

The Employers' Adviser

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A newsletter of the Employers' Advisers Office, Compensation Advisory Services, Ministry of Labour, Government of British Columbia
The Employers' Advisers Office provides advice, assistance, representation and training on all aspects of Workers' Compensation

EAO Website: www.labour.gov.bc.ca/eao Related Websites: www.gov.bc.ca/lbr and www.worksafebc.com

For further information on the Employers' Advisers Office or to subscribe/unsubscribe to this newsletter, call 1-888-608-8882

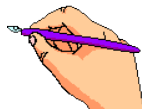
Advising and assisting employers of BC with workers' compensation matters since 1974

Do I need to register for insurance coverage in an incorporated company?



If you have workers and your business is active in B.C., meaning your firm distributes T4's and remunerates workers, you are required to register. All company shareholders who are actively working in your business are considered to be workers under the *Workers Compensation Act* and are covered under your company's WorkSafeBC account. Call us if you have registration questions.

Record Retention Times




How long you should keep workplace records for [WorkSafeBC](http://www.worksafebc.com) purposes is a question we often get here at the Employers' Advisers. The WC Act and the OH&S Regulation specify minimum retention times which you need to know. Records should be maintained so that they are readily available and easily referenced. Records can also be used to demonstrate due diligence, archival research and risk assessment. A handy reference document on [Reference Retention Times](#) is available on our website.

- First Aid Records – 3 years – OHSR 3.19
- First Aid Records – Fishing – 10 years – [Prevention Manual](#) R24.77-1
- Worker Orientation Records – indefinitely – OHSR 3.25
- Asbestos Inventory, Risk Assessment, Air Monitoring – 10 years – OHSR 6.32
- Confined Space Entry Permits – 1 year after completion – OHSR 9.16
- Crane & Hoist Inspection and Maintenance Records – life of equipment – OHSR 14.14 & 4.9
- Material Safety Data Sheets (MSDS) – 3 years – OHSR 5.14(2) & 5.15(3)
- Payroll Records/Source Documents – 6 years – PD 1-88-1A (WCB Audits)

Did You Know? Severance pay and salary continuance (elected alternative to severance pay) are not classed as assessable earnings by WorkSafeBC.

WorkSafeBC – 14 Amendments to OHSR Proposed for 2011

WorkSafeBC Board of Directors ("BOD") approved the release of the 2011 proposed amendments to the [Occupational Health and Safety Regulation](#) ("OHSR") for consultation. 

The consultation phase provides stakeholders with an opportunity to provide feedback on the proposed amendments. All feedback received will be reviewed and changes made to the proposed amendments, where appropriate, prior to the proposed amendments being taken to a public hearing in May or June 2011. WorkSafeBC must hold a public hearing under the *Workers Compensation Act* before a regulation can be made or changed.

There are 14 regulatory amendment packages under review. Visit www.worksafebc.com or click on the link http://www.worksafebc.com/regulation_and_policy/public_hearings/2011ProposedAmendments/default.asp.

From the regulatory packages, you will be able to access:

- Overviews of the proposed regulatory changes; and
- Proposed amendments including explanatory notes. Proposed deletions in the regulatory amendments are identified with a ~~STRIKETHROUGH~~ and additions are in **bold text and highlighted in yellow**.

Help!

Employers' Advisers are available to provide advice and assistance where there is merit in all areas of workers' compensation at no cost. The [Employers' Advisers Office](#) and the [Workers' Advisers Office](#) are positioned within the [Ministry of Labour](#) and provide service at arms' length from WorkSafeBC. If you have a question, call your nearest Employers' Advisers office. Employers can participate as respondent or appellant in decisions from WorkSafeBC involving claim decisions, assessment decisions and health and safety enforcement decisions.

Locations: Abbotsford 1-866-870-5492 - Kamloops 1-866-301-6688 - Kelowna 1-866-855-7575 - Nanaimo 1-866-827-2277
Prince George 1-888-608-8882 - Richmond 1-800-925-2233 - Trail 1-877-877-5524 - Victoria 1-800-663-8783