



# COR-PRIME Checklist

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**Newfoundland and Labrador Construction Safety Association**  
Suite 2001, North Atlantic Building  
31 Pippy Place  
St. John's, NL A1B 3X2  
Canada

Tel: (709) 739-7000  
Toll Free: 1-888-681-SAFE(7233)  
Fax: (709) 739-7001  
[www.nlcsa.com](http://www.nlcsa.com)  
[info@nlcsa.com](mailto:info@nlcsa.com)

Construction Employers Checklist for COR-PRIME with less than 10 Workers		
PRIME Practice Year 1 Implement During 2005	PRIME Practice Year 2 Implement During 2006	PRIME Practice Year 3 Implement During 2007
<ul style="list-style-type: none"> <li><input type="checkbox"/> OH&amp;S Policy<sup>2</sup> (can be combined with RTW Policy);</li> <li><input type="checkbox"/> RTW Policy<sup>3</sup>(can be combined with OH&amp;S Policy);</li> <li><input type="checkbox"/> Worker Health and Safety Representatives, or Workplace Health and Safety Designates established and trained as of December 31, 2005<sup>4</sup> (See note 3 for Federal Requirements);</li> <li><input type="checkbox"/> Injury Reporting System<sup>6</sup>, and</li> <li><input type="checkbox"/> A valid <i>Letter of Good Standing</i> issued by the NLCSA<sup>1</sup>.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> PRIME Practice Year 1 requirements plus</li> <li><input type="checkbox"/> Orientation regarding OH&amp;S<sup>5</sup></li> <li><input type="checkbox"/> Workplace Inspections<sup>7</sup></li> <li><input type="checkbox"/> Accident/Incident Investigation<sup>8</sup></li> <li><input type="checkbox"/> Hazard recognition, evaluation and control<sup>9</sup></li> <li><input type="checkbox"/> Emergency preparedness<sup>10</sup></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> a valid <i>Certificate of Recognition</i> issued by the NLCSA<sup>1</sup></li> </ul>
<p>OR a valid <i>Certificate of Recognition</i> issued by the NLCSA<sup>1</sup></p>	<p>OR a valid <i>Certificate of Recognition</i> issued by the NLCSA<sup>1</sup></p>	

Construction Employers Checklist for COR-PRIME with 10 or More Workers		
PRIME Practice Year 1	PRIME Practice Year 2	PRIME Practice Year 3
<p><b>Implement During 2005</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OH&amp;S Policy<sup>2</sup> (can be combined with RTW Policy);</li> <li><input type="checkbox"/> RTW Policy<sup>2</sup> (can be combined with OH&amp;S Policy);</li> <li><input type="checkbox"/> Occupational Health and Safety Committee<sup>4</sup> or WH&amp;S Representative or WH&amp;S Designate – depending on number of workplaces (see note 3 for Federal Requirement);</li> <li><input type="checkbox"/> OHS Committee reporting as of December 31 and thereafter<sup>4</sup>;</li> <li><input type="checkbox"/> Basic Orientation re OH&amp;S and RTW (covering Practice Year 1 requirements)<sup>5</sup>;</li> <li><input type="checkbox"/> <b>Joint RTW consultation mechanism established<sup>11</sup></b>;</li> <li><input type="checkbox"/> Injury Reporting System<sup>6</sup>;</li> <li><input type="checkbox"/> <b>RTW Planning<sup>12</sup></b>;</li> <li><input type="checkbox"/> Workplace Inspections<sup>7</sup>;</li> <li><input type="checkbox"/> Accident / Incident Investigation<sup>8</sup>, and</li> <li><input type="checkbox"/> A valid <i>Letter of Good Standing</i> issued by the NLCSA<sup>1</sup>.</li> </ul> <p>OR a valid <i>Certificate of Recognition</i> issued by the NLCSA<sup>1</sup></p>	<p><b>Implement During 2006</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PRIME Practice Year 1 requirements plus;</li> <li><input type="checkbox"/> <b>RTW Program (developed in consultation with workers)<sup>13</sup></b>;</li> <li><input type="checkbox"/> Hazard recognition, evaluation and control<sup>9</sup>;</li> <li><input type="checkbox"/> Emergency preparedness<sup>10</sup>; and</li> <li><input type="checkbox"/> Orientation re OH&amp;S and RTW (covering Practice Year 2 requirements)<sup>5</sup></li> </ul> <p>OR a valid <i>Certificate of Recognition</i> issued by the NLCSA<sup>1</sup></p>	<p><b>Implement During 2007</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a valid <i>Certificate of Recognition</i> issued by the NLCSA<sup>1</sup> includes a return to work program, if required for large <b>PRIME</b> assessment employers.<sup>13</sup></li> </ul>

Note: Bolded Requirements are for large PRIME assessment employers. Large PRIME Assessment Employers pay at least \$54,000 (based on a three year average) in annual assessments to the Workplace Health, Safety and Compensation Commission.

