

Connect User Management User Guide for OHS Minute Reporting

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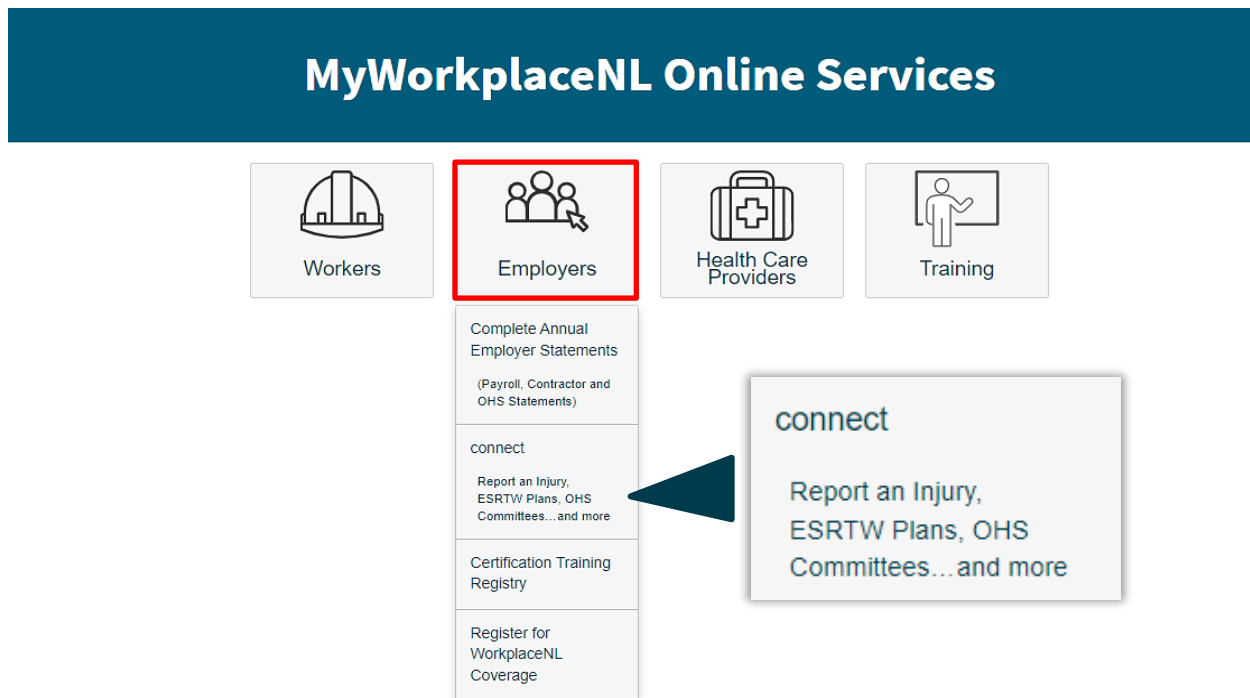
1. How to Login

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

The screenshot shows the MyWorkplaceNL Online Services website. At the top, there is a navigation bar with the text "MyWorkplaceNL Online Services" and a search icon. Below this, the WorkplaceNL logo is displayed with the tagline "Health | Safety | Compensation". A search bar is present with the text "How can we help?" and "Search WorkplaceNL for forms, policies, publications, and more." Below the search bar, there are six categories represented by icons and text: WORKERS (hard hat icon), EMPLOYERS (group of people icon), HEALTH CARE PROVIDERS (first aid kit icon), EVENTS (calendar icon), NEWS (document icon), and COVID-19 (virus icon).

To get answers to your questions call: 1.800.563.9000

Click “Employers” then select “connect”



