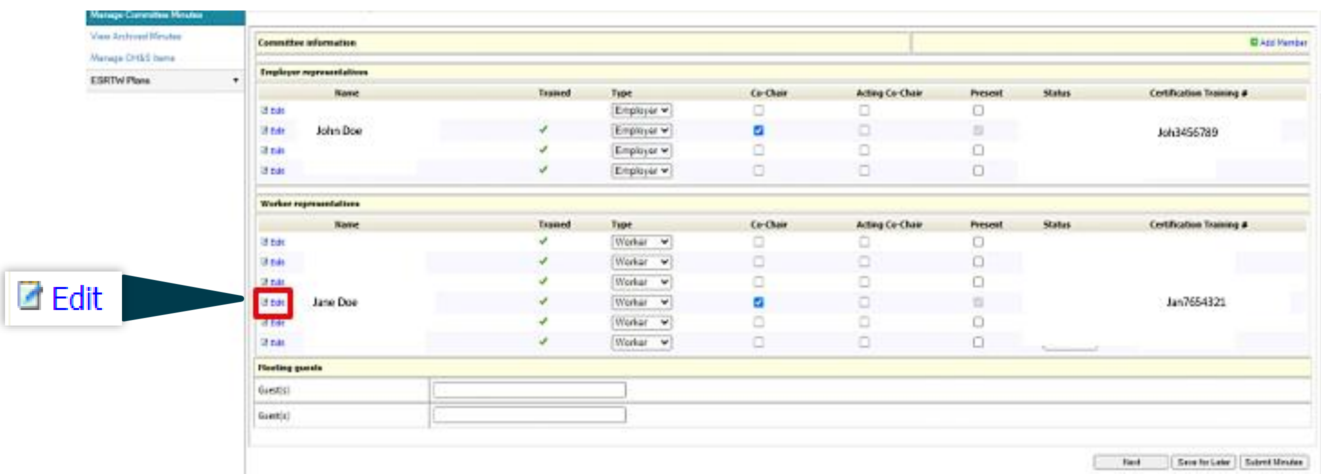
Select **only** the co-chairs and committee members that were present for the meeting and add applicable any guests. Guests are those attending committee meetings who are not regular committee members (i.e. OHS Committee Coordinator, OHS Officer, other staff, etc.).



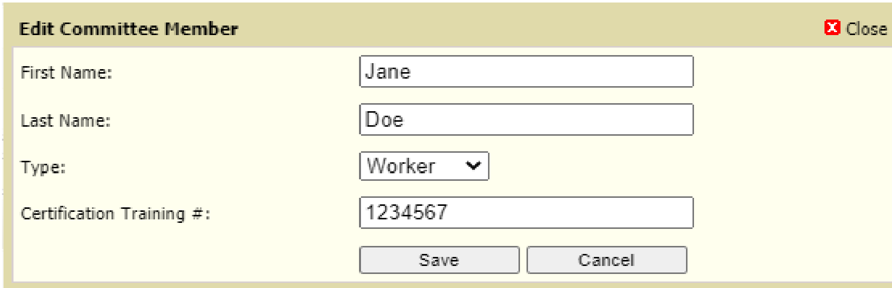
All current committee members should be listed as “Active”. If members are no longer on the committee, change their status from “Active” to “Inactive”. They may appear on your screen, but will not appear on your finalized PDF or printed minutes form once it has been submitted.