**<sup>1</sup> Valid Letter of Good Standing issued by the NLCSA criteria**

- A NLCSA Letter of Good Standing (<http://www.nlcsa.com/downloads/letter.pdf>) is issued by the NLCSA to a company who has met all the requirements of the Certificate of Recognition (COR) Program relative to their Status (i.e. In the Process, Audit Pending or Certificate of Recognition). Each Letter of Good Standing issued by the NLCSA is granted for a specific period of time, includes an expiry date, and is signed by either the Chief Executive Officer or designate from within the NLCSA.
  - **In the Process** is a company that has completed the Certificate of Recognition Training and is in the process of developing their Health and Safety Program and conducting an Internal Review.
  - **Audit Pending** is a company that has had their Health and Safety Program reviewed by the NLCSA, has conducted an Internal Review, and has completed any recommendations from the NLCSA regarding their Program and/or Internal Review findings. The next step is for the company to participate in an External Review conducted by the NLCSA.
  - **Certificate of Recognition** is a company that has met all the requirements above and has participated in an External Review conducted by the NLCSA and met any and all requirements arising from the External Review.
- The **Certificate of Recognition (COR) Program** is a health and safety certification program for construction industry employers administered by the NLCSA. The program is designed to assist employers in the development and maintenance of a company-wide health and safety management program. Firms receive accreditation upon completion of COR training, development and implementation of a company-wide safety program, and a combination of internal and external reviews. The **Certificate of Recognition** (<http://www.nlcsa.com/downloads/corcert.pdf>) is the document issued to the company and signed by the NLCSA CEO (and signed by representatives from the Commission and the OHS Branch of the Government of Newfoundland and Labrador) when the company completes the full COR Program.

**<sup>2</sup> OH&S Policy criteria:**

- The statement 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, owner, etc.
- The statement must:
  - include a statement of the employer's commitment to co-operate with the Health and Safety Committee, 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.
  - be posted in the workplace in hard copy and/or available electronically.
- The policy(ies) must be reviewed at least annually and updated, as required
- Employers must ensure that all workers are informed of the policy(ies) and the application to their specific workplace(s)

**3 Return-To-Work Policy criteria**

- The statement 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, owner, etc.
- The statement must be developed in joint and meaningful consultation with workers.
- The statement must:
  - State your commitment to early and safe return-to-work practices after an accident or injury
  - Include a reference to communicating with the employee during the return-to-work process
  - Include a reference to Section 89 (<http://www.gov.nf.ca/hoa/statutes/vw11.htm#89>) of the *Workplace Health, Safety and Compensation Act*
  - State the organization’s commitment to protecting confidential information
  - Outline the roles and responsibilities of the parties involved in return-to-work: employer, injured worker, health care providers, co-workers, Workplace Health, Safety and Compensation Commission (WHSCC) and, where appropriate, union and return-to-work representatives
  - Include a reference to the Hierarchy of Return to Work according to the Commission’s *Policy RE-18 Hierarchy of Return to Work and Accommodation* (<http://www.whscc.nf.ca/policy/re-18.html>)
- The policy(ies) must be reviewed at least annually and updated, as required.
- Employers must ensure that all workers are informed of the policy(ies) and the application to their specific workplace(s).
- Employers who have a re-employment obligation under Section 89.1 ([http://www.gov.nf.ca/hoa/statutes/vw11.htm#89\\_1](http://www.gov.nf.ca/hoa/statutes/vw11.htm#89_1)) of the *Workplace Health, Safety and Compensation Act* must also reflect that obligation in their return-to-work policy.

**4 OHS Committee/WHs Representatives/WHs Designate Criteria:**

- You must have a trained Health and Safety Committee, Health and Safety Representative or Workplace Health and Safety Designate. Whether you require a Committee, Representative or Designate depends on the number of workers at your workplace(s). Generally, the following applies to provincially regulated workplaces.

