



# OFFICE OF THE EMPLOYER ADVISOR

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3 Brighton Road, PO Box 2000, Charlottetown, PE C1A 7N8  
Tel: 902-368-6132 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

**December 2023, Volume 21 Issue 12**

## Hypothermia

With the cold winter months here on PEI, hypothermia is a condition that workers and employers need to be aware of and have preventative measures in place. Working in the cold is part of the job for many Islanders. Workers performing tasks outside in winter or working in cold storage areas can be at risk. The result can be hypothermia or a lowering of core body temperature.

Hypothermia is a dangerous condition because it can happen so slowly it is unnoticeable and the victim may not be thinking clearly enough to prevent serious injury. In areas where cold stress is a hazard, a plan must be made to ensure workers are properly trained and equipped to prevent injury and treat victims if necessary.

For a full guide to cold stress at work, please visit:

[https://www.wcb.pe.ca/DocumentManagement/Document/pub\\_guidetocoldstressatwork.pdf](https://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetocoldstressatwork.pdf)

## PEI WCB OHS

### Injuries don't take a break during the holidays

The holidays are a time for family, friends, and festivities. Unfortunately, serious work-related injuries don't take a break during the holidays. The PEI WCB's Occupational Health & Safety Division has a 24-Hour OHS Emergency Line staffed by an OHS Officer. When a serious work-related injury occurs, employers MUST immediately report the incident to the Emergency Line at **902-628-7513**.

Download and print the "Reporting Serious Injuries and Explosion" poster for your workplace:



*Scan me*

## Sharps & Needlestick Hazards Management

Injuries involving needles and syringes can happen at any stage of handling, including usage, transfer, storage and disposal. To prevent needlestick injuries, it is important that employers and workers know the risks and work together to reduce and manage the risks.

To access recommendations for employers and workers on needlestick injury prevention, please visit:

<https://bit.ly/46KS0s0>

## PEI WCB Strategic Plan 2024-2026 Feedback Deadline: January 15, 2024

The PEI WCB is seeking stakeholder feedback on their draft strategic 2024-2026 plan, entitled "Focusing on the Future." Key focus areas include a stronger emphasis on building a high performing organization with an engaged and supported team; providing consistent, fair, and comprehensive coverage and compensation; and creating a modern, efficient business model to better serve employers and workers.

To review this draft plan and provide feedback, please visit:

<https://bit.ly/48ewgpt>

## Happy Holidays from the Employer Advisor Office

The Office of the Employer Advisor wishes you and yours a very Happy Holiday season and a peaceful, safe, and prosperous New Year!



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## November 2023, Volume 21 Issue 11

### Avoiding falls during Wintertime: Do the Penguin Walk!

With winter right around the corner, the risk of falling increases due to slippery surfaces caused by ice and snow. Remember the Penguin Walk:



- Bend slightly and walk flat footed
- Point your feet out slightly like a penguin
- Keep your center of gravity over your feet as much as possible
- Watch where you are stepping
- Take shorter, shuffle-like steps
- Keep your arms at your sides (not in your pockets!)
- Concentrate on keeping your balance
- Go S-L-O-W-L-Y

To obtain a free, printable, poster of the Penguin Walk steps, please click the following link:

<https://www.albertahealthservices.ca/assets/info/pf/if-pf-walk-like-a-penguin.pdf>

### PEI WCB Employer Registration Deadline: February 28, 2024

A reminder to employers operating in PEI that they are responsible for contributing to the worker's compensation system. PEI WCB coverage protects both employers and workers. Registration packages will next be going out on January 3, 2024, either by mail or via Online Services notification. The deadline for employer registration with PEI WCB is **February 28, 2024**.

For more information on employer registration with PEI WCB, please visit:

<https://bit.ly/3Oq0JZI>

### PEI WCB OHS – Working Safely Near Overhead Power Lines

During the fall months, hazards such as cold temperatures, snow, ice, and reduced daylight hours can create additional risks when working under overhead powerlines. It is important for operators to pay close attention as an accidental contact can result in serious injuries. Workers operating heavy equipment, snow removal machinery, dump trucks and boom lifts should take extra caution.