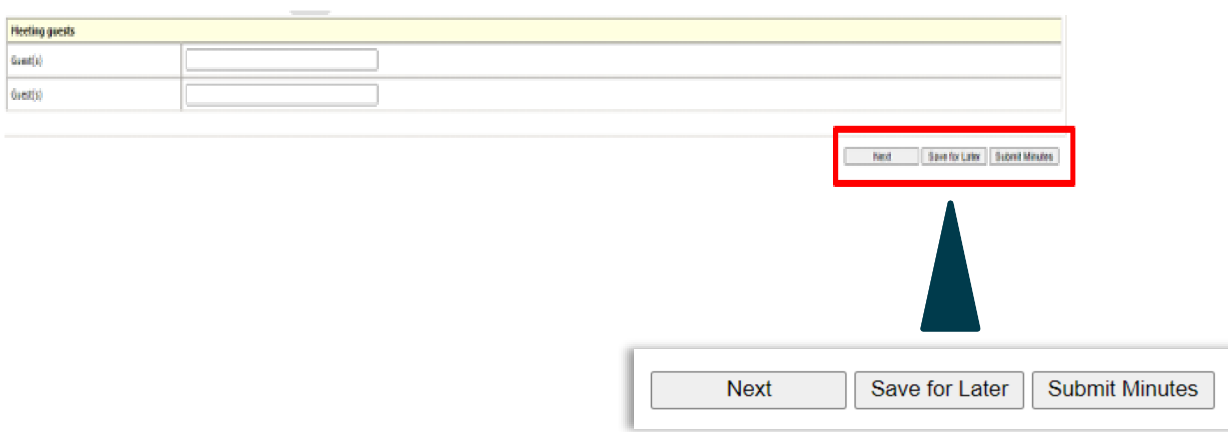
NOTE: If you need to update a member’s information (i.e. name change, certification number, change in representation), click “Edit” next to the representatives’ name to make your changes.



Update the information as needed and click “Save”.



Select “Next” to proceed to the “OH&S Activity” tab.



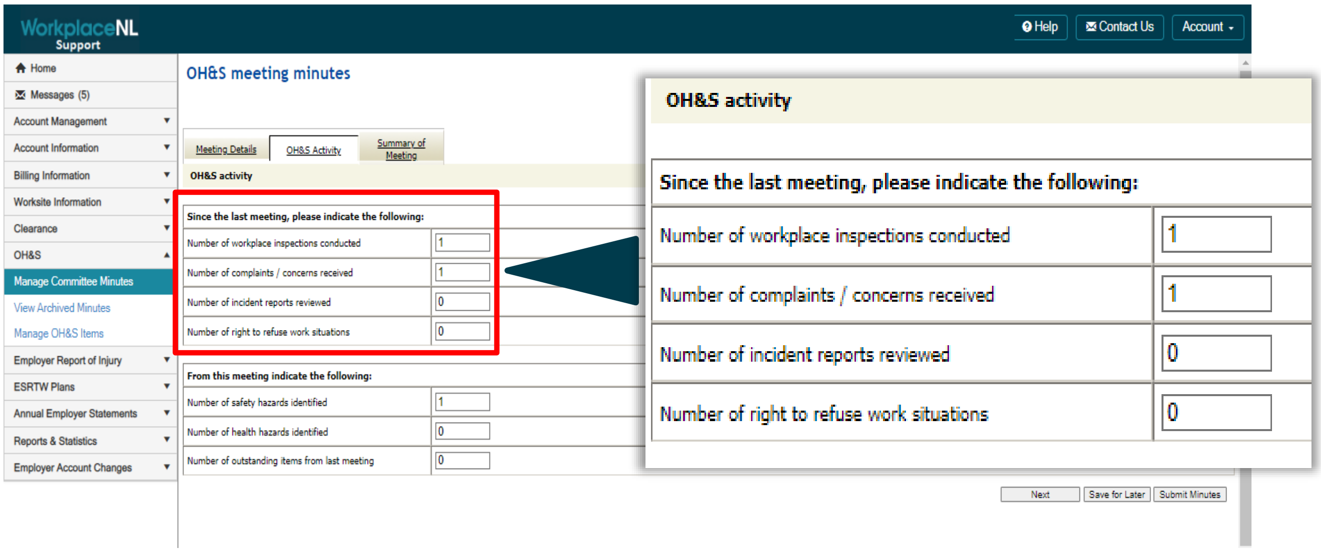
NOTE: If you wish to leave a page, **do not** use the back button as you may lose any saved work. You can move to different sections of the minutes form by selecting the tabs at the top of the page, or by clicking “Next” at the bottom.

At the bottom of each page you are given the option to “Save for Later” if you need to stop entering information for any reason.

