

HUMAN RESOURCES – YOUR MUST HAVE CHECKLIST

Legal Requirements for Employers in Ontario

Companies that employ workers in Ontario are subject to a number of legal requirements relating to their employees and workplaces. Whether your company employs 50 or 500 employees in Ontario, it needs to make sure it is in compliance with employment-related legislation.

Below is a simple checklist outlining legal requirements that apply to most workplaces in Ontario. This list has been created to assist you to determine whether your company is in a healthy “legal” position from a human resources perspective.

Do you have the following in place?

Harassment Prevention Policy and Training (Required under OHSA)	
Violence Prevention Policy and Training (Required under OHSA)	
Health and Safety Policy and Training (Required under OHSA)	
Accessibility Policy, Integrated Accessibility Standards Policy, Training and Multi-Year Plan (Required under AODA) Reminder: your deadline to file your compliance report is December 31, 2015.	
Copy of the Occupational Health and Safety Act available in workplace.	
Poster: “Health & Safety at Work: Prevention Starts Here” posted in workplace.	
Poster: “Employment Standards in Ontario – What you Need to Know”, version 6.0.” posted in workplace and copy to employees	
Poster: “In Case of Injury — 1234” posted in workplace.	
Joint Health and Safety Committee (if your company employs 20 or more employees) must be formed and trained.	
Health and Safety Representative (if your company employs more than 5 but less than 20 employees) must be selected and trained.	

* This list is non-exhaustive and applies to provincially-regulated employers in Ontario

Please note that there is a legal requirement to post all of the above-noted posters and policies in your workplace. If you have not checked everything off this list, feel free to contact me to discuss how we can bring your company into compliance.



Andrea M. Marsland

Partner

t: 416.365.3703
amarsland@foglers.com