

**ARE YOU IN COMPLIANCE WITH YOUR HR OBLIGATIONS GOING INTO 2020?**

By [Andrea M. Marsland](#)

The month of January is a month known for resolutions. It is the perfect time to plan for the year ahead, which means considering whether your organization is in compliance with its legal obligations as you head into 2020.

Below is a simple checklist outlining certain legal requirements that apply to most workplaces in Ontario. This list has been created to assist your organization to determine whether it is in compliance as it heads into 2020.

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).	
AODA — mandated policies and Training (Required under AODA).	
Copy of the Occupational Health and Safety Act available in workplace.	
Poster: “Health & Safety at Work: Prevention Starts Here” posted in workplace.	
Poster: “What you Need to Know” about the Employment Standards Act, 2000 in Ontario posted in workplace.	
Poster: “In Case of Injury” posted in workplace if your workplace is covered by the WSIB.	
Joint Health and Safety Committee (if your organization employs 20 or more employees) formed and trained.	
Health and Safety Representative (if your organization employs more than 5 but less than 20 employees) 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 feel free to contact me at (416) 365-3703 and I would be happy to assist you with a compliance audit.



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