



# OFFICE OF THE EMPLOYER ADVISOR

Knowledgeable • Confidential • No Charge

[princeedwardisland.ca](http://princeedwardisland.ca)  
search: Office of the Employer Advisor

3 Brighton Road, PO Box 2000, Charlottetown, PE C1A 7N8  
Tel: 902-368-6132 Fax: 902-368-4382 Email: [employeradvisor@gov.pe.ca](mailto:employeradvisor@gov.pe.ca)

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

January 2020, Vol. 18 Issue 1

## STEPS FOR LIFE to be held May 2, 2020

For Maria Tarenta, there's a very personal reason to be part of Steps for Life – Walking for Families of Workplace Tragedy.

"I walk in honour of my father, David Tarenta, who was struck by a utility vehicle at his workplace and was killed instantly," Maria says. "Steps for Life allows me to share my family's experience with workplace tragedy and to give everyone a new perspective on the importance of what it means to have a safe workplace."

Steps for Life is a 5 km walk to support families like Maria's who are affected by work-related fatalities, life-altering injuries or occupational disease. The annual event raises money to provide peer support programs and services for families, and raises awareness about the importance of workplace health and safety. Individuals and organizations can get involved by walking, entering teams, sponsoring and donating.

### **Steps for Life Charlottetown takes place May 2, 2020 at the Queen Charlotte Armoury.**

Created in 2005, Steps for Life is the flagship fundraiser for the Association for Workplace Tragedy Family Support, known as Threads of Life. In 2019, 5,500 participants raised more than \$770,000 in communities across Canada. For more information, please visit [www.stepsforlife.ca](http://www.stepsforlife.ca)

**\*\*Correction Notice\*\***

**Our October Newsletter stated that Bill 42 would amend the *Workers Compensation Act*. Please note that in fact the Bill will amend the *Occupational Health and Safety Act*, once enacted on July 1<sup>st</sup>, 2020.**



## Construction Association of Prince Edward Island is holding their 5<sup>th</sup> Annual INDUSTRY TRADESHOW

Friday, February 28, 2020

Rodd Charlottetown Hotel

- Open to the public
- Industry supports
- Presenters
- Registration includes 1 lunch

To reserve a booth and register (max. 46 booths) Please contact via email at [sam@capei.ca](mailto:sam@capei.ca) or by calling 902-368-3303/902-628-5421

**The Office of the Employer Advisor will be attending this great Industry Tradeshow. Please come find us at our booth for information, FAQ sheets – And of course there will be TREATS!!**



### **WINTER SAFETY- COLD TEMPERATURES**

Stay safe this winter by protecting yourself and your workers. The following links below offer further information and resources for your workplace: WCB's Guide to Cold Stress at Work (under "Injury Topics"):

[www.wcb.pe.ca/Workplace/Publications](http://www.wcb.pe.ca/Workplace/Publications)

Information from the Canadian Center for Occupational Health & Safety:

[www.ccohs.ca/oshanswers/phys\\_agents/cold\\_working.html](http://www.ccohs.ca/oshanswers/phys_agents/cold_working.html)

[www.ccohs.ca/oshanswers/phys\\_agents/hot\\_cold.html](http://www.ccohs.ca/oshanswers/phys_agents/hot_cold.html)



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January 2020, Volume 18 Issue 2




**Upcoming Workplace Harassment Regulation Changes**

New workplace harassment regulations will come into effect on **July 1, 2020**, and the Workers Compensation Board (WCB) of Prince Edward Island has developed educational materials and sessions to support employers and workers.

To help prepare for the changes to the *Occupational Health and Safety Act* and Regulations on workplace harassment, WCB has created a guide that will help employers, supervisors, and workers understand their responsibilities to ensure they are in compliance.

The guide provides direction on what to include in a workplace harassment policy, how to perform an investigation, and insight into Occupational Health and Safety's (OHS) role in enforcing the new regulations. It also includes templates that employers can adapt to use for their own organization.

"Every worker has a right to a safe and healthy work environment," said Jim MacPhee, Chair of the Workers Compensation Board of Prince Edward Island. "The new regulations will provide standards for employers to follow, and defines the rights and responsibilities of everyone in the workplace to promote a positive and respectful work environment free of harassment. In addition to the new guide, WCB staff are providing free educational sessions across the province to help educate employers and workers about the new requirements. OHS Officers and Education Consultants are available upon request to visit workplaces to provide educational assistance on these new regulations.