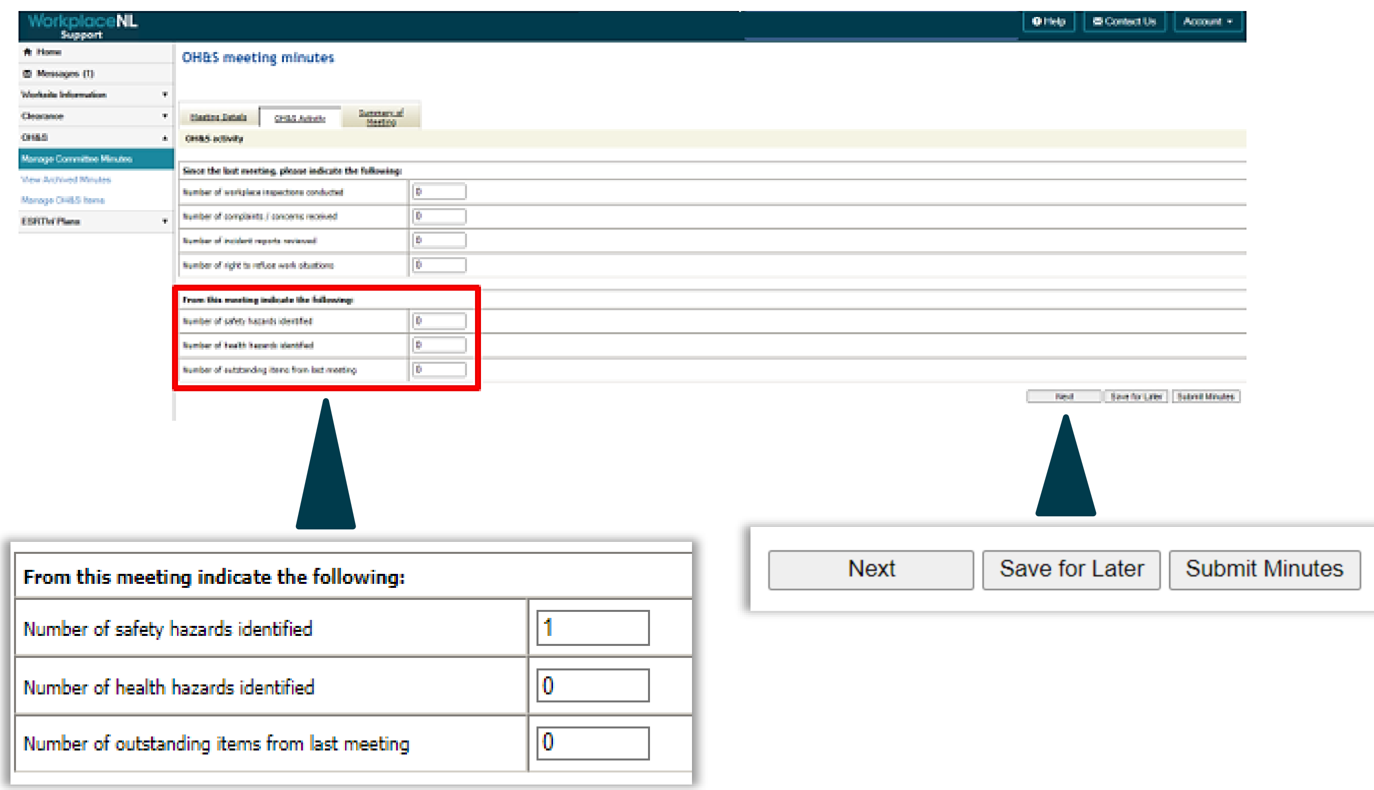
Only select “Submit Minutes” when your meeting minutes are finalized.

6. OH&S Activity

Under the “OH&S Activity” tab, indicate the number of the following items since the last meeting. If there are no OH&S activities to report, you must enter “0”.



