Yukon Workers' Compensation
Health and Safety Board

YWCHSB Style Guide

ART-0161 - 01.09 - Style Guide - 2021-08-31

Contents

About the *YWCHSB Style Guide* ... *1*

- Who is the ***YWCHSB Style Guide*** for? ... 1
- What if I disagree with something in the ***YWCHSB Style Guide***? 1
- How should I use the ***YWCHSB Style Guide***? 2

Writing clearly and inclusively ... 3

- Writing for your audience ... 3
- Writing in plain language ... 3
- Writing inclusively ... 4

The A to Z of YWCHSB style ... 5

- Abbreviations, initialisms and acronyms ... 5
- Addresses ... 6
- And (ampersand) ... 6
- Appendices ... 6
- Capital letters (uppercase) ... 7
- Dates ... 7
- Word form ... 7
- Numeric form ... 7
- Date ranges ... 7
- Ordinal numbers ... 8
- Digital style ... 8
- Digital terms ... 8
- Camel case ... 8
- Using links ... 8
- First Nations ... 9
- Government of Canada ... 9
- Government of Yukon ... 9
- Headings ... 9
- Indigenous Peoples ... 9
- Job titles ... 9
- Lists ... 10
- A list in which each point is a complete sentence ... 10
- A list which is a continuous sentence ... 10
- A list of very short points ... 10
- Ministers ... 10
- Numbers ... 10
- Photographs and videos ... 10
- Punctuation ... 11
- Comma ... 11
- Dash and hyphen ... 11

Period 12
Quotation mark 12
Telephone numbers 12
Time 12
Time zones 13
Titles 13
Yukon 13
Yukon government 13
Yukon Workers' Compensation Health and Safety Board 13
Board of Directors 13
Spellings 14
Words and names specific to and commonly used by YWCHSB 15
Abbreviations, initialisms and acronyms 16

About the *YWCHSB Style Guide*

The Yukon Workers' Compensation Health and Safety Board (YWCHSB) has two sets of standards for communications: the *YWCHSB Style Guide* and the *YWCHSB Brand Standards*. Together, the two guides help everyone at YWCHSB communicate effectively and maintain a consistent standard.

YWCHSB communicates with many different people and organizations in a variety of ways. Use the *YWCHSB Style Guide* when writing for purposes such as:

- Correspondence by email or letter with internal and external clients
- Brochures about programs or services
- Website information
- Advertisements in print or on the radio
- Information for the Board of Directors and the Minister

As much as possible, YWCHSB follows the Government of Yukon (YG) style guide and writing standards, which are available at:

YG Style Guide; and

Writing in plain language

The style standards here and in the YG guide are based on existing reference materials as much as possible. See How should I use the *YWCHSB Style Guide*? on page 2.

Who is the *YWCHSB Style Guide* for?

The guide is for all YWCHSB employees. Everyone is expected to use it so that we maintain a consistent, professional standard.

You can share it with contractors and businesses to ensure they follow our style in any work they do that will be issued on behalf of YWCHSB.

You can find the *YWCHSB Style Guide* and the *YWCHSB Brand Standards* on SafeTnet and on our public website.

What if I disagree with something in the *YWCHSB Style Guide*?

We ask you to set aside particular preferences you might have for formatting lists, for spellings or for capitalizing certain words, for example.

That said, we would like to hear your thoughts on the guide and we welcome your contributions. This is a living document that we review regularly and update annually. With each update we provide:

- notification to employees;
- a list of changes; and
- a revised edition on the public website and a link on SafeTnet.

YG makes revisions to the their Style Guide and so it is worth checking the online resource periodically.

Please share your thoughts and feedback about the *YWCHSB Style Guide* by emailing the Corporate Services communications team at wcb-cs@gov.yk.ca.

How should I use the *YWCHSB Style Guide*?

When you have a question about YWCHSB style, follow the list (in order) below to find what you are looking for.

1. The *YWCHSB Style Guide*—**always** follow what is in here first.
2. The YG Style Guide.
3. Writing Tips Plus, Government of Canada.
4. The *Canadian Press Stylebook* and *Caps and Spelling*—Corporate Services has copies.
5. The *Gregg Reference Manual*—Corporate Services has a copy.