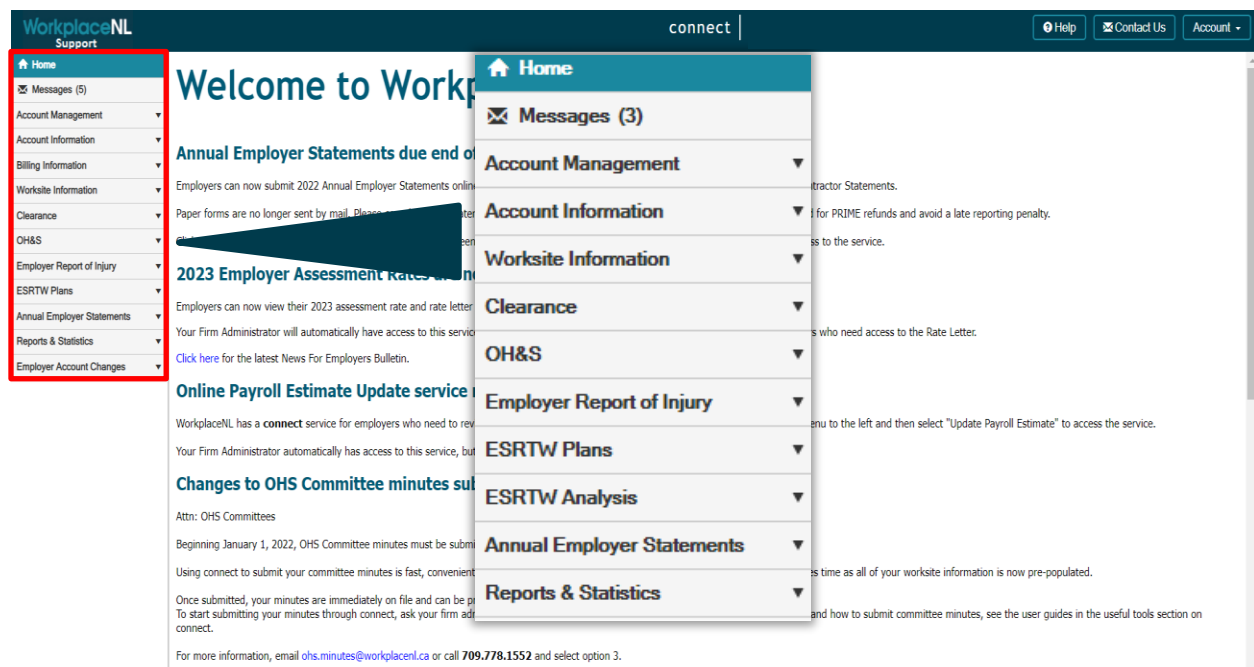
Enter your Username and Password, and then click “login”.

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

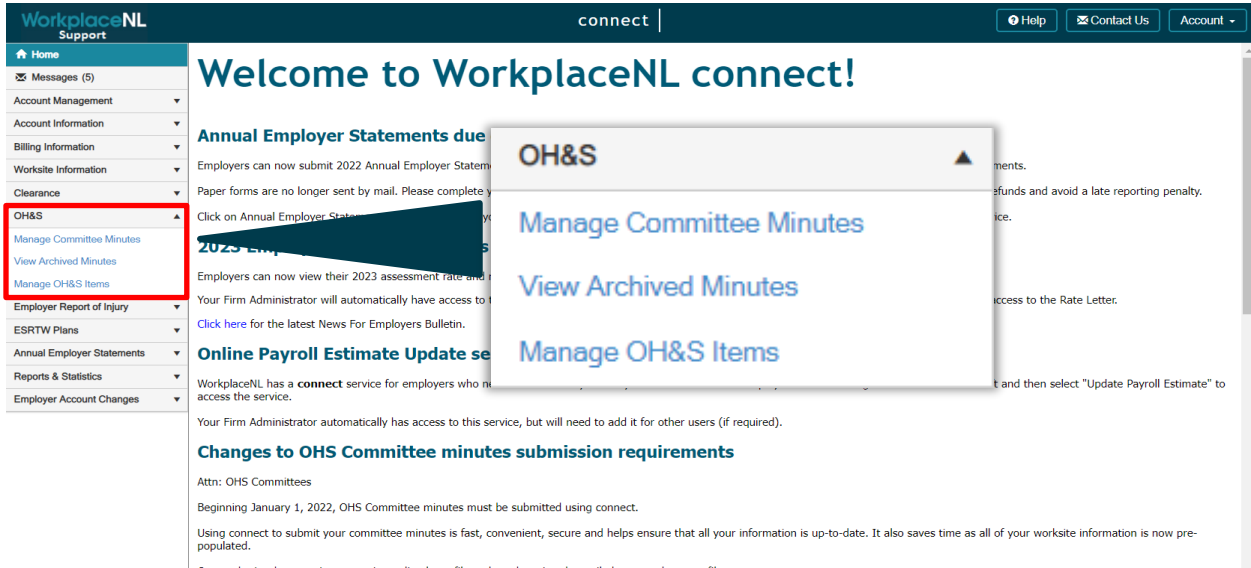
If you cannot remember your username or password, click on “Forgot your username?” or “Forgot your password?” and a link will be sent to your email address to prompt you to confirm your email address.