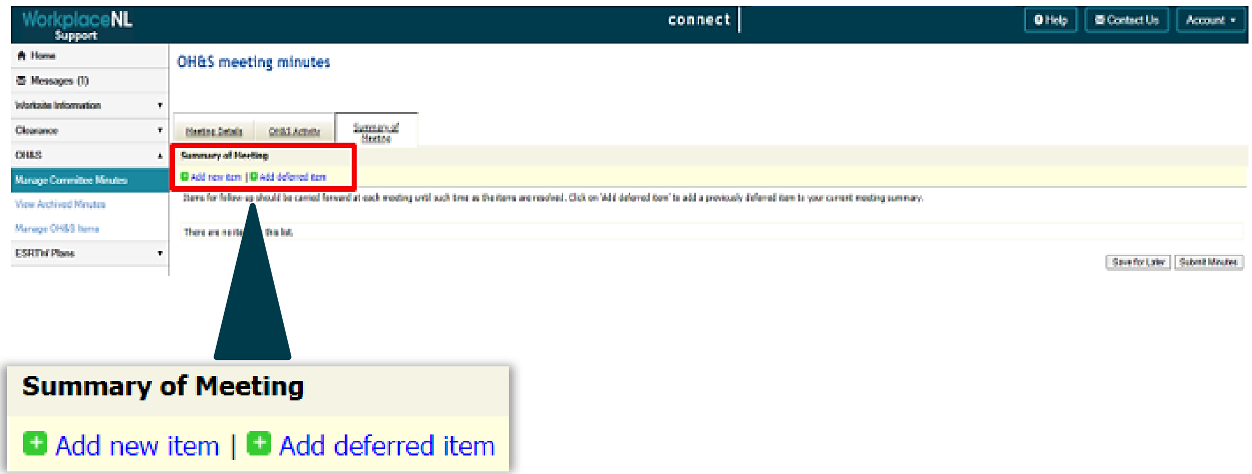
From this meeting, indicate the following number of hazards and then click “Next”.



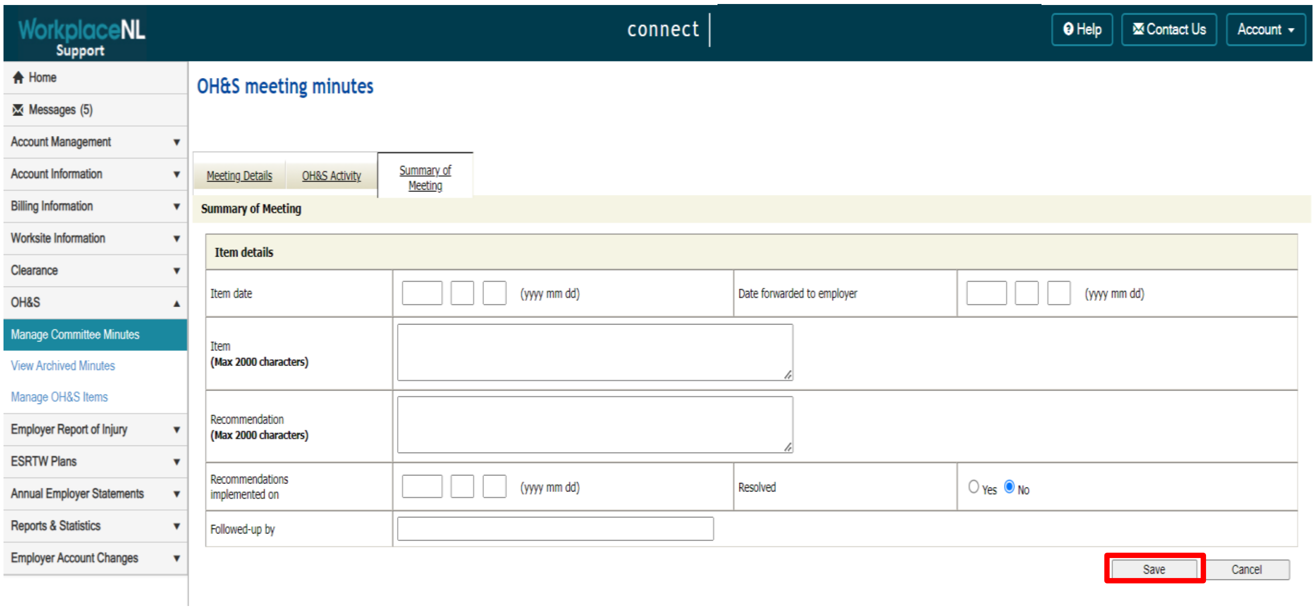
7. Summary of Meeting

If you identified any items for follow-up on the previous screen, record these items here before you proceed. You will provide a summary of these items in the next section “Summary of Meeting”.

