

EMPLOYMENT MATTERS

December 2014

MAKING A LIST AND CHECKING IT TWICE

Checklist From Your Employment Lawyer

We tend to use the month of December as a time to reflect on our accomplishments in the year gone by, and to plan for the year ahead. Accordingly, it is the perfect time of year to consider whether your organization has met its legal obligations as you head into 2015.

Legal Requirements for Employers in Ontario

Below is a simple checklist outlining certain legal requirements that apply to most workplaces in Ontario. This list has been created to assist you to determine whether your organization is in a healthy “legal” position as it heads into the New Year.

Do you have the following in place?

Harassment Prevention Policy and Training (Required under <i>OHS</i> A)	
Violence Prevention Policy and Training (Required under <i>OHS</i> A)	
Health and Safety Policy and Training (Required under <i>OHS</i> A)	
Accessibility Policy, Integrated Accessibility Standards Policy, Training and Multi-Year Plan (Required under <i>AODA</i>) Reminder: your deadline to file your compliance report this year is December 31, 2014.	
Copy of the <i>Occupational Health and Safety Act</i> available in workplace.	
Poster: “Health & Safety at Work: Prevention Starts Here” posted in workplace.	
Poster: “What you Should Know about the <i>Ontario Employment Standards Act, 2000</i> ” posted in workplace.	
Poster: “In Case of Injury — 1234” posted in workplace.	
Joint Health and Safety Committee (if your organization employs 20 or more employees) must be formed and trained.	
Health and Safety Representative (if your organization 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.

If you have not checked everything off this list, feel free to contact me to discuss whether your organization is in compliance with applicable legislation. In addition to ensuring compliance with the above-noted requirements, the New Year is a perfect time to have us review any templates you may be using (e.g., template employment agreements) to ensure they comply with current case law. In the meantime, have a safe and happy holiday season.



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