Please ask the Corporate Services communications team—we welcome your questions!

When you have a question about spelling, refer to the *Canadian Oxford Dictionary*. Corporate Services has copies or branches can purchase their own through Central Stores.

Writing clearly and inclusively

Go to Writing in plain language and the YG Style guide.

Writing for your audience

We have an obligation to communicate clearly and effectively with the people we serve. This means always keeping the reader in mind.

Before you begin writing, ask yourself:

- Who is reading my document?
  What you know about your audience influences how you write.
- What does the reader need and want to know?
  Be clear about what you would like to say versus what your reader actually needs to know.
- Is the reader already familiar with the issue I am dealing with?
  If not, you may have to provide more explanation and background.
- What is the best way to present the information to make it easy to understand?
  Consider using bullet point lists, charts and graphics to help deliver the message.

Writing in plain language

The Yukon government Communications Policy states:

"The use of clear, plain language is required in all government materials, including legislation and regulations, in order to support the greatest understanding of government programs, services, decisions and actions."

Plain language is writing that is easy to understand. The more clearly you write, the longer you will hold your reader's attention and the better they will understand your message. Always be mindful of readers whose first language is not English or who may have low literacy skills.

Writing can use plain language without losing its intent. Legal writing is among the most complex and poses a particular challenge for plain communication. That said, according to the Canadian Bar Association:

"Plain legal language is language that is clear and comprehensible to its intended reader. As a writer of plain legal language, your aim is always to be understood."

Writing in plain, comprehensible language applies to all YWCHSB communications including correspondence, policies, forms and directives.

Myths about plain language

Myth: Plain language means writing at an elementary school level.
Fact: Plain language means writing clearly and as simply as suits the work and the audience. It involves more than just word choice; it is also reader-friendly presentation.

Myth: Plain language is impossible in professional fields where words have precise meaning.
Fact: Plain language supports precision. When you write in plain language you have to think more clearly about the message you want to convey. This process improves even the most complicated topics. If you need to use specialist language, make sure you also include a glossary in your document.

Myth: You do not have to worry about plain language if you are writing for a highly educated audience.
Fact: Evidence shows that plain language is more enticing even to highly educated professionals and specialists. Readers seldom complain that something is too easy to understand.

Readability

A plain-language approach should result in high readability. Microsoft Word has a useful tool to test your document's readability.

To measure readability in a Word 2013 document:

1. In your open document, click on the **File** tab and select **Options** on the left.
2. Select **Proofing**.
3. Under “When correcting spelling and grammar in Word,” check **Show readability statistics**.
4. Click **OK**.
5. In your document, click on the **Review** tab and select **Spelling & Grammar**.
6. After the spelling and grammar check has finished, a pop-up window will appear. Under **Readability** are three pieces of information:
   a. Percentage of passive sentences in your document
   b. Flesch Reading Ease score
   c. Flesch-Kincaid Grade Level

If you are writing for a general audience, aim for:

- a low percentage of passive sentences;
- a reading-ease score of 60 or higher; and
- a Grade 8 or 9 reading level.

As well as referring to Writing in plain language, you can find helpful resources at the Plain English Campaign, which has downloadable free guides, for example:

- How to write in plain English
- The A to Z of financial terms
- The A to Z guide to legal phrases

Writing inclusively

Go to YG Style Guide

According to the YG Communications Policy:

- “Language in public communications must be inclusive and respectful.”
- Inclusive language is “respectful and is not biased based on race, gender, culture, class, ability, age, religious beliefs or sexual orientation.”

You can find other helpful resources at:

- Government of Canada → “Gender and sexual diversity glossary”

The A to Z of YWCHSB style

This part of the *YWCHSB Style Guide* covers such topics as how to refer to our territory and how many spaces to put after a period. Topics are organized alphabetically.

As much as possible, YWCHSB style is consistent with the *YG Style Guide*.

In this section you will find:
- Links to the *YG Style Guide* on the YG public website.
- Examples specific to YWCHSB, where they are helpful.
- A list of words, names and spellings that are specific to, or frequently used by, YWCHSB.