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.



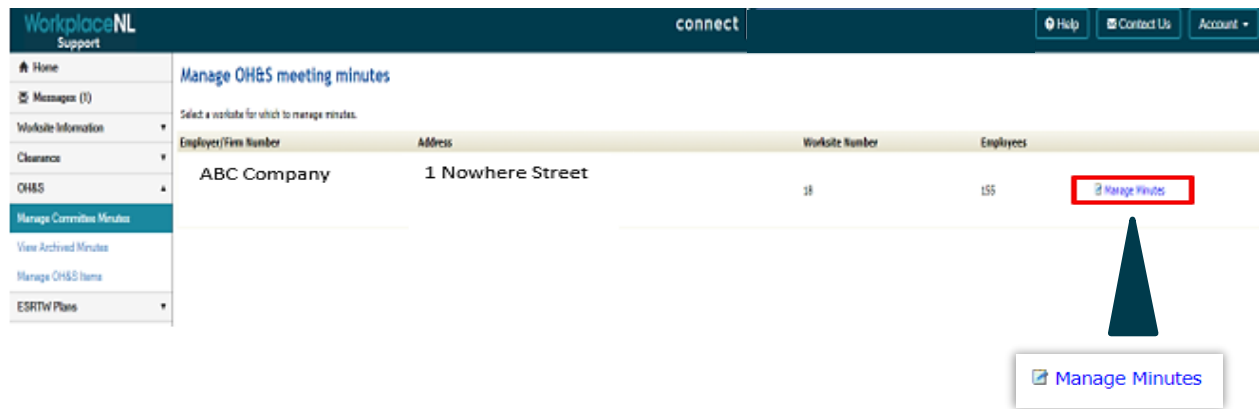
Under “OH&S”, click the drop-down arrow and then select “Manage Committee Minutes”. This option will only be visible to the user if they have the secretary permission assigned. If you do not have this option, check with your Firm Administrator.



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”.

The screenshot shows the WorkplaceNL interface for managing OH&S minutes. The top navigation bar includes 'WorkplaceNL Support', 'connect', 'Help', 'Contact Us', and 'Account'. The main content area is titled 'Manage OH&S minutes for ABC Company'. Below the title, there are three buttons: 'View archived minutes', 'Record new meeting minutes' (highlighted with a red box), and 'Return to worksites'. A callout box with a blue arrow points to the 'Record new meeting minutes' button, showing a larger view of the button with a green plus icon and the text '+ 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.

Please save data periodically to ensure information is not lost.
The system will time out in 20 minutes.

OK

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.

The screenshot shows the WorkplaceNL OHS meeting minutes form. The 'Meeting Details' tab is selected. A callout box points to the 'Total number of employees on site' field, which contains the value '165'. Another callout box points to the 'Date of meeting' and 'Date of next meeting' fields, which are date pickers.

Meeting details	
Date of meeting	<input type="text"/> <input type="text"/> <input type="text"/> (yyyy mm dd)
Date of next meeting	<input type="text"/> <input type="text"/> <input type="text"/> (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.