For more information on the new regulations, upcoming education sessions, or to download a copy of the guide or other resources, visit

[www.wcb.pe.ca/WH](http://www.wcb.pe.ca/WH)  
[http://www.wcb.pe.ca/DocumentManagement/Document/pub\\_guidetoworkplaceharassmentregulations.pdf](http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetoworkplaceharassmentregulations.pdf)  
[http://www.wcb.pe.ca/DocumentManagement/Document/pub\\_harassmentregulationsfaq.pdf](http://www.wcb.pe.ca/DocumentManagement/Document/pub_harassmentregulationsfaq.pdf)

## OEА TO ATTEND TIAPEI TOURISM JOB FAIRS



The Office of the Employer Advisor will be attending the TIAPEI job fairs to meet with employers and provide information on our services. Our office will have a booth set up in the coffee break area. Employers attending the fairs should feel free to stop by for a chat and a refreshment. The dates for the job fairs are:

**March 7, 2020 - Delta Prince Edward**

**April 18, 2020 – Kensington High School**

## Employers report high satisfaction with Workers Compensation Board

The results of the 2019 Employer Survey are in and the Workers Compensation Board (WCB) is pleased to report that this year's survey shows high results, scoring 85 in its service satisfaction index, up 3 points since 2017 and the highest level ever recorded. The index is a measure of employers' satisfaction with a variety of service dimensions, including effectiveness, fairness and service delivery.

In the fall of 2019, 500 Island employers participated in the survey conducted by the independent research company, Narrative Research.

On an alternating biannual basis, the WCB polls its two key stakeholder groups, injured workers and employers, to gauge satisfaction with the WCB's services and to identify areas for improvement.

Based on the survey results, 86% of employers surveyed, believe the WCB is effective at providing service, which is up from 80 % in 2017.

To read this report in its entirety, please visit <http://www.wcb.pe.ca/Information/NewsItem/492>

A summary report of the 2019 WCB Employers Survey, please visit [www.wcb.pe.ca/2019employersurvey](http://www.wcb.pe.ca/2019employersurvey).



**Office of the Employer Advisor will be attending The Construction Association of PEI Industry Trade Show, Friday, February 28<sup>th</sup> at the Rodd Charlottetown. Come find us at our booth for information, FAQ sheets –and a sweet treat!**





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

## March 2020, Volume 18 Issue 3

### Upcoming Changes to Asbestos Regulations

The Workers Compensation Board (WCB) has introduced changes to the *Occupational Health and Safety (OHS) Act General Regulations* in relation to asbestos abatement.

The amendments to the Regulations set out the safety standards related to asbestos abatement for Prince Edward Island workplaces, to ensure the health and safety of workers.

Highlights of the proposed regulation changes include, but are not limited to:

- a definition for asbestos containing materials;
- differentiation of various levels of risk of exposure to asbestos during asbestos removal operations;
- the requirement for daily air sampling outside of an enclosure;
- expiration periods of asbestos abatement contractors' certificates and renewals;
- more prescriptive requirements for ventilation, including annual certification; and
- enhanced requirements for medical surveillance of asbestos abatement workers for consistency in the industry

The new regulations will come into effect March 14, 2020.

"The proposed amendments have taken into account current legislation in other provinces, as well as evolving research into best practices in working safely in workplaces where asbestos may be present," said Ben MacDonald, Chair of the OHS Advisory Council.

The WCB has stated it will be working further with industry stakeholders to produce a new PEI Asbestos Abatement Manual and will continue to provide education to asbestos abatement contractors about the requirements. For more information visit [wcb.pe.ca](http://wcb.pe.ca).



### OEA to attend 2020 SKILLSPEI Job Fairs

The Office of the Employer Advisor will be attending the SkillsPEI job fairs to provide information on our services. The dates the OEA are attending are:

- April 2nd- Eastlink Centre, Charlottetown;
- April 7th- Holland College Waterfront Campus, Summerside;
- April 14th Cavendish Farms Wellness Centre, Montague

For more information, call SkillsPEI at 1-877-491-4766. Visit [www.workpei.ca](http://www.workpei.ca).

**\*\*This is the current information we have as of March 17<sup>th</sup>. It may be subject to change. We will provide information as developments warrant.**

### April 28<sup>th</sup> DAY OF MOURNING

On April 28<sup>th</sup>, the Day of Mourning, Islanders are encouraged to show support for all those who have been affected by workplace fatality or injury. The Day of Mourning originated in Canada in 1984 and is observed in more than one hundred countries worldwide. The day honours the memory of those who have died or suffered serious injury while on the job and raises awareness of the importance of workplace safety.

There are many ways islanders can show their support such as:

- Attending the Day of Mourning ceremony hosted by the Prince Edward Island Federation of Labour on Tuesday, April 28<sup>th</sup>;
- Displaying a Day of Mourning poster in the workplace;
- Wearing a Day of Mourning lapel sticker on April 28<sup>th</sup>;
- Lowering workplace flags at half-mast;
- Observing a moment of silence.