Abbreviations, initialisms and acronyms

Go to YG Style Guide → "Abbreviations and acronyms"

Abbreviations

In general, avoid abbreviations in writing, especially in formal documents.
- the government, ***not*** the gov't
- you will see, ***not*** you'll see
- it is, ***not*** it's

Use the correct, full names of YWCHSB branches and units.
- Claimant Services, ***not*** Claims
- Employer Services, ***not*** Assessments

Avoid using the abbreviations "i.e." and "e.g." whenever possible; their meanings are often confused ("i.e." means "that is," "specifically," "namely," while "e.g." means "for example.") If you need to use them, punctuate as follows.

- There are several communities located on the Alaska Highway, e.g., Watson Lake, Haines Junction and Beaver Creek.
- YWCHSB is governed by two pieces of legislation, i.e., the *Workers' Compensation Act* and the *Occupational Health and Safety Act*.

Initialisms and acronyms

An initialism is a group of initial letters used as an abbreviation. Each letter is pronounced separately.
- YWCHSB
- PDF

Like an initialism, an acronym is a group of initial letters, but an acronym is pronounced as a word.
- NSNY, pronounced niz-nee (Northern Safety Network Yukon)
- WHMIS, pronounced wim-iss (Workplace Hazardous Materials Information System)

When using an initialism or acronym, write the name in full the first time, with the initialism or acronym in brackets. After that you may use the initialism or acronym alone.
- Occupational Health and Safety (OHS)
- Workers' Compensation Appeal Tribunal (WCAT)

An exception to this rule is the CHOICES Program, which is always treated as an acronym without reference to the words and phrases it stands for. You can find them in the CHOICES policy and in the list of abbreviations, initialisms and acronyms in the Spellings section.
- See also Writing Tips Plus on abbreviations
- See also Writing Tips Plus on acronyms and initialisms

Acts and regulations

Go to YG Style Guide on acts and regulations.

We administer the *Workers' Compensation Act*, the *Occupational Health and Safety Act* and the *Occupational Health and Safety Regulations*.

Once you have used the full name of an act or regulation, you can refer to it as "the Act" or "the Regulation" (not italicized).

- The *Workers' Compensation Act* is under review. The public is invited to submit comments on the Act until the end of June 2019.
- The *Occupational Health and Safety Regulations* are now available in a single publication. You can still request an individual part of the Regulations in small-booklet form.
- The Yukon government is proposing to make changes to the regulations.

Refer to the YG list of Acts and Regulations for correct names. Note that very few acts have "Yukon" in their names. If you need to distinguish a Yukon act from a similarly-named act in another jurisdiction, do not italicize the word Yukon.

- The Yukon *Workers' Compensation Act* is very similar to Saskatchewan's legislation.

Addresses

Go to YG Style Guide on contact information

See also Canada Post style

Write our address as follows:
Yukon Workers' Compensation Health and Safety Board
401 Strickland Street
Whitehorse, Yukon Y1A 5N8

Note: there are two spaces before the postal code.

And (ampersand)

Write the word "and" rather than an ampersand (&) except in very informal writing or when the ampersand is part of a name or title.

- Yukon Workers' Compensation Health and Safety Board, ***not*** Yukon Workers' Compensation Health & Safety Board
- H&R Block, A&W

Appendices

Go to YG Style Guide on appendices

Capitalize the word "Appendix" when cross-referencing it.

- See Appendix 1 for detailed financial data.

Capital letters (uppercase)

Go to YG Style Guide on capitalization

Go to YG Style Guide on titles

Use capital letters for units and branches of YWCHSB, for example:

- Claimant Services Branch
- Employer Services Branch
- Occupational Health and Safety Branch, OHS Branch
- Investigations Unit
- Policy and Appeals Unit
- Records Unit

Dates

Go to YG Style Guide on date and time

Word form

Use *day, month, date, year* when you are writing a date in a sentence.

- Monday, December 2, 2019, or December 2, 2019

Try to use full names of days and months. Use abbreviations in tables or charts, or where space is limited. Three-letter abbreviations with periods are preferred.