This handy resource can be printed and posted at your workplace:

<https://bit.ly/3GiB6WT>

### PEI WCB 2024 Rates and Surplus Distribution

On November 6, 2023, the PEI WCB announced that its 2024 average assessment rate will be \$1.25, down from \$1.37 in 2023. In addition, the PEI WCB Board of Directors approved a \$21 million surplus distribution to employers. This surplus distribution is considered yearly by the board based on the PEI WCB's funding policy. Employers have until **December 31, 2023**, to file actual 2022 payroll information with the PEI WCB to qualify for the surplus portion.

Please see the following link for announcement details:

<https://bit.ly/3Mw0Oec>

### 2024 PEI WCB Workplace Health and Safety Conference: Save the Date!

The 2024 PEI WCB Workplace Health and Safety Conference will take place on **Thursday, May 9, 2024**, at the Delta Hotel in Charlottetown. Details will be available on the PEI WCB website early in the new year. In the meantime, you can check out photos from last year's events and access the presentations given by their many knowledgeable facilitators:



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**October 2023, Volume 21 Issue 10**

**Preventing Workplace Injury & Illness: Noise  
PEI WCB Education Session: November 14, 2023**

Noise is a very serious and common hazard in many workplaces. If you are exposed to too much noise at work, even for a short period of time, you are at risk of occupational hearing loss. Noise damages nerves in the inner ears that cannot be repaired. The damage done is permanent.

To determine if you are at risk of occupational hearing loss, please consider these factors:

- Do you need to speak in a very loud voice to be understood?
- Do you experience a ringing noise at the end of your workday?
- Does music or speech sound muffled after work but fairly clear the next day?

If you answered 'yes' to any of the above questions, you are being exposed to too much noise.

Employers with workers exposed to hazardous noise levels are required to develop a prevention program to reduce or eliminate the risk of occupational hearing loss.

If the source of noise cannot be eliminated or controlled, hearing protection is the last line of defence. When noise levels are greater than 85 decibels (dbs), which is the noise level of a welding machine, workers must wear hearing protection not prevent gradual hearing loss. In comparison, the average speaking voice is 50-70 dbs.

For more information, guides, printable posters, and how to develop a hearing conservation program, please visit:

<https://wcb.pe.ca/Workplace/Noise>

To join the upcoming educational session on identifying noise hazards and developing a hearing conservation program with PEI WCB, taking place on **November 14, 2023**, sign up through the following link:

<https://bit.ly/45p8ndY>

**PEI WCB Employer Services: 2023 Assessable Payroll  
Estimate Deadline November 1, 2023**

A reminder to employers that the deadline to adjust their 2023 assessable payroll estimate with PEI WCB is **November 1, 2023**. To assist with this process, PEI WCB sent annual payroll revision forms for 2023 on September 18, 2023. Payroll revision forms can be submitted to PEI WCB via mail, fax, PEI WCB's online services or email ([safetymatters@wcb.pe.ca](mailto:safetymatters@wcb.pe.ca)).

If employers have any questions around the payroll revision process, please contact the Employer Services Division of the Workers Compensation Board at:

1-800-237-5049 or 902-368-5680

**PEI WCB Claims: Expansion of Services available  
online**

The PEI WCB's Claims and Compensation Division is now offering expanded online services. Workers can now file a claim online using the WCB's secure Online Services portal without the need for paper forms. For employers, this means less paper handling and directing workers to the PEI WCB website for filing a claim. Paper forms will remain available for those you cannot access or have trouble accessing the internet.

On the PEI WCB website, [wcb.pe.ca](http://wcb.pe.ca), workers can simply click "File Your Claim" to complete the process.

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**September 2023, Volume 21 Issue 09**

**National Concussion Awareness Week  
September 24 – 30, 2023**

National Concussion Awareness Week was established in 2021 to increase awareness, prevention and management of concussions across Canada. A concussion is a brain injury that can have long-lasting impacts to individuals and their loved ones.

Slips, trips and falls are a common cause of work-related injuries that can lead to concussions. Statistics show that the majority (67%) of falls happen on the same level resulting from slips and trips. The remaining 30% are falls from a height. Both slips and trips result from unintended or unexpected change in the contact between the feet and the ground or walking surface. Good housekeeping, quality of walking surfaces (flooring), selection of proper footwear and appropriate pace of walking are critical for preventing fall incidents.