### Did you know?

The Employer Advisor offers independent advice and assistance in the areas of claim management, classifications and assessments, workplace health safety and appeals. Services from the Office of the Employer Advisor education and training, assistance and representation during the appeal process, research and analysis, along with information sharing. Operational funding is provided by the Department of Economic Growth, Tourism & Culture by the Workers Compensation Board of PEI by employer assessments levied by the board. There are no fees charged for our services and the Office works independently of the Workers Compensation Board.

**\*PLEASE SEE ATTACHED A RECENT STATEMENT FROM THE BOARD REGARDING THE COVID-19 VIRUS.**



The North Shore Job Fair will be held on April 18, 2020 from 10:00-1pm at the Kensington High School. Our office will have a booth set up. Employers attending the fair should feel free to stop by for a chat and a refreshment. If you have any questions please contact Debbie Mol at 902-566-5008 or [dmol@tiapei.pe.ca](mailto:dmol@tiapei.pe.ca)



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search: Office of the Employer Advisor

## April 2020, Volume 18 Issue 4

### April 28th DAY OF MOURNING

On April 28th, the Day of Mourning pays tribute for all those who have been affected by workplace fatality or injury. The Day of Mourning originated in Canada in 1984 and is observed in more than one hundred countries worldwide. Pause a moment to honour lives forever changed, and renew your commitment to workplace health and safety.

**COVID-19** (coronavirus) **PROTECT YOURSELF AND OTHERS** FROM GETTING SICK:

**PEI, let's continue to do our part and remember to:**

Reminder: OEA is still available to provide excellent service to Employers at this time. We may not be meeting in person, but our advisor, Erinn G Moore is still available via email or by phone message [egmoore@gov.pe.ca](mailto:egmoore@gov.pe.ca) or 902-368-6132.

The Employer Advisor provides independent advice and assistance in the areas of:

- Claims Management
- Assessments
- Workplace Health & Safety; and
- Appeals
- Our office would like to remind Employers and Employer Associations that there is no charge or fees for any of the services offered through the Office of the Employer Advisor.

### Tips for YOUNG WORKERS

Help ensure your own safety by knowing what to look for when entering a new or different work situation, and by knowing what questions to ask your potential or present employer. Injuries and accidents can have many root causes including:

- Unsafe working conditions
- Lack of supervision
- Lack of training
- Improper Equipment
- Overall disregard for health & safety

All workers (young and old) are encouraged to protect themselves by asking their employer the following questions:

- What are the dangers of my job?
- Are there any hazards (noise, ergonomic, chemical, radiation, etc.) that I should know about?
- When will I receive job safety training?
- Is there any safety gear that I'll be expected to wear? When will I receive training in how to use it?
- When will I be trained in emergency procedures (fire, chemical spill? Etc)
- Where are the fire extinguishers, first aid kits, and other emergency equipment located?
- What are my health & safety responsibilities?
- Who do I ask if I have a safety question?
- Who is on the Health & Safety Committee and when do they meet?
- What do I do if I get hurt? Who is the first aid person?

Source: Worksafe BC, Raise Your Hand

### A few more practical tips for Young Workers

- **KEEP** an eye out at your interview for signs that the employer takes safety seriously (eg. Warning signs in hazardous areas, employees wearing protective equipment, safety posters)
- **ASK** for a copy of the safety rules, if you aren't given one
- **ASK** experienced employees, during training, about safety hazards
- **WRITE** down the product name from the label along with the name of the manufacturer or supplier, then look up the MSDS to find out more information about a chemical
- **LEARN** how to recognize the WHIMIS hazards symbols and know what they mean
- **KNOW** how to wear your personal protective equipment properly
- **FOLLOW** all safety precautions
- **NOTIFY** your supervisor if you experience any symptoms of an injury
- **DO NOT BE AFRAID** (or too shy) to ask your employer to go over something to make sure you've got it right, or to ask to watch you to make sure you are doing something correctly.





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

May 2020, Volume 18 Issue 5

## COVID-19 – Information for Employers

The PEI Workers Compensation Board has up-to-date information on its website for employers with regard to COVID-19 planning. It is important that employers address this ongoing contingency. The Board has provided direction in this regard with its “COVID-19 Toolkit”. Specifically, the Board notes:

*“Employers need to develop an operational plan that reduces the risk of exposure. During an OHS inspection we may ask employers about the steps they have taken to protect their workers, which may include asking the employer to provide a copy of the operational plan ([COVID-19 Operational Plan Template](#)) for review. You must ensure that workers understand the measures you are taking to reduce the risk as many will have concerns about returning to work. Involve them in the planning process as much as possible to ensure their concerns are heard and addressed.”*

For more detailed information, please visit the PEI Workers Compensation Board’s website at: <http://www.wcb.pe.ca/Workplace/Toolkit>

become familiar with this new law, to ensure they are in compliance.