- Mon., Tue., Wed., Jan., Feb., Mar., etc.

If you must use two-letter abbreviations, use Je for June and Jl for July (no periods).

Put a comma after the year unless it comes at the end of the sentence. Omit the comma when you write only the month and year.

- The policy was approved on December 17, 2018, but it did not come into effect until January 1, 2019.
- Public engagement took place in June 2018 and the report was published in January 2019.

Numeric form

Write dates in international style (yyyy-mm-dd) when using numeric form.

- 2019-03-22

Use hyphens, not slashes, to separate the elements.

- 2019-03-22, ***not*** 2019/03/22

Some technical systems do not adhere to this style and are therefore exempted.

Date ranges

Use the word “to” between the two dates in a range in a sentence.

- December 4 to 6

In a table or chart, use an en dash (not a hyphen), with no spaces on either side.

- Dec. 4–6

Separate overlapping years with en dashes, not slashes.

- 2019–2020 or 2019–20, ***not*** 2019/2020 or 2019/20

Go to the Punctuation section for information about hyphens, en dashes and em dashes.

Ordinal numbers

Do not use ordinal numbers (1st, 2nd, 3rd, 4th, etc.) when writing dates out in full.
- December 4, 2019, ***not*** December 4th, 2019

Use ordinal figures when the date precedes the month or stands alone.

- The conference runs from Monday, the 4th of December, through Thursday, the 7th.
- He is acting from the 3rd until the 15th of this month.

Microsoft Word changes ordinal suffixes into superscripts (1^{st}, 22^{nd}, 43^{rd}, 60^{th}) by default.

To avoid this:
1. In your open document, click on the **File** tab and select **Options** on the left.
2. Select **Proofing**.
3. Click the **AutoCorrect Options** button and select the **AutoFormat As You Type** tab.
4. Uncheck **Ordinals (1st) with superscript**.

Digital style

Go to YG Style Guide on internet and digital terms

Go to Guidelines on Yukon.ca on links

Digital terms

Check the spelling of digital terms—they evolve rapidly.
- website, ***not*** Web site, web-site
- online, ***not*** on-line

Check an online source such as dictionary.com if you are not sure of the current spelling.

Camel case

Embedded capital letters in compound words (known as camel case, camelCase or medial capitals), are becoming increasingly common.
- iPhone, eBay, FedEx, PowerBook, WorkSafeBC

Again, check dictionary.com, for example, if you are not sure of the spelling of a compound noun related to digital technology.
- Facebook, ***not*** FaceBook

Using links

If a sentence ends with an email address or website URL, put a period at the end.
- My email address is firstname.lastname@gov.yk.ca.
- For further information visit wcb.yk.ca/rates.

Do not include “http://” nor, in most cases, “www.”
- According to dictionary.com, . . .
- The report is available online at wcb.yk.ca/report.
- For more information visit awcbc.org.

Clicking on a hyperlink is useful in emails, PDFs and web pages, but is meaningless in printed documents. Microsoft Word automatically creates a hyperlink as you type. To remove it, right click on the hyperlink and choose **Remove Hyperlink** from the drop-down menu.

First Nations

See Indigenous Peoples (below)

Government of Canada

Go to YG Style Guide on Government of Canada

Government of Yukon

Go to YG Style Guide on government references

YES	the Government of Yukon, the Yukon government, the territorial government
NO	Yukon Government, Yukon Territorial Government, the government of Yukon
YES	the governments of Canada and Yukon
NO	the Government of Canada and the Government of Yukon

Headings

Go to YG Style Guide on titles. Use sentence case (capital letter on only the first word), unless one of the words is a proper noun.

- How to conduct a risk assessment, ***not*** How to Conduct a Risk Assessment
- Optional Coverage benefits, ***not*** Optional coverage benefits or Optional Coverage Benefits

Indigenous Peoples

Go to YG Style Guide on Indigenous Peoples

Confirm on the web page that you have the correct spellings and diacritics for the names of Yukon First Nations.

You will also find there a helpful list, “How to write commonly-used Indigenous-related words and phrases.”