Select “Add new item”.



This section is a summary of the items brought forward to the meeting. Enter the details and click “Save”. You will need to complete section for each item.



The following is a description of each of the “Item details”:

Item date: Record the date that the item or issue was first brought to the Committee, Representative, or Designate.

Date forwarded to employer: Record the date the item or issue was forwarded the employer.

Item: A description of the item or issue.

Recommendation: The solution suggested to correct the item or issue.

Recommendations implemented on: When the recommendation or solution was implemented.

Resolved: Has this item or issue been resolved? Yes or no? If “No” the item will be carried forward to the next meeting minutes.

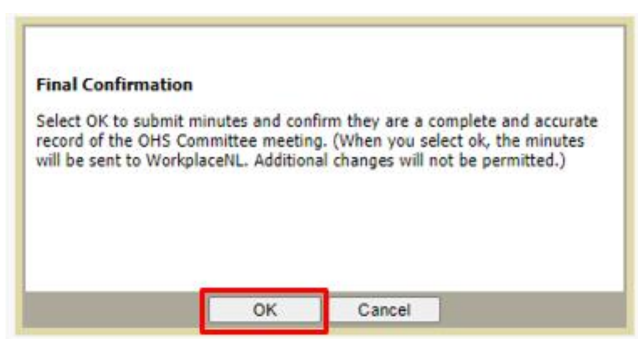
Followed-up by: Indicates the person responsible for follow-up for the action to be completed and addressed.

8. Submitting Minutes

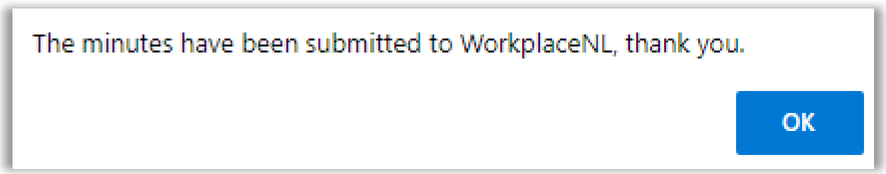
Once all items and details have been entered, you may “Save for Later” to review your minutes, or click “Submit Minutes” for completion.

If you choose to “Save for Later”, your OHS Committee minutes will be listed as “In Progress”. You can choose to delete them permanently, or click “Manage” to review or make any necessary changes.

If completed, and no further changes are needed, click on “Submit Minutes”.
You will receive a final confirmation notice. If you are not satisfied with your minutes, or if your minutes are incomplete, click “Cancel” and make your changes. If accurate and completed to satisfaction, click “OK”.