**Ways to avoid falling at work?**

You can reduce the risk of slipping on wet flooring by:

- taking your time and paying attention to where you are going
- adjusting your stride to a pace that is suitable for the walking surface and the tasks you are doing
- walking with the feet pointed slightly outward.
- Making wide turns at corners

You can reduce the risk of tripping by:

- Keeping walking areas clear from clutter or obstructions.
- Keeping flooring in good condition.
- Always using installed light sources that provide sufficient light for your tasks.
- Using a flashlight if you enter a dark room where there is no light.

- Making sure that things you are carrying or pushing do not prevent you from seeing any obstructions, spills, etc.

For more information on prevention of slips, trips and falls, please visit:

[https://www.ccohs.ca/oshanswers/safety\\_haz/falls.html](https://www.ccohs.ca/oshanswers/safety_haz/falls.html)

To learn more about concussions and assessment tools for concussions, please visit:

<https://www.princeedwardisland.ca/en/news/national-concussion-awareness-week-september-24-30>

**PEI WCB OHS – Updated PEI Farm Safety Code of Practice**

The PEI WCB’s Occupational Health and Safety Division has recently updated the PEI Farm Safety Code of Practice. The Code provides practical guidance and recommendations which are meant to help farm employers meet the requirements of the *Occupational Health and Safety Act* and its Regulations. The updated Code is now available online at:

<https://bit.ly/3PUNdPr>

**PEI WCB Draft Policy Consultation: POL-NEW**

The PEI WCB is currently accepting feedback from employers, workers and the public on the following policy:

- Personal information and Protection of Privacy (POL-NEW)

To view this draft policy and provide feedback, please visit:

<https://bit.ly/3rAJAF2>

**Deadline for feedback is October 29, 2023**

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## August 2023, Volume 21 Issue 08

### PEI WCB Hazard Alert – Oxygen Tank Valves

Recently a PEI worker was injured when an oxygen tank exploded. This hazard alert applies to ALL PEI workplaces where compressed oxygen cylinders are used.

Oxygen tanks are common in many workplaces. Although the type of work may vary in each workplace the recommendations apply to all. Some of these recommendations include:

- Do not handle an oxygen cylinder or apparatus with oily or greasy hands or gloves.
- Follow manufacturer recommendations and make sure only suitable materials and safe components are used as part of a compressed oxygen system.
- Make sure all connection points are free from contamination, including grease, oil, dirt and Teflon tape, prior to connecting any regulators, hoses or valves.
- Make sure cylinders are secured in an upright position.
- Open valves *slowly* to reduce and control the oxygen velocity.
- Make sure the appropriate fire extinguisher and a burn kit are readily available in case of emergency.
- Protect workers by installing shields, like panels in front of valves and other components or by installing remote-controlled valves that can be operated from a safe distance.
- Design oxygen systems to effectively reduce the risk of fire or damage from explosions.

For a breakdown of what happened and how to prevent such accidents, please visit:

<https://bit.ly/44lvNzq>

### PEI WCB Prevention Update – Hurricane Season

The best response to unpredictable weather events is proper emergency planning. The Atlantic hurricane season spans from May to November, with most activity occurring between mid-August and mid-October. Historically, PEI and the Maritimes have been hardest hit during the month of September with hurricanes and post-tropical storms.

The PEI WCB's OHS division has released a new Prevention Update on Hurricane Season Safety Tips. In this new resource you will find helpful tips to both protect workers and your worksite.

To have on hand while preparing for potential storms, please click the following link to download and print:

<https://bit.ly/3QYaaI>

### PEI WCB Hazard Alert – Elevated Work Platform Tip Over

Recently a PEI worker was injured when the articulated boom lift they were operating tipped over. There were 2 workers in the basket of the boom and 1 worker was crushed by the other upon impact.

The link below contains a description of what happened, and how to prevent such accidents:

<https://bit.ly/45ynZM4>

### PEI WCB Fall 2023 Workplace Safety Education Sessions

The new PEI WCB Fall 2023 Workplace Safety Education Session schedule is now available. Go to the WCB's main web page at [wcb.pe.ca](http://wcb.pe.ca) or simply scan and download the schedule from the QR Code!