## UPDATE ON EMPLOYER ASSESSMENT DUE DATES

On May 14<sup>th</sup> WCB released an update concerning employer assessment due dates. There has been a further deferral of assessment due dates related to 2020 employer payrolls until **September 30<sup>th</sup>, 2020**. This means that covered employers will not have to pay WCB premiums until that date, and will not be charged interest or penalties during this time.

The WCB news release of May 14<sup>th</sup> also noted that Employers are asked to submit any revisions to their 2020 payroll estimates to the WCB before **August 15<sup>th</sup>** to ensure that it is reflected on their September statement of assessment amounts due.

**For more information** related to COVID-19, including occupational health and safety (OHS) resources for employers, you may visit the COVID-19 section of the WCB website at [www.wcb.pe.ca/COVID19](http://www.wcb.pe.ca/COVID19), or contact Laura Steeves, WCB Communications Coordinator at [lsteeves@wcb.pe.ca](mailto:lsteeves@wcb.pe.ca) or 902-894-0362.

**COVID-19** (coronavirus) **PROTECT YOURSELF AND OTHERS** FROM GETTING SICK:

PEI, let's continue to do our part and remember to:

\* \* \*

**Reminder:** The new Workplace Harassment Regulations will come into effect **July 1<sup>st</sup>, 2020**. Employers must

The PEI WCB has a new Decision Making policy available on its website **until June 11<sup>th</sup>, 2020**, for feedback from Employers and the general public. It combines content from the Benefit of Doubt, Weighing of Evidence and New Evidence policies. Accordingly, it is a very significant policy revision, and we encourage employers to review it: <http://www.wcb.pe.ca/Information/PolicyConsultation>





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June 2020, Volume 18 Issue 6

## New Workplace Harassment Regulations – Information for Employers

On June 1<sup>st</sup> the PEI Workers Compensation Board issued a news release for employers on its website. This update is in regard to the upcoming implementation of the new *Workplace Harassment Regulations*. In its update, the WCB stated in part:

*“The WCB has developed many resources to support employers and workers through the transition, including a Guide to Workplace Harassment Regulations, templates that employers can adapt for their own organization, and Frequently Asked Questions.*

*Before the COVID-19 pandemic, WCB was also offering free education workshops for employers and workers across the province on the regulation changes. While the WCB was unable to continue in-person workshops, they have developed a new educational video that employers, supervisors and workers can access wherever they are working. The video provides an overview of the new Regulations and will provide employers with the information they need to ensure that they are in compliance.”*

For more detailed information, and to access the video, please visit the PEI Workers Compensation Board’s website at: [www.wcb.pe.ca/WH](http://www.wcb.pe.ca/WH).

**Reminder:** The new Workplace Harassment Regulations will come into effect **July 1<sup>st</sup>, 2020**. Employers must become familiar with this new law, in order to ensure they are in compliance.

## COVID-19 – Occupational Health & Safety – Information for Employers

For information related to COVID-19 safety in the workplace, including occupational health and safety (OHS) resources for employers, you may visit the COVID-19 section of the WCB website at [www.wcb.pe.ca/COVID19](http://www.wcb.pe.ca/COVID19), or contact Laura Steeves, WCB Communications Coordinator at [lsteeves@wcb.pe.ca](mailto:lsteeves@wcb.pe.ca) or 902-894-0362.

\* \* \*

The PEI WCB has a **new Decision Making policy** available on its website **until June 11<sup>th</sup>, 2020**, to solicit feedback from Employers and the general public. This new policy combines content from the “Benefit of Doubt”, “Weighing of Evidence” and “New Evidence” policies. Accordingly, it is a very significant policy revision, and we encourage employers to review it.

The Employer Advisor Office is available to answer any questions employers may have in regard to this important new policy. To review it, or to provide feedback, please click on the following link: <http://www.wcb.pe.ca/Information/PolicyConsultation>

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**COVID-19 (coronavirus) PROTECT YOURSELF AND OTHERS FROM GETTING SICK:**

**PEI, let's continue to do our part and remember to:**





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July 2020, Volume 18 Issue 7



Summer Weather Job Safety – Occupational Health and Safety Considerations for Employers – “Hot Weather Plan”

### Take these steps to prevent heat stress:

- monitor yourself and your co-workers
- take breaks and remember to drink when you're thirsty
- if possible work in the shade, away from heat sources
- build up tolerance to high temperatures.

### Follow these measures to treat someone who is experiencing heat stress:

- move the person to a cool, shaded area.
- loosen or remove heavy clothing
- provide drinking water
- call 911 immediately.