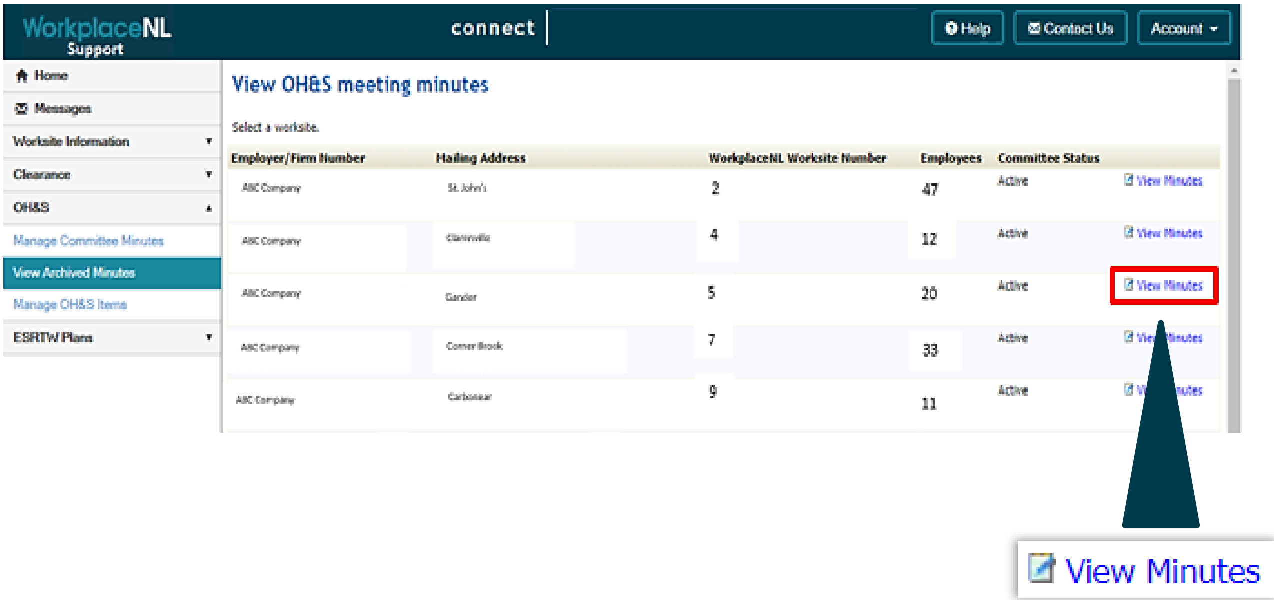


Your minutes will then be sent to WorkplaceNL and no additional changes can be made. You will get a confirmation message at the top of your screen stating "The minutes have been submitted to WorkplaceNL, thank you."

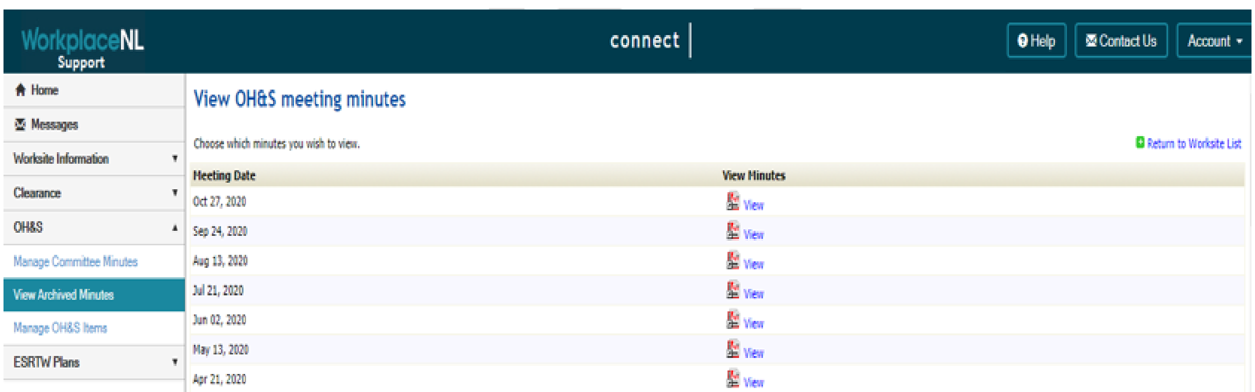


Once submitted, you can view the minutes as a PDF file under "OH&S" on the left-hand side of your screen and then selecting "View Archived Minutes". If you do not have this option check with your Firm Administrator.

Choose which worksite you wish to see the meeting minutes for, then select "View Minutes" on the right-hand side.



Choose the meeting date you wish to review and click "View". The minutes will open as a PDF Minute report form.



9. Troubleshooting

As the administrator, if you would like to create a new user to be responsible for entering OHS meeting minutes see instructions in the following document:

User guide – User Management Guide

https://info.workplacenl.ca/ConnectSplash/User%20management%20guide.pdf

TIP: When creating a new user, you will be prompted to assign them services. You must choose the "OH&S Committee Minutes" service.

Subscribe to WorkplaceNL's YouTube channel to avail of the How-To Videos.

How to Enter OHS Minutes on Connect

How to Create a User on Connect

How to Manage Worksites on Connect

If you need further assistance with entering your OHS Committee Minutes on connect, contact the OHS Committee Coordinator at 709.778.1347.