See also Writing Tips Plus on stereotyping: racial and ethnic

Job titles

Go to YG Style Guide on titles

Generally, capitalize titles only when they refer to a specific person. However, for titles of office or rank, capitalize the first letter.

- The director requested the meeting with managers.
- The Director of Corporate Services requested the meeting.
- All of the Ministers and Chiefs will meet tomorrow.
- President/CEO Kurt Dieckmann made the announcement.
- Mark Pike, Chair of the Board of Directors, welcomed stakeholders.

See also Writing Tips Plus on capitalization: titles of office or rank

Lists

Go to YG Style Guide on bullet point lists

YG style follows guidance from the Plain English Campaign on how to punctuate lists.

A list in which each point is a complete sentence

The director made three comments about using information technology.

- All IT equipment needs to be kept up to date.
- Staff must be trained to use new IT equipment.
- Technology will not cure all our problems.

A list which is a continuous sentence

If you want to keep your workplace tidy, please remember to:

- put your garbage in the bin;
- clean up after you make coffee; and
- take your food out of the fridge.

A list of very short points

Every good workplace has:

- a kettle
- a teapot
- a microwave, and
- a fridge.

or

Every good workplace has the following.

- A kettle
- A teapot
- A microwave
- A fridge

See also Writing Tips Plus on vertical lists

Ministers

Go to YG Style Guide on titles

Numbers

Go to YG Style Guide on numbers

Write numbers one to nine in letters and numbers 10 and above in figures.

- The Board of Directors has six voting members and one non-voting member.

If your sentence has a combination of ***related*** numbers below and above 10, use figures for all of them.

- The Yukon government directory lists 14 departments and 9 corporations and associated organizations.

If you cannot rearrange a sentence to avoid starting with a number, write it in letters.

- Two thousand students participated in outreach programs.

  or
- We reached 2,000 students with our outreach programs.

  not
- 2,000 students participated in outreach programs.

Photographs and videos

Photography and video credits are mandatory. Photo credits typically appear in a very small but readable font size underneath or along one side of the photos.

The exact form of a credit will vary depending on the source and who holds the copyright.

Punctuation

Go to YG Style Guide on commas, hyphenation, periods

See also Writing Tips Plus and search for your punctuation question

Apostrophe

Apostrophes are used for possessive nouns and contractions.

- Possessive nouns:
  - · YWCHSB’s next meeting is on Tuesday, September 11.
  - · Clarence’s team
- Contractions (avoid in formal writing):
  - · they’ve (they have)
  - · you’re (you are)
  - · it’s (it is)

Apostrophes are ***not*** used in the following.

- Plural words:
  - · We meet on Wednesdays, ***not*** We meet on Wednesday’s.
  - · Here is a list of “dos and don’ts”, ***not*** Here is a list of “do’s and don’t’s.”
- Initialisms and acronyms:
  - · PDFs, Qs and As, ***not*** PDF’s, Q’s and A’s
- Numbers in figures:
  - · 1950s, ’50s, ***not*** 1950’s, ’50’s
- Possessive adjective “its”:
  - · YWCHSB distributed a percentage of its surplus, ***not*** YWCHSB distributed a percentage of it’s surplus.

Comma

Go to YG Style Guide on commas

Dash and hyphen

Go to YG Style Guide on hyphenation

There is no space before or after these marks.

Em dash

An **em dash** is the width of a capital M (a “long dash”). It can be used as a substitute for a colon, semicolon or comma to create a more emphatic or abrupt break in the sentence.

- The job needs to be done—and it needs to be done today!
- He is not qualified for the position—for example, he has no experience dealing with difficult clients.

To insert an em dash in a Word document type two hyphens (--) without spaces and the computer will automatically adjust the hyphens to form an em dash.

En dash

An **en dash** is used to connect numbers in a range used in a table or chart such as dates, times and page numbers. Government of Yukon style is to use “to” rather than a dash.

- The conference runs from May 6 to 10, ***not*** The conference runs from May 6–10.
- The contract amount is $2,500 to $3,000, ***not*** The contract amount is $2,500–$3,000.