Where working in hot weather is a concern, employers should work with their safety and health committees, worker representatives or workers to create a “hot weather plan” and determine work procedures for periods of elevated temperature.

Source: [OHS Canada](#)



## WCB Annual General Meeting

The WCB Board of Directors invites all stakeholders and the general public to a Zoom virtual online presentation of the operational and financial highlights from our 2019 Annual Report

**Wednesday, July 29, 2020 at 10:00 a.m.**

Please RSVP to Audrey MacPhail at [amacphail@wcb.pe.ca](mailto:amacphail@wcb.pe.ca)

[902-368-5688](tel:902-368-5688) or [1-800-237-5049](tel:1-800-237-5049)



If it is necessary for workers to come to work, **employers are required to ensure that the adequate precautions are in place to minimize exposure to COVID-19**: These include, but are not limited to:

- Enhancing cleaning and sanitizing efforts.
- Ensuring that workers are aware of their safety rights and responsibilities.
- Providing appropriate protective devices and equipment based on the nature of the work.
- Putting social distancing and other preventative measures in place.
  - If possible, reconfiguring the workplace to maintain appropriate distance between workers
  - Providing workers with working from home options, where possible.
- Eliminating work travel except for travel that is required to provide essential services.
- Employers must be aware of their [work refusal](#) obligations and ensure such refusals are appropriately handled: [http://wcb.pe.ca/DocumentManagement/Document/pub\\_workrefusalinformation.pdf](http://wcb.pe.ca/DocumentManagement/Document/pub_workrefusalinformation.pdf)



Additional Resources and information on the new **Workplace Harassment Regulations** can be found on the WCB website at [www.wcb.pe.ca/WH](http://www.wcb.pe.ca/WH) or at the individual links listed below:

- Workplace Harassment Regulations Frequently Asked Questions: [http://www.wcb.pe.ca/DocumentManagement/Document/pub\\_harassmentregulationsfaq.pdf](http://www.wcb.pe.ca/DocumentManagement/Document/pub_harassmentregulationsfaq.pdf)
- Guide to Workplace Harassment Regulations: [http://www.wcb.pe.ca/DocumentManagement/Document/pub\\_guidetoworkplaceharassmentregulations.pdf](http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetoworkplaceharassmentregulations.pdf)
- Video - Workplace Harassment, Are You in Compliance? <https://www.youtube.com/embed/fbZc3-BaSkA?rel=0&controls=1&showinfo=0&fs=1&modestbranding=1>

# There's an app for that...

Download our new mobile app for quick access to important workplace health and safety topics!

 

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## August 2020, Volume 18 Issue 8

### Employers Asked to Submit Revisions to Payroll Estimates before August 15th:

Effective May 14, 2020, the Workers Compensation Board (WCB) extended all employer assessment payments to September 30, 2020, and employers were not charged interest or penalties during this time. This was a relief measure to support employers and workers during the COVID-19 pandemic.

Many businesses have been impacted by COVID-19, and that payroll estimates that were submitted at the beginning of the year have likely changed considerably. As such, the WCB is asking employers to submit any revisions to their 2020 payroll estimates **before August 15th** to ensure that it is reflected on their September statement of the amounts due.

Employers can easily resubmit their payroll estimates electronically using [WCB Online Services](#) or by completing the [Payroll Revision Form](#) on the WCB website and submitting it by email, mail, or fax. For further guidance on what to include in your assessable payroll estimate please visit: [http://wcb.pe.ca/DocumentManagement/Document/ub\\_guidelinestoassessablepayrollcalculation.pdf](http://wcb.pe.ca/DocumentManagement/Document/ub_guidelinestoassessablepayrollcalculation.pdf)

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### Highlights from WCB's Annual Public Meeting, July 2020:

#### 2019 Stats at a Glance

- 6,115 assessed employers
- 1,984 claims adjudicated
- Employer Satisfaction Index increased to 90.9 in 2019 from 84.7 (2017)
- Funded Status of 147.8% as of December 31, 2019, up from 146.3% in 2018
- \$20 million surplus distribution to employers
- In 2019, the WCB had investment gains of \$28.3 million dollars (+14%)

- Average assessment rate down to \$1.58, from \$1.60 in 2018

Source:

<http://www.wcb.pe.ca/Information/NewsItem/509>

\* \* \*

### NEW DRAFT POLICY: POL-03

The Workers Compensation Board (WCB) of Prince Edward Island has approved, in principle, changes to the policy, **POL-03, "Travel and Related Expenses"**. The draft policy has been placed on the Board's website for viewing and comment. It will remain on their website until **August 25, 2020** under the heading "Policy Consultation-Draft Policies".