Number of Workers	Requirement
50+	OH&S Committee, all members trained
10-49	OH&S Committee, co-chairs trained
6-9	Worker Health and Safety Representative (trained)
Less than 6	Worker Health and Safety Representative (trained) or where impractical, a Workplace Health and Safety Designate (trained)

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- Where there are ten or more workers on a construction site or other similar projects where many employers and trades are represented best practice would dictate that, the principal contractor is responsible for ensuring that an OHS committee is formed with representatives from each employer or trade. This is generally considered for projects lasting thirty (30) days or more. For employers who may have workers at many, varied work sites, for short periods of time (less than thirty (30) days), they may establish an OHS Committee at their head office to represent all their workers.
- The minutes of the Health and Safety committee meetings must be forwarded to the Workplace Health, Safety and Compensation Commission.
- The Health and Safety committee must record and maintain its own meeting minutes and minutes of meetings must be posted in the workplace.
- Training for committees, representatives and designates is available from the NLCSA. OH&S Committees must also meet the reporting requirements (minutes) set out in legislation. If you are unsure how these requirements apply to your workplace(s), please contact the NLCSA for assistance.
- Provincial certification training records, such as certificates and certificate numbers, must be available (This information is maintained by the Workplace Health, Safety and Compensation Commission). This applies to provincially regulated employers.
- Provincial Health and Safety committees must meet to discuss health and safety issues at least once every three (3) months during regular working hours.
- If you are federally regulated, the following applies:

Number of Workers	Requirement
300+	Policy Health and Safety Committee (all members trained)
20+	Workplace Health and Safety Committee (all members trained)
1-19	Health and Safety Representative (trained)

- Federally regulated employers must ensure that the Health and Safety Representative/Health and Safety Committee receives training as deemed necessary by the employer.
- Federally regulated Health and Safety Committees must meet to discuss health and safety issues at least nine (9) times per year.

### <sup>5</sup> Occupational Health and Safety orientation Criteria:

- A checklist must accompany the orientation program and must review:
  - the Occupational Health and Safety and Return-to-Work policy statement
  - the workplace hazards and the hazard reporting process (when developed)
  - the accident/incident reporting procedures
  - the emergency preparedness/response plan (when developed)
  - the workplace inspection procedures
  - the health and safety rules
  - the basic rights of workers
- Orientation must be provided for each person hired by the organization. In addition, current employees will be required to have orientations completed.

<sup>6</sup>**Injury Reporting System Criteria**

- The Injury Reporting system must:
  - Outline the steps to be taken following an injury
  - Must be developed in consultation with workers
  - Be communicated to all employees
  - Include the name(s) of designated person(s) to whom all injuries must be reported
  - Include a reference to how the employer will transport an injured worker to appropriate medical care as per section 87 (<http://www.gov.nf.ca/hoa/statutes/w11.htm#87>) of the *Workplace Health Safety and Compensation Act*
  - Reference the requirement to submit the appropriate forms to the Workplace Health Safety and Compensation Commission within three working days
  - Reference the requirement for an injured worker to return a copy of the Physician's Report of Injury (<http://www.whscc.nf.ca/forms/physician8-10.pdf>) or Chiropractor's Report of Injury (<http://www.whscc.nf.ca/forms/c8-10.pdf>) to the employer by the next business day
- A copy of the Injury Reporting Poster can be downloaded from the NLCSA Website at <http://www.nlcsa.com/Downloads/InjuryReportingPoster.pdf>
- The business/ organization must keep paper or online copies of the current WHSCC Forms 6 (<http://www.whscc.nf.ca/forms/form6.pdf>) and 7 (<http://www.whscc.nf.ca/forms/form7.pdf>) at all worksites.
- The business/ organization must keep paper or online copies of the WHSCC Early and Safe Return-to-Work Plans (<http://www.whscc.nf.ca/forms/early&saferw.pdf>) or alternate forms acceptable to the Commission at all worksites

<sup>7</sup>**Workplace Inspections Criteria:**

- Scheduled workplace inspections that identify existing and potential hazards and their underlying cause(s).
- As a minimum, two completed workplace inspection checklists must be available.
- Completed workplace inspection reports must accompany the workplace inspection checklists to ensure that corrective actions and communication are taken for items noted during the inspections. Sample forms are available under the Members' Area of the NLCSA Website ([www.nlcsa.com](http://www.nlcsa.com)).
- The workplace inspection reports must be signed by an OH&S committee member/WH&S representative/designate.

<sup>8</sup>**Accident/Incident Investigation Criteria:**

- A procedure to ensure that all hazardous occurrences are promptly reported and investigated as required.
- Standardized accident/incident investigation form must be available and must contain the root cause as to why the accident or incident occurred and the recommendations for corrective actions to prevent recurrences. Sample forms are available under the Members' Area of the NLCSA Website ([www.nlcsa.com](http://www.nlcsa.com)). Completed forms should also be available for businesses/organizations that have had claims submitted to the Workplace Health, Safety and Compensation Commission.