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July 2023, Volume 21 Issue 07

## Fatigue and Work

### Noise in the Workplace

One of the most common health hazards in the workplace, noise can have serious impacts on our health, safety, and well-being. Noise can be annoying and disruptive, risk our safety if signals, speech and machinery can't be heard, and even permanently damage our hearing. The surest method of preventing noise-induced hearing loss is to eliminate the source or to reduce noise at the source.

Employers can promote hearing conservation by:

- Having managers and supervisors set an example by wearing hearing protection devices whenever required.
- Acknowledge good hearing conservation practices.
- Be proactive and look for ways to eliminate or reduce noise exposure.
- Encourage workers to report noise hazards.
- Offer audiometric tests and the opportunity to ask questions.

For more information and a free poster about noise in the workplace, please visit:

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

### PEI WCB Draft Policy Consultation: POL-71

PEI WCB is currently accepting feedback from employers, workers and the public on the following policy:

- Conditions for Entitlement (POL-71)

To view this draft policy and provide feedback, please visit:

<https://bit.ly/3RS2Bdg>

**Deadline for feedback is August 27, 2023**

Fatigue is the state of feeling very tired, weary or sleepy because of too little or inadequate sleep, prolonged mental or physical work, or extended periods of stress or anxiety. Fatigue can be increased by dim lighting, limited visual acuity, high temperatures, high noise, high comfort, tasks over long periods of time and long, repetitive and monotonous tasks.

Advice for Employers:

- Ensure the work environment does not promote fatigue. Try to avoid dim lighting, warm temperatures, and excessive noise.
- Vary job tasks to eliminate repetition or long periods of boring, monotonous work.
- Incorporate and encourage taking breaks.
- Train workers on the importance of getting enough rest and how to achieve work-life balance.
- Introduce shorter shifts, and rotate shifts in the direction of the sun (morning, afternoon, night, in that order).

For more information, tips for your workers, and a free poster on fatigue, please visit:

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

### 2023 PEI Pride Festival: July 21<sup>st</sup> – 30<sup>th</sup>

A celebration of all 2SLGBTQIA+ individuals, colleagues, workers, employers, etc. The Office of the Employer Advisor joins in celebrating PEI's 2SLGBTQIA+ community. Working together, we will build a stronger, more equal and diverse PEI.

For a full list of PEI Pride Festival events, visit:

<https://www.pridepei.ca/>



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**June 2023, Volume 21 Issue 06**

### Hot Temperature Working Conditions

Employers have a duty to take every reasonable precaution to ensure the workplace is safe for the worker. This duty includes taking effective measures to protect workers from heat stress disorders if it is not reasonably practicable to control indoor conditions adequately, or where work is done outdoors.

Certain steps can be taken to reduce discomfort. These include:

- Using fans or air conditioning.
- Wearing light, loose fitting clothing.
- Taking more frequent rest breaks.
- Drinking cold beverages (ex: water or juice)
- Allowing flexibility to permit less physically demanding activities during peak temperature periods.
- Using screens or umbrellas to create shade.

To learn more about working conditions in hot weather, guidelines on temperature, humidex, etc, please visit:

[https://www.ccohs.ca/oshanswers/phys\\_agents/heat/max\\_t\\_emp.html](https://www.ccohs.ca/oshanswers/phys_agents/heat/max_t_emp.html)

### PEI WCB Clearance for Contractors & Subcontractors

Employers are reminded that they should request a clearance letter from PEI WCB before hiring any contractors or subcontractors. The clearance letter is confirmation that the contractor's account with PEI WCB is in good standing.

Clearance confirms that the employer is protected and that all employers carry their fair share of the cost of the compensation system. Without clearance, an employer may be liable for their contractors or subcontractors' assessments if they have not paid assessments for their workers.