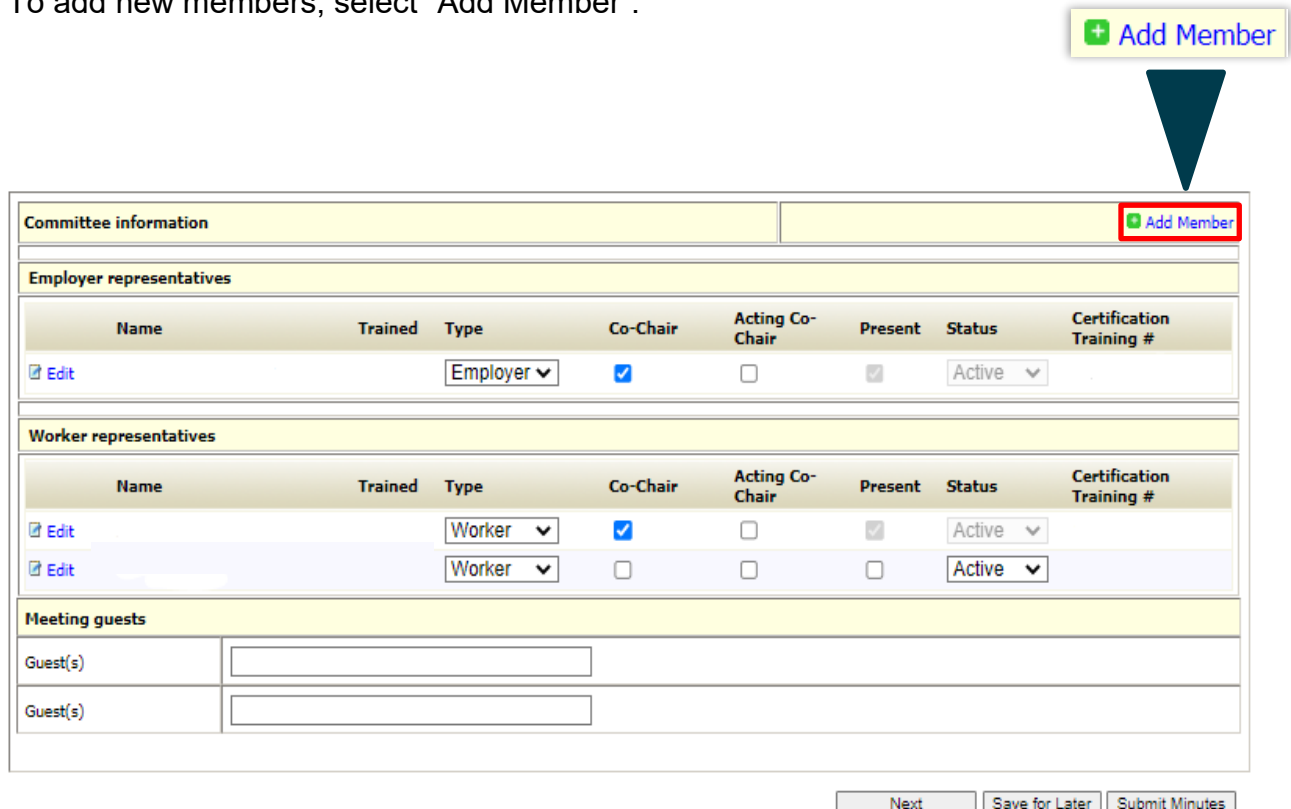
Seasonal shutdown start date	<input type="text"/> <input type="text"/> <input type="text"/> (yyyy mm dd)
Seasonal shutdown end date	<input type="text"/> <input type="text"/> <input type="text"/> (yyyy mm dd)

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”:



The screenshot shows a web form titled "Committee information". At the top right of the form is a green button with a plus sign and the text "Add Member", which is highlighted by a red box and a dark blue callout arrow. Below this is a section for "Employer representatives" with a table containing one row. The table has columns for Name, Trained, Type (dropdown menu set to "Employer"), Co-Chair (checkbox checked), Acting Co-Chair (checkbox unchecked), Present (checkbox checked), Status (dropdown menu set to "Active"), and Certification Training #. Below the employer section is a section for "Worker representatives" with a table containing two rows. The first row has Type set to "Worker", Co-Chair checked, Present checked, and Status set to "Active". The second row has Co-Chair unchecked, Present unchecked, and Status set to "Active". Below the worker section is a section for "Meeting guests" with two rows, each labeled "Guest(s)" and followed by an empty text input field. At the bottom right of the form are three buttons: "Next", "Save for Later", and "Submit Minutes".

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.).

