

BUSINESS COMPLIANCE CHECKLIST

Key Foundational Compliance Policies & Practices	Company Size (# of EES)	Complete Yes/No
ESA Employment Standards Poster ("What You Should Know About the Ontario Employment Standards Act") distributed to Employees	1+	
WSIB Workplace Safety Insurance Board Poster ("In Case of Injury") displayed in workplace	1+	
OH&S Poster ("Health & Safety at Work") displayed in workplace	1+	
OH&S Act & Regulations (green book) displayed in workplace	1+	
H&S Awareness Training for Workers & Volunteers	1+	
H&S Awareness Training for Supervisors/Employers	1+	
H&S First Aid (must have one certified first aid worker at all times)	1+	
AODA training on Customer Service Standard	1+	
AODA training as it relates to Human Rights (including employers' duty to accommodate)	1+	
WHMIS Program with Training & Safety Data Sheets (may or may not be mandated depending on the substances in the workplace)	1+	
No Smoking/No Vaping Signs must be posted in workplace (Smoke Free Ontario Act, 2017)	1+	
Privacy Policy (PIPEDA - not mandated but recommended)	1+	
Ministry of Labour (MOL) Compliance Reports & Orders (if received) must be posted in the workplace	1+	
Floor Plan & Emergency Escape Routes for the workplace must be posted	1+	
H&S Policy posted in workplace	6+	
H&S Plan and Internal Responsibility System	6+	
H&S Violence & Harassment Policy and Program (including training and reporting procedures)	6+	
H&S Representative Identified and Trained	6-19	
AODA - Compliance Reports Submitted	20+	
H&S: Establish a Joint Occupational Health & Safety Committee (JHSC)	20+	
AODA - Policy Distributed & Displayed	50+	

**This is just an initial evaluation of some basic foundational policies required for companies that are provincially regulated. These are general benchmarks and are not specific to your business or industry. More information and analysis is required about your business and your workplace to conduct a more thorough evaluation*

Contact info@durhamhrsolutions.ca for further information.