Employers can obtain a clearance letter for their contractors or subcontractors through PEI WCB's Online Services or by contacting Employer Services. Information is as follows:

Online Services: <https://bit.ly/3phD6dn>

Employer Services: 902-368-5680 or 1-800-237-5049

### PEI WCB Policy Updates

At their May 2023 meeting, the PEI WCB Board of Directors approved amendments to the following policies:

- Audit of Employer Accounts (POL-45)
- Medication (POL-120)

To view all of PEI WCB's policies, please visit:

<https://bit.ly/3NrwnFv>

### PEI WCB Annual General Meeting 2022 Highlights

The PEI WCB's Annual General Meeting took place on June 14, 2023. During that meeting, PEI WCB shared the following 2022 highlights:

- Implementation of the most significant benefit enhancement package for injured workers in the last decade.
- Decrease in frequency of injuries in Island workplaces.
- Increase in overall satisfaction with WCB service.
- Enhanced Occupational Health and Safety expertise.
- Reduced rates and surplus distribution for employers.

To learn more about those highlights, please visit:

<https://bit.ly/3PAF2s8>

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**May 2023, Volume 21 Issue 05**

**Bullying and Harassment in the Workplace**

Generally defined as any unwelcome behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person, bullying and harassment can take on many forms in the workplace. As a form of aggression, bullying actions can be both obvious and subtle, and the effects devastating for the worker who is being targeted.

Some suggestions on what workplaces and employers can do:

- Encourage everyone at the workplace to act towards other in a respectful and professional manner.
- Develop a workplace policy and program that includes a reporting system.
- Educate everyone about what is considered bullying and harassment, and whom they can go to for help.
- Treat all reports seriously, and investigate them promptly and confidentially.
- Train supervisors and managers how to follow up on problem situations, whether or not a formal report has been filed.
- Have an impartial third party help with resolution, if necessary.
- Try to work out solutions before the situation gets serious or "out of control".

To access a free poster download on bullying and harassment in the workplace, and discover more information and tips, please visit:

<https://www.ccohs.ca/products/posters/bullying-harassment/>

**PEI WCB Multi-Hazard Safety Campaign**  
**May 29 – July 31, 2023**

The PEI Workers Compensation Board is launching a multi-hazard safety campaign on May 29, 2023, to remind workers and employers to always take time to work safely around

asbestos, when excavating and trenching, and when working at heights.

From May 29 to July 31, Islanders will see and hear about the PEI WCB's "Don't become the worst-case scenario" campaign on the radio, on posters, on social media, on public transit and on their WCB website.

To learn more about workplace hazards and safe practices, please visit: [wcb.pe.ca](http://wcb.pe.ca)

**May is Melanoma Awareness Month**

Sunshine hours significantly increased in May on PEI. Employers must take appropriate steps to protect outdoor workers as damage from sunlight exposure can accumulate over time, potentially causing skin cancer.

Some practices to protect against sunlight exposure are:

- Implement a sun safety program that includes sun protection training and awareness.
- Apply sunscreen on exposed skin.
- Wear close fitting or wraparound sunglasses to protect eyes.

For more information on sun exposure and prevention, please review PEI WCB's resource on this topic:

[https://www.wcb.pe.ca/DocumentManagement/Document/pub\\_solarradiationpreventionupdate.pdf](https://www.wcb.pe.ca/DocumentManagement/Document/pub_solarradiationpreventionupdate.pdf)

**PEI WCB Annual General Meeting**  
**June 14, 2023**

The PEI WCB's Annual General Meeting will take place on June 14, 2023, from 10:00-11:00am. Those interested can attend via Zoom or by calling in (link and phone number made available at RSVP). To register and secure your spot, the following options are available:

Email: [amacphail@wcb.pe.ca](mailto:amacphail@wcb.pe.ca)

Phone: 902-368-5680

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**April 2023, Volume 21 Issue 04**

## Working at Heights Fall Protection Plans

Falling from heights is a leading cause of workplace injuries and deaths. Having a plan in place to help prevent falls from happening, including thorough training for workers on the use of protective equipment, is key. Should a fall happen, workers need to know who to alert to initiate a rescue, and how to ensure emergency services are dispatched in a timely manner. Fall protection plans outline procedures to address fall hazards and must be specific to each workplace, site, and job.

Before starting work at a height, consider:

- The areas a worker could fall.
- Can the work be done at ground level?
- Does work need to be delayed until safety features can be installed?
- What controls need to be in place to reduce the risk of falls?
- Is fall protection equipment required, available, and in good condition? Are workers trained on its use?
- Will ladders, scaffolds, aerial devices, platforms, and other equipment be used? Have they been inspected and maintained? Are workers trained on their use?