**The WCB encourages stakeholders to provide feedback online at:**

<http://www.wcb.pe.ca/Information/PolicyConsultation>.

If you have questions or comments about this policy or any other WCB policy, contact Barbara Groome Wynne, Senior Policy and Planning Coordinator, at [blgwynne@wcb.pe.ca](mailto:blgwynne@wcb.pe.ca) or [902-368-5562](tel:902-368-5562).

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## September 2020, Volume 18 Issue 9

### World Congress 2021 hosting free ‘COVID-19 and OSH’ virtual session in early October

On October 5, 2020 a half-day special session on COVID-19 and occupational safety and health (OSH) is being offered by the organizers of the 2021 World Congress on Safety and Health at Work. (IWH is a national co-host of the global event.) This free virtual session will feature thought-leaders discussing innovations in addressing COVID-19 in the workplace, how the future of work is being shaped by the global pandemic, and the relevance of promoting a culture of prevention to address COVID-19. Additional sessions are also being organized for October 6, 2020.

[Registration opens in early September on the Congress website.](#)

Sign up for the latest World Congress updates and announcements:

<https://safety2021canada.com/SpecialSession>

\* \* \*

### When is Coronavirus Considered Work-Related?

With the World Health Organization, declaring the novel a coronavirus a pandemic, Canadian employers should prepare to be able to respond to various employment-related issues that could arise if the virus continues to spread.

Employers are raising many questions about workers' compensation coverage and reporting responsibilities. Throughout Canada, the various provincial workers' compensation boards have provided guidelines relating to the coverage of benefits for coronavirus cases. Since most instances of coronavirus aren't work-related and don't need to be reported to these boards, they acknowledge that there may be a few exceptions based on the nature of employment and the extent of exposure to the source of infection.

In every case, the various provincial WCBs are likely to adjudicate work-relatedness and benefits entitlement based on the specific circumstances of each case.

Source:

<https://www.benefitscanada.com/news/sounding-board-when-is-coronavirus-considered-work-related-143814>

\* \* \*

### Pandemic (COVID – 19) Tip Sheets

Canadian Centre for Occupational Health and Safety free tip sheets can be used as guidance while operating during a pandemic, including the coronavirus disease (COVID-19) pandemic. Each document offers health and safety tips and good practices, for both employers and workers, specific to each industry or sector. Organizations and businesses can adopt this guidance to protect their workers and prevent the spread of infections. The tip sheets cover a range of occupations and industries from construction and trucking to healthcare and daycares.

All tip sheets are available in English and French.

For further information on COVID-19, refer to the [Public Health Agency of Canada](#).

Note that the guidance provided in these tip sheets cover just some of the adjustments organizations can make during a pandemic. To meet your organization's specific needs, add your own good practices and policies to these recommendations.

Source:

<https://www.ccohs.ca/products/publications/covid19/>

\* \* \*

### Employer Assessments

Effective May 14, 2020 the Workers Compensation Board extended all employer assessment payments to September 30, 2020 and employers were not charged interest or penalties during this time. Revised statements will be sent out to employers in early September and all 2020 assessment payments will be due by **September 30, 2020**. Payments can be made through WCB's Online Services (<http://wcb.pe.ca/Employers/OnlineServicesSignIn>) or through other accepted payment methods available, like Electronic Fund Transfer (EFT) or credit card. For more information on payment options, contact (902)368-5680.

There's an app for that...

Download our new mobile app for quick access to important workplace health and safety topics!

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Safety Matters Workers' Compensation Board of PEI

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Guide to OHS Legislation  
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# OFFICE OF THE EMPLOYER ADVISOR

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3 Brighton Road, PO Box 2000, Charlottetown, PE C1A 7N8  
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An electronic newsletter for Island Employers on Workers Compensation and Occupational Health and Safety Matters

**October 2020, Volume 18 Issue 10**

## OHS INSPECTIONS & INVESTIGATIONS

The Workers Compensation Board protects Island workers and employers through the enforcement of the standards set out in the [Occupational Health and Safety Act and Regulations](#).

Enforcement is done through workplace inspections and investigations of complaints of serious injuries or illnesses, which are conducted by the WCB's Occupational Health and Safety (OHS) Officers.

### INSPECTIONS

The Board's OHS Officers respond to concerns or complaints involving illness or unsafe workplaces and reported work refusals due to unsafe work conditions. To ensure the safety of everyone in the workplace, an inspection may be conducted which could result in:

- An order(s) to correct an unsafe situation.
- A stop work order if there is an immediate danger in a workplace.
- Legal action, when necessary.

Remember: Workplace safety is *everyone's* responsibility. Regular inspections conducted in the workplace, by the people who work there, are an effective way to prevent injury and illness. Visit the [Safety Representatives & Committees](#) section of the WCB website for information on how to conduct your own workplace safety inspections.

