

EMPLOYMENT MATTERS

December 2012

MAKING A LIST AND CHECKING IT TWICE

A 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 2013.

Legal Requirements for Ontario Employers

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 position as it heads into the New Year.

Do you have the following in place?

Harassment Prevention Policy and Training (Required under <i>OHSA</i>)	
Violence Prevention Policy and Training (Required under <i>OHSA</i>)	
Health and Safety Policy and Training (Required under <i>OHSA</i>)	
Accessibility Policy and Training (Required under <i>AODA</i>)	
Copy of the <i>Occupational Health and Safety Act</i> must be available in workplace.	
Poster: "Health & Safety at Work: Prevention Starts Here" must be posted in workplace.	
Poster: "What you Should Know about the <i>Ontario Employment Standards Act, 2000</i> " must be posted in workplace.	
Poster: "In Case of Injury — 1234" must be 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 any questions about whether any of the requirements set out above apply to your organization, please contact me at 416-365-3703 and I would be happy to assist.



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