Committee information								
Employer representatives								
Name	Trained	Type	Co-Chair	Acting Co-Chair	Present	Status	Certification Training #	
<input type="checkbox"/> edit		Employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> edit	✓	Employer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Job3456789	
<input type="checkbox"/> edit	✓	Employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> edit	✓	Employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Worker representatives								
Name	Trained	Type	Co-Chair	Acting Co-Chair	Present	Status	Certification Training #	
<input type="checkbox"/> edit	✓	Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> edit	✓	Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> edit	✓	Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> edit	✓	Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan7654321	
<input type="checkbox"/> edit	✓	Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> edit	✓	Worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Hiring guests								
Guest(s)	<input type="text"/>							
Guest(s)	<input type="text"/>							

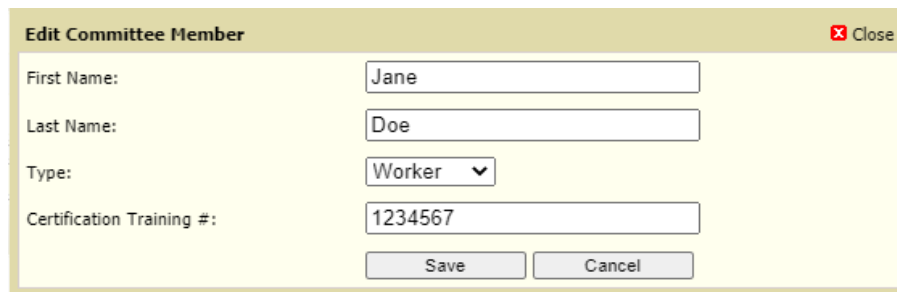
All current committee members should be listed as “Active”. If members are no longer on the committee, change their status from “Active” to “Inactive”. They may appear on your screen, but will not appear on your finalized PDF or printed minutes form once it has been submitted.

The screenshot shows the 'Manage Committee Minutes' interface. It features a table with columns for Name, Trained, Type, Co-Chair, Acting Co-Chair, Present, Status, and Certification. The table is divided into 'Employer representatives' and 'Worker representatives'. All members listed have their status set to 'Active'. A red box highlights the 'Status' dropdown menu for one member, and a blue arrow points to it from a larger 'Status' dropdown menu on the right side of the screen.

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.

The screenshot shows the 'Manage Committee Minutes' interface. It features a table with columns for Name, Trained, Type, Co-Chair, Acting Co-Chair, Present, Status, and Certification. The table is divided into 'Employer representatives' and 'Worker representatives'. All members listed have their status set to 'Active'. A red box highlights the 'Edit' button next to the name 'Jane Doe' in the 'Worker representatives' section. A blue arrow points to the 'Edit' button from a larger 'Edit' button on the left side of the screen.

Update the information as needed and click “Save”.

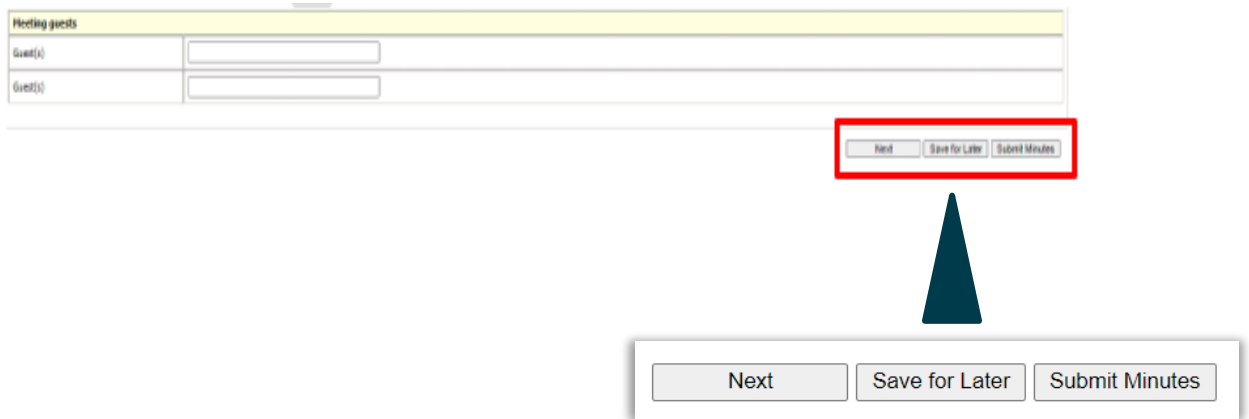


The screenshot shows a form titled "Edit Committee Member" with a "Close" button in the top right corner. The form contains the following fields:

- First Name: Jane
- Last Name: Doe
- Type: Worker (dropdown menu)
- Certification Training #: 1234567

At the bottom of the form are two buttons: "Save" and "Cancel".

