



OFFICE OF THE EMPLOYER ADVISOR

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An electronic newsletter for Island Employers on Workers Compensation and Occupational Health and Safety Matters

princeedwardisland.ca
search: Office of the Employer Advisor

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FREE FEATURED E-COURSES

- [Mental Health: Awareness FREE!](#)
- [Musculoskeletal Disorders \(MSDs\): Prevention FREE!](#)
- [Office Ergonomics FREE! *Updated!*](#)
- [Pandemic Planning: Reopening for Business NEW! FREE!](#)

Source:

https://www.ccohs.ca/products/courses/course_listing.html

WORKPLACE INSPECTIONS



Regularly inspecting the workplace for hazards is an essential part of a health and safety program. Inspections help to prevent injuries and illnesses by identifying and recording

hazards for correction action. Conducting a workplace inspection involves more than just looking around. A carefully planned inspection examines and considers all workplace elements, including the people, environment, equipment and processes.

Source:

<https://www.ccohs.ca/products/posters/inspections/>

JOB SAFETY ANALYSIS



A job safety analysis (JSA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JSA, each basic step of the job is to identify potential

hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are job hazard analysis (JHA) and job hazard breakdown.

Source:

<https://www.ccohs.ca/oshanswers/hsprograms/job-haz.html>

KNOW THE LAWS OF YOUR PROVINCE ON OHS TRAINING RECORDS

Most jurisdictions specify retention periods only for particular types of OHS training records. Simply providing required OHS safety training isn't enough to ensure compliance and avoid fines and penalties; you must also maintain documentation proving that such training was provided and understood by the trainees who received it. In addition, most jurisdictions require employers to retain particular kinds of training records for a minimum period of time.

PRINCE EDWARD ISLAND

- Asbestos safety training records: 40 years (OHS Act General Regs, Sec. 49.26(2))
- Fall protection training records: 2 years after employee's employment ends (OHS Act Fall Protection Regs, Sec. 2.1(2))

Source: <https://ohsinsider.com/>



EMPLOYERS

The WCB's mission is to promote safe workplaces and protect employers and injured workers through a sustainable accident insurance program. As an employer, you have many important roles in the workers compensation system.

More WCB information for employers is available in their guide, [Information for Employers booklet](#) as well as in their [resources](#) for employers. If you would like to learn more about working within the compensation system, contact the WCB to arrange an [Orientation Session](#).

Source: <http://www.wcb.pe.ca/Information/ContactUs>

CONTRACTORS AND SUBCONTRACTORS

As an employer, it is in your best interest to request a clearance letter from the WCB whenever you hire contractors or subcontractors. The clearance letter confirms that the contractor's account with the WCB is in good standing.

Source: <http://www.wcb.pe.ca/Employers/Coverage#clearance>