To access a free poster download on fall protection plans, and discover more information and tips, please visit:

<https://www.ccohs.ca/products/posters/fall-protection/>

## PEI WCB Draft Policy Consultation: POL-45 & POL-120

Following the April 6, 2023, meeting of the PEI WCB Board of Directors, PEI WCB is currently accepting feedback from employers, workers and the public on the following policies:

- Audit of Employer Accounts (POL-45)
- Medications (POL-120)

To view these draft policies and provide feedback, please visit:

<https://bit.ly/3RS2Bdq>

**Deadline for feedback is May 6, 2023**

## Day of Mourning – April 28, 2023

The National Day of Mourning is marked every year in April to remember workers who have died, were injured, or became ill from their job. Sadly, in 2022, three Islanders lost their lives due to workplace incident or illness.

For more information on the Day of Mourning, please visit:

<https://bit.ly/3nf728U>

## PEI WCB 2024 Workplace Health & Safety Conference – May 9, 2024 (Save the Date)

After a successful return to an in-person conference in 2023, mark your calendars and save **May 9, 2024**, for next year's PEI WCB Workplace Health and Safety Conference.

Keep an eye on the PEI WCB's website for updates on this upcoming conference, including the keynote presentation, at:

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

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**March 2023, Volume 21 Issue 03**

**Chemical Safety Basics:  
What Employers Need to Know**

Chemical exposure is possible at practically every worksite and an employer is responsible for understanding the risk and how to safely handle chemicals. Not every chemical is in a labelled bottle – byproducts from processes, or produced by other chemical interactions may still cause harmful exposure and need to be monitored to ensure worker safety.

Chemicals may have acute or chronic effects and there are generally accepted levels of exposure that are considered safe for certain exposure durations. There are also various routes of exposure and these must be understood to handle chemicals safely.

For more information and a video on chemical safety basics, please visit:

<https://ohsinsider.com/dec-14-chemical-safety-basics-what-employers-need-to-know/>

**PEI WCB OHS: Annual Workplace Health & Safety Conference – Registration Deadline April 13, 2023**

PEI WCB's Workplace Health & Safety Conference is returning for 2023 at the Delta Prince Edward Hotel on **Thursday, April 20, from 8:00-4:00pm**. This conference features workshops on a wide range of workplace safety topics, as well as a comprehensive trade show of products and services of interest to the region's workplace health and safety community. For more information, a full list of workshops, and to register online, please visit:

<http://bit.ly/3EvxKzd>

**Deadline for registration is April 13, 2023.**

**Fire Prevention Plan Policy**

Fire in the workplace can kill your workers, burn down your workplace and destroy your business. OHS laws and fire and building codes also require you to implement measures to identify and prevent fire risks.

A fire prevention plan template that can be adapted to your workplace circumstances and legal requirements is available at:

<https://ohsinsider.com/fire-prevention-plan-policy/>

**Fatigue Management Policy**

Worker fatigue may not seem like a workplace safety issue but it is. For example, fatigue can lead to safety incidents because exhausted workers may have slowed reactions times of exercise poor judgement. It is important to take steps to address worker fatigue if that is an issue in your workplace. An effective way to do so is through a fatigue risk management system. A key component of such a system is a fatigue management policy.

For a fatigue management policy template that can be tailored to your workplace, please visit:

<https://ohsinsider.com/fatigue-management-policy/>

**PEI WCB: Employer's Report – Form 7**

When a workplace injury occurs, employers are responsible for reporting the injury to the PEI WCB's Claims and Compensation Division. After assisting your injured worker, filling out the Employer's Report is next. The Employer's Report and how to report an injury are featured on the PEI WCB's website at:

<http://bit.ly/3lwxOJ6>

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

**February 2023, Volume 21 Issue 02**

**PEI WCB: Expanded Access to Physiotherapy Clinics**

Employers and workers now have access to an expanded network of approved physiotherapy clinics that offer an initial appointment for assessment within 48 hours of the request. To view approved clinics and the complete details, please visit:

<http://bit.ly/3xNWtLx>

**PEI WCB OHS: Annual Workplace Health & Safety Conference – Registration Deadline April 13, 2023**

PEI WCB’s Workplace Health & Safety Conference is returning for 2023 at the Delta Prince Edward Hotel on **Thursday, April 20, from 8:00-4:00pm**. This conference features workshops on a wide range of workplace safety topics, as well as a comprehensive trade show of products and services of interest to the region’s workplace health and safety community. For more information, a full list of workshops, and to register online, please visit:

<http://bit.ly/3EvxKzd>

**Deadline for registration is April 13, 2023.**

**PEI WCB OHS – 4 New Safety Guides to Keep Workplaces Safe**

PEI WCB has recently published 4 new safety guides to support Island Employers in keeping their workers and their workplaces safe. A brief description of each guide is as follows:

- **Developing a Hearing Conservation Program**  
*This guide is intended to help PEI employers and workers understand the requirements and benefits of establishing a hearing conservation program. Noise is a very serious and common*

*hazard in many workplaces. Occupational Health and Safety (OHS) General Regulations require a hearing conservation program whenever workers are exposed to noise at the workplace in excess of any noise exposure limit.*

- **Developing a Respirator Program**  
*When respirators are used in a workplace, a respirator program is required. This guide offers direction in developing such a program based on the Canadian Standards Association (CSA) Standards.*
- **Guide for Communicable Disease Program**  
*This guide provides information for employers on a four-step process to develop a communicable disease plan. An effective plan includes ongoing measures to reduce the risk of communicable disease and additional measures for when there is an elevated risk of communicable disease.*
- **Guide for Employers of Young Workers**  
*All Island Employers are legally responsible for providing all their workers with a safe workplace, whatever their age or experience. Young workers are among the highest risk group for workplace injury.*

To access these new guides, please visit:

<https://bit.ly/3laOXPw>

**PEI WCB Occupational Hearing Loss Resources**

PEI WCB has provided information for employers and workers regarding occupational hearing loss. To access this resource, please visit:

<http://bit.ly/3YWBv9m>

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and Occupational Health and Safety Matters

**January 2023, Volume 21 Issue 01**

**PEI WCB Policy Consultation – Feedback Deadline  
February 26, 2023**

Following the January 26, 2023, meeting of the WCB Board of Directors, the WCB is currently accepting feedback from employers, workers, and the public on the following policy:

- *Recurrence (POL-60)*

Feedback can be submitted until **February 26, 2023**.

To view this policy and provide feedback, please visit:

<https://bit.ly/3RS2Bdq>

**PEI WCB Policy Consolidation**

Following the January 26, 2023, meeting of the WCB Board of Directors, the WCB rescinded a number of policies – chiropractic services, physiotherapy services and massage therapy – to consolidate the content under the Health Care Benefits policy (POL-92). These changes will be made available on the PEI WCB website in the coming days.

**PEI WCB Employer Registration Renewal Deadline –  
February 28, 2023**

Employers are encouraged to submit their Employer Registration Renewal by **February 28, 2023**, to PEI WCB to avoid any late filing penalties. For more information on registration renewals and submitting these renewals electronically using PEI WCB's online services, please visit:

<https://bit.ly/3HVa0an>

**PEI WCB OHS – Reporting Serious Injury and  
Explosions**

PEI WCB's Occupational Health and Safety Division (OHS) would like to remind employers that they are required to notify them **immediately** when/if a serious injury occurs at a workplace. Some examples of a serious injury can include:

- Unconsciousness
- A fracture
- Substantial loss of blood
- Loss of sight in an eye

If an accidental explosion occurs in a workplace, the employer **must** notify the PEI WCB OHS Division, regardless of whether anyone has been injured.

Please see the following link for a practical poster on this topic, along with the appropriate contact numbers for reporting serious injuries and/or explosions:

<https://bit.ly/3wBTKUI>

**PEI WCB OHS - Upcoming Workshops**

A reminder that the next PEI WCB Occupational Health and Safety workshops are planned for February 7, February 14 and March 8, 2023. All sessions are free and available either virtually or in-person. For detailed information, registration and the full OHS workshop schedule, please visit:

<https://bit.ly/3FdnNHO>

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