### INVESTIGATIONS

If a serious workplace injury or fatality occurs, as defined under section 36(1) of the *Occupational*

*Health and Safety Act*, employers are required by law to report the incident **within 24 hrs** to the WCB's Occupational Health & Safety division, 902-628-7513, and file a report to the WCB within 3 days of being notified of the injury or illness.

For more information, please refer to the WCB [Information on Workplace Health and Safety](#) booklet, or go to the PEI Workers Compensation Board website:

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

Source:

<http://www.wcb.pe.ca/Workplace/InspectionsAndInvestigations>

## WORKERS

For a variety of reasons, certain occupational groups are more vulnerable to workplace injuries and illnesses, and require particular attention and focus to ensure their health and safety on the job.

**Aging Workers:** The workforce is aging. Workplaces can help by taking steps that include training, safe work procedures, supportive management styles, health promotion initiatives, and risk assessments that take into account aging factors.

**Vulnerable Workers:** young, new, aging, plus migrant/immigrant workers - are disproportionately employed in physically demanding or hazardous jobs. This puts them at higher risk for workplace injuries and illnesses.

**Young/New Workers:** Young and new workers are particularly vulnerable to workplace injury or illness, many of the injuries occurring in the first month on the job. Young workers, parents, employers, and teachers all have a role to play in keeping safety top of mind.

Source:

<https://www.ccohs.ca/topics/workers/>

## EMPLOYER ASSESSMENTS

Effective May 14, 2020 the Workers Compensation Board extended all employer assessment payments to September 30, 2020 and employers were not charged interest or penalties during this time. Revised statements will be sent out to employers in early September and all 2020 assessment payments will be due by **September 30, 2020**. Payments can be made through WCB's Online Services (<http://wcb.pe.ca/Employers/OnlineServicesSignIn>) or through other accepted payment methods available, like Electronic Fund Transfer (EFT) or credit card. For more information on payment options, contact (902)368-5680.

## WCB POLICY CHANGES

The Workers Compensation Board has approved in principle changes to the following policies. The WCB invites you to provide feedback on these changes at

<http://wcb.pe.ca/Information/PolicyConsultation>

- Internal Reconsideration (POL-48)
- Wage Loss Benefits (POL-86), under the new title, Temporary Wage Loss Benefits
- Review of Benefits (POL-85), under the new title, Extended Wage Loss Benefits



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## November 2020, Volume 18 Issue 11

### NEW RESOURCES - Guide to Performing A Hazard Assessment



A hazard assessment is the process to identify, assess, and control workplace hazards and the risks to worker health and safety. Section 23 of the Prince Edward Island Occupational Health and Safety Act, requires employers with 20 or more employees to establish an occupational

health and safety program in their workplace. The assessment process is an essential part of an organization's safety culture and safety management system. Ensuring an effective hazard assessment system in the workplace will minimize risks, increase compliance with workplace safety regulations and help create and maintain a safe work environment.

Source: [www.wcb.pe.ca](http://www.wcb.pe.ca)

### DRAFT AMENDMENTS TO THE OHS ACT: CONFIDENTIALITY AND LIMITED DISCLOSURE

The Occupational Health and Safety (OHS) Advisory Council is requesting feedback on their proposed amendments to section 39 of the OHS Act regarding confidentiality and limited disclosure. A consultation summary is posted on the Legislative Feedback page which is located on the WCB website at: [www.wcb.pe.ca/Information/LegislativeReview](http://www.wcb.pe.ca/Information/LegislativeReview) under the heading, "Occupational Health and Safety Act Amendments Confidentiality and Limited Disclosure." The Council encourages stakeholders to provide feedback on the proposed changes by **October 30, 2020**, using their online feedback form.

### WCB ASSESSMENT RATES

The Workers Compensation Board of Prince Edward Island has announced that 2021 employer assessment rates will be maintained at the 2020 rate levels.

Source:

<http://www.wcb.pe.ca/Information/NewsItem/513>

### NOTICE OF WCB AMENDED POLICY

The Travel and Related Expenses (POL-03) was amended on September 24, 2020 to provide assistance with family support expenses for workers who require out-of-province hospitalization immediately following a life-threatening or serious injury. For details please consult the link below:

[Travel and Related Expenses \(POL-03\).](#)

### WCB PROPOSED DRAFT POLICY CHANGES

The Workers Compensation Board has approved in principle changes to the following policies. The policies have been placed on the PEI WCB website for viewing and comment. They will remain available for feedback until **October 28, 2020** under the heading of "Policy Consultation-Draft Policies". To access these policies and provide comment please click on the following: <http://www.wcb.pe.ca/Information/PolicyConsultation>

- Internal Reconsideration (POL-48)
- Wage Loss Benefits (POL-86), under the new title, Temporary Wage Loss Benefits
- Review of Benefits (POL-85), under the new title, Extended Wage Loss Benefits

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### WCB VIRTUAL OCCUPATIONAL HEALTH AND SAFETY WORKSHOPS

**Safety Matters at Work**  
Workers Compensation Board of PEI

**WCB virtual occupational health and safety workshops**

- Safety Committee Basics
- Workplace Harassment
- Legislative Awareness
- ...and more!