<sup>9</sup> **Hazard Recognition, Evaluation, and Control Criteria:**

- There must be a system for hazard recognition, evaluation and control that includes:
  - procedure(s) for recognizing hazards that may include, but is not limited to, any or all of the following: workplace inspections, accident/incident investigations, Workplace Hazardous Materials Information System (WHMIS), job safety analyses, and accident/incident trends and outlines how hazards will be recognized and evaluated based on risk and how measures will be identified and implemented to control them.
  - completed hazard assessment for workplace hazards. Sample forms are available under the Members' Area of the NLCSA Website ([www.nlcsa.com](http://www.nlcsa.com)).
  - a completed hazard reporting form.
- Employers must ensure that Hazard Recognition, Evaluation, and Control processes are communicated to workers

<sup>10</sup> **Emergency Preparedness/Response Criteria:**

- A documented emergency preparedness/response plan that:
  - ensures there are an adequate number of workers trained in first aid.
  - The list of emergency response phone numbers must be posted in the workplace and updated regularly. At a minimum an emergency contact list should include police, fire, ambulance, and accident reporting line.
  - The evacuation procedures must be documented.
- Employers must ensure that Emergency Preparedness/Response procedures are communicated to workers.

<sup>11</sup> **Joint Return-to-Work consultation mechanism Criteria: (Large PRIME Employers Only)**

- A demonstrated commitment to return to work of injured workers by having a return to work policy. This statement must also include a reference to joint consultation with workers in the development, monitoring, evaluation and revision of the return to work program;
- A return to work protocol which supports the legislative requirements of the duty to co-operate in return to work (refer to Policy RE-02 “The Goal of Early and Safe Return to Work and the Roles of the Parties” - <http://www.whscc.nf.ca/policy/re-02.html>) and the duty to accommodate and re-employment obligations (refer to Policy RE-05 “Re-employment Obligation” - <http://www.whscc.nf.ca/policy/re-05.html>). Having a return to work protocol in place does not mean that an employer has met his or her legislative requirements.
- The return to work planning protocol must outline the steps to be followed from the time of the injury to the completion of return to work, and reflect policy RE-18 - “Hierarchy of Return to Work and Accommodation - <http://www.whscc.nf.ca/policy/re-18.html>.” It must be supported by appropriate forms (i.e. Early and Safe Return to Work Plan Forms or alternate forms acceptable to the Commission) to ensure injured workers are involved in the development of the return to work plan. It must protect the confidentiality of the information being used (refer to Policy RE-03 “Functional Abilities Information for Return to Work?” - <http://www.whscc.nf.ca/policy/re-03.html>). It must also include communication with the Commission.

<sup>12</sup> **Return-to-Work planning Criteria: (Large PRIME Employers Only)**

- Return-to-work planning must be done in accordance with Sections 89 (<http://www.gov.nf.ca/hoa/statutes/w11.htm#89>) and 89.1 ([http://www.gov.nf.ca/hoa/statutes/w11.htm#89\\_1](http://www.gov.nf.ca/hoa/statutes/w11.htm#89_1)) of the *Workplace Health Safety and Compensation Act*.
- The business/ organization must follow the Commission's Policy RE-18 Hierarchy of Return to Work and Accommodation in return to work planning (<http://www.whscc.nf.ca/policy/re-18.htm>).
- The business/ organization must use Return-to-Work plans or alternate forms acceptable to the Commission in return to work planning.
- The business/ organization must involve the worker in the Return-to-Work planning process in accordance with Policy RE-02 The Goal of Early and Safe Return to Work and the Role of the Parties (<http://www.whscc.nf.ca/policy/re-02.html>).
- The business/ organization must protect the confidentiality of the information being used in the return to work process.

<sup>13</sup> **Return-to-Work Program Criteria (Large PRIME Assessment Employers)**

- The business/ organization must have policies and/ or procedures that include guidelines for addressing workplace accommodation issues as required by legislation.
- The business/ organization must have policies and/ or procedures that include guidelines for advising the Commission of disputes between the workplace parties regarding a return-to-work plan in accordance with the Commission's Policy RE-04 Mediation Services (<http://www.whscc.nf.ca/policy/re-04.html>).
- Training is available from the NLCSA to assist employers. NLCSA Safety Advisors are also available to assist individual employers with complying with the PRIME Return-to-Work Criteria.

Do you require assistance to ensure that you meet the COR-PRIME standards for the construction industry. The NLCSA has a team of Safety Advisors that are trained to assist you in complying with the above requirements to help your eligibility for the 5% Practice Incentive.

For more information contact:

NLCSA

Suite 2001, 31 Pippy Place  
St. John's, NL, A1B 3X2

Phone: 709-739-7000  
Toll-Free: 1-888-681-7233  
Fax: 709-739-7001  
Email: [info@nlcsa.com](mailto:info@nlcsa.com)  
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