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



The screenshot shows a section titled "Meeting guests" with two input fields for "Guest(s)". Below this section is a row of three buttons: "Next", "Save for Later", and "Submit Minutes". A red box highlights the "Next" button, and a dark blue arrow points from it to a larger, detailed view of the button row below. In this larger view, the "Next" button is highlighted with a light blue background.

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”.

OH&S activity

Since the last meeting, please indicate the following:

Number of workplace inspections conducted	1
Number of complaints / concerns received	1
Number of incident reports reviewed	0
Number of right to refuse work situations	0

From this meeting indicate the following:

Number of safety hazards identified	1
Number of health hazards identified	0
Number of outstanding items from last meeting	0

Next Save for Later Submit Minutes

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

OH&S activity

Since the last meeting, please indicate the following:

Number of workplace inspections conducted	0
Number of complaints / concerns received	0
Number of incident reports reviewed	0
Number of right to refuse work situations	0

From this meeting indicate the following:

Number of safety hazards identified	0
Number of health hazards identified	0
Number of outstanding items from last meeting	0

Next Save for Later Submit Minutes

From this meeting indicate the following:

Number of safety hazards identified	1
Number of health hazards identified	0
Number of outstanding items from last meeting	0

Next Save for Later Submit Minutes

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”.



The screenshot shows the WorkplaceNL interface for managing OHS meeting minutes. The 'Summary of Meeting' tab is highlighted with a red box. Below the tab, there are two buttons: 'Add new item' and 'Add deferred item'. A blue arrow points from the 'Add new item' button to a callout box below the screenshot.

Summary of Meeting

[+ Add new item](#) | [+ Add deferred 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 screenshot shows the WorkplaceNL Support portal interface. The main content area is titled "OH&S meeting minutes" and has three tabs: "Meeting Details", "OH&S Activity", and "Summary of Meeting". The "Summary of Meeting" tab is active, showing a form titled "Summary of Meeting". The form has a section "Item details" with the following fields:

- Item date:** A date picker showing () () () (yyyy mm dd).
- Date forwarded to employer:** A date picker showing () () () (yyyy mm dd).
- Item (Max 2000 characters):** A large text input field.
- Recommendation (Max 2000 characters):** A large text input field.
- Recommendations implemented on:** A date picker showing () () () (yyyy mm dd).
- Resolved:** Radio buttons for "Yes" and "No", with "No" selected.
- Followed-up by:** A text input field.

At the bottom right of the form, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

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

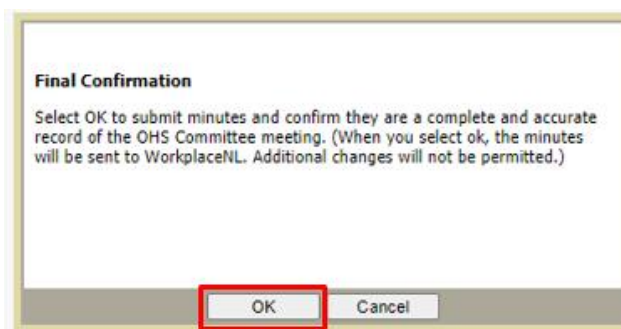
Once all items and details have been entered, you may “Save for Later” to review your minutes, or click “Submit Minutes” for completion.



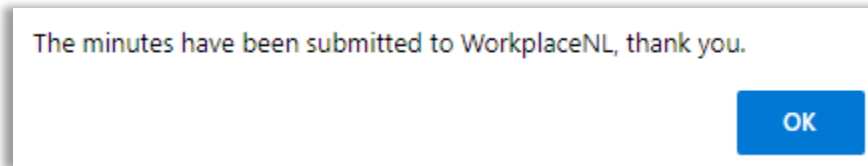
If you choose to “Save for Later”, your OHS Committee minutes will be listed as “In Progress”. You can choose to delete them permanently, or click “Manage” to review or make any necessary changes.



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”.