To view the workshop schedule, visit our website:  
[wcb.pe.ca/Workplace/WorkshopsAndSeminars](http://wcb.pe.ca/Workplace/WorkshopsAndSeminars)

To discuss your workplace safety education needs, contact our Occupational Health and Safety Education Consultants at 902-368-5697 or [ohs@wcb.pe.ca](mailto:ohs@wcb.pe.ca)

Download the Guide to PEI OHS Legislation today!  
GET IT ON Google Play | Download on the App Store

[wcb.pe.ca](http://wcb.pe.ca) | 902.368.5680 | 1.800.237.5049 | [@wcbpei](#)

Source: [www.wcb.pe.ca](http://www.wcb.pe.ca)



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## December 2020, Volume 18 Issue 12

### HOLIDAY SAFETY

#### What are some safety tips when using lights and extension cords?



Only use lights and extension cords that are in good condition. Check for frayed wires, bare spots, gaps in the insulation, broken or cracked sockets/plugs, excessive kinking or wear. Check the cords to see if they feel warm when they have been on for a while. If you find any of these signs, replace with an approved Canadian Standards Association (CSA) product.

- Turn off the lights when you leave work, or if at home, when you are asleep or away.
- Always follow the manufacturer's instructions about how many sets of lights that can be strung (plugged in) together.
- Use only indoor lights and extension cords indoors, and, of course, outdoor lights and cords outdoors. Use Ground Fault Interrupters (GFCI) outlets for outdoor power.
- Use mini or LED lights as they have cool-burning lights (and LED lights save electricity). Make sure all of the sockets contain a light bulb.
- Never remove the ground pin, or file the wide peg of plug as this interferes with the electrical grounding.
- Never put extension cords through doorways or under carpets.
- Do not overload electrical outlets.

Source: [https://www.ccohs.ca/oshanswers/safety\\_haz/holiday\\_safety.html](https://www.ccohs.ca/oshanswers/safety_haz/holiday_safety.html)

### 10 TIPS ON SAFE WINTER DRIVING

Once the snow starts to fall, our driving skills are pushed to the limit. Do you know how to drive properly in winter conditions? A few moments spent thinking about it now could save you from problems later when you're out on the road. Find more info at the following website:

Source : <https://s3.amazonaws.com/ilt2020bucket/wp-content/uploads/2020/11/04231411/ILT-Winter-Driving.pdf>

### WORKPLACE HARASSMENT

Every worker has a right to a healthy and safe workplace. To achieve this, employers and workers play a contributing role in creating and maintaining a positive and respectful work environment.

Prince Edward Island employers were mandated to comply with new Workplace Harassment Regulations. The *OHS Act and Workplace Harassment Regulations* outline the rights and responsibilities for employers, workers, contractors and all other parties present at the workplace.

For additional information, or to discuss virtual workshop options, related to the workplace harassment regulations, please contact us at [ohs@wcb.pe.ca](mailto:ohs@wcb.pe.ca) or call 902-368-5697.

Source: <http://www.wcb.pe.ca/WH>

\* \* \*

### SHIFT – CHANGING WORKPLACE CULTURE



The PEI Human Rights Commission launches SHIFT, education and resources to help employers and employees address and prevent workplace sexual harassment. The goal of shift is to address and prevent sexual harassment in Island workplaces through awareness, education and training that is tailored for employers, employees, high school students and the general public.

Register in advance by sending an e-mail to [wshp@peihumanrights.ca](mailto:wshp@peihumanrights.ca) and indicated which workshop date you want to attend.

#1. The Big Picture: A post-#Me too Workplace  
**Morning Sessions: 9:30 am to 11:30 am**  
November 16, November 18, November 20, December 3

**Afternoon Sessions: 1:00 pm to 3:00 pm**  
December 1, December 7

#2. Let's Talk: Prevention and Responses for Workplace Sexual Harassment  
**Morning Sessions: 9:30 am to 11:30 am**  
November 30, December 11, December 14

**Afternoon Sessions: 1:00 pm to 3:00 pm**  
November 24, November 26, December 9

Source: <https://www.peihumanrights.ca/education-and-resources/workplace-sexual-harassment-project>