To insert an en dash in a Word document hold down the control key and type a hyphen on the numeric pad.

Hyphen

A **hyphen** has a variety of uses. Two common ones are:

- To separate numbers that are not inclusive such as phone numbers and dates in numeric form.
  - 867- 667-5645
  - 2019-11-22
- To join two or more words, such as compound adjectives.
  - An up-to-date report, ***but*** the report was up to date
  - A return-to-work plan, ***but*** a plan to return to work

Period

Go to YG Style Guide on periods

Put only one space after a period at the end of a sentence. Using two spaces dates from manual typewriter days, when every letter took up the same horizontal space.

See also “Using links” in the Digital style section.

Quotation mark

Place periods and commas inside the closing quotation mark.

- What he actually said was, “We will announce the new rates in September.”

Place semicolons and colons outside the closing quotation mark.

- Last Tuesday you said, “Your cheque has been mailed”; I have yet to receive it.
- Please send me the following items from the file labelled “Pending”: the June 24 version of the contract and the list of payments made to date.

See also Writing Tips Plus on quotations: punctuation with quotation marks for guidance on where to place quotation marks with other punctuation marks (for example, question marks and exclamation points). It states:

> Note: see 8.03 (b): When a very high degree of accuracy is required (as in a legal context), it may be desirable to place any punctuation not part of the original document outside the quotation marks:

- This part of the policy statement reads as follows: “the most accurate picture of the worker’s earnings and earning pattern immediately before the injury”.

Telephone numbers

Go to YG Style Guide on contact information

Use hyphens, ***not*** brackets:

- 867-667-5645

Insert a hyphen to “toll free” if it is followed by a noun:

- Phone: 867-667-5645 or toll free in Yukon 1-800-661-0443
- Use our toll-free number: 1-800-661-0443

Time

Go to YG Style Guide on date and time

In most written material we use the 12-hour clock when referring to time.

- Use a.m. and p.m., ***not*** am and pm or AM and PM.
- Use 3 p.m. ***not*** 3:00 p.m., ***but*** use 3:00 p.m. to 3:30 p.m., ***not*** 3 p.m. to 3:30 p.m.
- Use 12:00 noon and 12:00 midnight, ***not*** 12:00 p.m. and 12:00 a.m., as these are ambiguous.

Time zones

For time zones, we follow Writing Tips Plus

- 4:30 p.m. PST

Titles

Go to YG Style Guide on titles

Capitalize the main words of publications and put them in italics.

- *Writing Tips Plus*
- *Post-Traumatic Stress Disorder Consultation: What We Heard*

Yukon

Go to YG Style Guide on Yukon and the Yukon

Yukon government

Go to YG Style Guide on Government of Yukon

Go to Government of Yukon in this document

Yukon Workers’ Compensation Health and Safety Board

The abbreviations for our name are YWCHSB and “the Board.” Use one or the other, not both, within related documents (except in special circumstances).

Do not use the word “the” before YWCHSB.

- YWCHSB is located in Whitehorse, ***not*** The YWCHSB is located in Whitehorse.

Board of Directors

The Board of Directors is always referred to in full and it is never referred to in an abbreviated form.

Spellings

Go to YG Style Guide on spelling

See also Writing Tips Plus and search for your commonly misused word

See also *The Canadian Press Caps and Spelling*

When in doubt, consult the *Canadian Oxford Dictionary*, which always gives the Canadian spelling first. For example, if you are wondering if we write catalogue or catalog, you will find this: "**cata·logue** (also esp. US **cata·log**)," so you would write catalogue.

Microsoft Word's spell checker helps to identify common spelling mistakes (you're vs. your; its vs. it's; they're, their, there), but it is not foolproof. The grammar checker is less reliable.