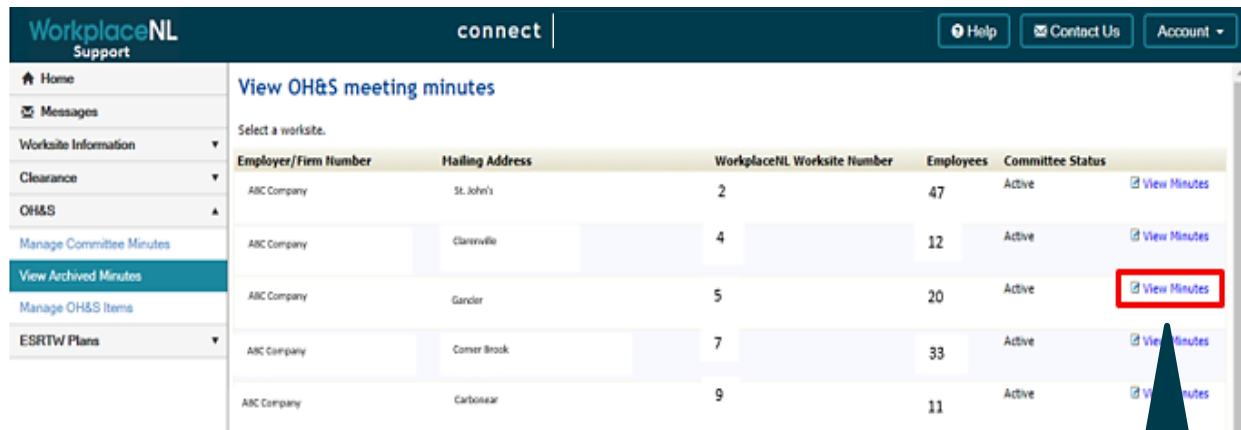


Your minutes will then be sent to WorkplaceNL and no additional changes can be made. You will get a confirmation message at the top of your screen stating “The minutes have been submitted to WorkplaceNL, thank you.”



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.



WorkplaceNL Support connect | Help Contact Us Account

Home Messages

Worksite Information Select a worksite.

Employer/Firm Number	Mailing Address	WorkplaceNL Worksite Number	Employees	Committee Status	
ABC Company	St. John's	2	47	Active	View Minutes
ABC Company	Clarksville	4	12	Active	View Minutes
ABC Company	Gardner	5	20	Active	View Minutes
ABC Company	Cover Brook	7	33	Active	View Minutes
ABC Company	Carbonair	9	11	Active	View Minutes

Manage Committee Minutes

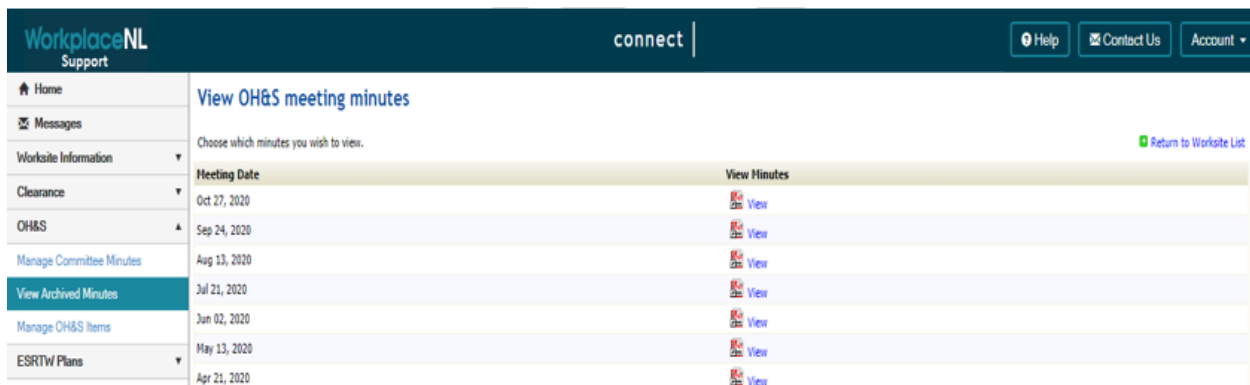
View Archived Minutes

Manage OH&S Items

ESRTW Plans

 View Minutes

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



WorkplaceNL Support connect | Help Contact Us Account

Home Messages

Worksite Information Choose which minutes you wish to view. [Return to Worksite List](#)

Meeting Date	View Minutes
Oct 27, 2020	View
Sep 24, 2020	View
Aug 13, 2020	View
Jul 21, 2020	View
Jun 02, 2020	View
May 13, 2020	View
Apr 21, 2020	View

Manage Committee Minutes

View Archived Minutes

Manage OH&S Items

ESRTW Plans

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.workplacnl.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.