Go to YG Style Guide on spelling for helpful spelling lists:

- Words we commonly use, such as:
  - health care (noun) health-care (adjective), ***not*** healthcare
  - north (direction), North (region), northerner, ***not*** Northerner
- Associations and non-government organizations, such as:
  - Les EssentiElles
  - Learning Disabilities Association of Yukon (LDAY)
- Businesses, such as:
  - ATCO Electric Yukon
  - Integra Tire (formerly Yukon Tire)
- Events, such as:
  - Yukon Sourdough Rendezvous
- Facilities and buildings, such as:
  - École Émilie-Tremblay
  - Yukon Beringia Interpretive Centre
- Municipalities, such as:
  - City of Dawson, ***not*** Dawson City
  - Town of Watson Lake
- Place names, such as:
  - Arctic Circle, the Arctic, ***but*** arctic wildflowers
  - Whistle Bend subdivision

Words and names specific to and commonly used by YWCHSB

Board of Directors (when referring to the Board's Board of Directors)

CHOICES Incentive Program

Claimant Services Branch

Compensation Fund (capitalized), abbreviated to "the Fund"

Corporate Services Branch

counsellor (a person who gives guidance)

co-worker, ***not*** coworker

cyberbullying, ***not*** cyber-bullying

Employer Advisor, Employer Advisor Service (at the Yukon Chamber of Commerce)

Employer Services Branch

Executive Branch

Executive Committee

Grade, for school grades, Grades 1 to 12.

health care, ***not*** healthcare

Joint Health and Safety Committee

licence (noun), a driver's licence

license (verb), licensed for Class 1 vehicles

musculoskeletal

Northern Safety Network Yukon

Occupational Health and Safety Act

Occupational Health and Safety Regulations

Occupational Health and Safety Branch

Operations Branch

per cent

practice (noun), doctor's practice

practise (verb), licensed to practise

SafeTnet

well-being

Workers' Advocate Office

Workers' Compensation Act

Workers' Compensation Appeal Tribunal

workplace, ***not*** work place

worksite

WorkSafeBC

Abbreviations, initialisms and acronyms

AAP	alternative assessment procedure
AWCBC	Association of Workers’ Compensation Boards of Canada
CAALL	Canadian Association of Administrators of Labour Legislation
CAALL-OHS	Canadian Association of Administrators of Labour Legislation–Occupational Safety and Health
CCL	Cabinet Committee on Legislation
CHOICES	**C**hoose **H**ealthy workplaces, **O**wnership of prevention and return to work, **I**njury management, **C**onsensus-based programs, **E**mployers of choice and **S**afety as job 1.
CICA	Canadian Institute of Chartered Accountants
CMA	Canadian Medical Association
COR	Certificate of Recognition
COREL	Certificate of Recognition equivalency letter
CSA	Canadian Standards Association
DMRC	Deputy Minister Review Committee
EMO	Emergency Measures Organization
EPR	Employer’s Payroll Return and Contract Labour Report
FIAC	Finance, Investment and Audit Committee
IAIABC	International Association of Industrial Accidents Boards and Commissions
IAQ	indoor air quality
IFRS	International Financial Reporting Standards
IJA	interjurisdictional agreement
IME	independent medical examination
NAOSH	North American Occupational Safety and Health
NIDMAR	National Institute of Disability Management and Research
NSNY	Northern Safety Network Yukon
NWISP	National Work Injuries Statistics Program
OAG	Office of the Auditor General of Canada
OH Regs	Occupational Health Regulations
OHS	Occupational Health and Safety
OPCOR	Optional Coverage Certificate of Recognition
PPE	personal protective equipment
PPD	permanent partial disability
PPI	permanent partial impairment
PRC	Policy Review Committee (YG)

Prev Gr	Prevention and Safety Advisory Group
PTSD	post-traumatic stress disorder
PWG	Policy Working Group
RSI	repetitive strain injury
RTW	return to work
SAC	Stakeholder Advisory Committee
SECOR	Small Employer Certificate of Recognition
TLC	Temporary Letter of Certification
TTD	temporary total disability
WAO	Workers' Advocate Office
WCAT	Workers' Compensation Appeal Tribunal
WHMIS	Workplace Hazardous Materials Information System
YCA	Yukon Contractors Association
YCC	Yukon Chamber of Commerce
YEU	Yukon Employees' Union
YFL	Yukon Federation of Labour
YG	Government of Yukon
YMTA	Yukon Mine Training Association