



## WORKPLACE VIOLENCE AND HARASSMENT COMPLIANCE CHECKLIST

Ontario's *Occupational Health and Safety Act* includes several employer responsibilities regarding prevention of workplace violence and harassment.

The following checklist will help determine whether you as the employer have fulfilled the requirements of this important legislation.

<b>EMPLOYERS – Are you in compliance?</b>	Check Yes or No: ✓	
Prepared a workplace violence policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Prepared a workplace harassment policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Where six or more workers are employed regularly, posted written copies of the policies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assessed the risk factors of workplace violence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Advised the joint committee or health and safety representative of the workplace violence risk factor assessment results (or workers where no joint committee or representative exists)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provided a copy of the assessment results, if in writing, to the joint committee or health and safety representative (or workers where no joint committee or representative exists)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Developed a program to implement the workplace violence policy that includes: <ul style="list-style-type: none"> <li>• measures and procedures to control identified risk factors</li> <li>• measures and procedures to summon immediate assistance when workplace violence occurs or is likely to occur</li> <li>• measures and procedures for workers to report incidents, and</li> <li>• how incidents or complaints will be investigated and dealt with</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Developed a program to implement the workplace harassment policy that includes: <ul style="list-style-type: none"> <li>• measures and procedures for workers to report incidents, and</li> <li>• how incidents or complaints will be investigated and dealt with</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provided workers with information and instruction on the violence and harassment policies and programs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ensured precautions taken for the protection of workers when aware or ought reasonably to be aware that domestic violence may occur in the workplace and would likely expose workers to physical injury	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ensured information was provided to workers where they could be expected to encounter a person with a history of violent behaviour during the course of their work and are likely to be exposed to physical injury	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The Workers Health & Safety Centre offers training and information designed to help bring workplaces into compliance. To learn more drop us a line at [contactus@whsc.on.ca](mailto:contactus@whsc.on.ca) or call us toll free from anywhere in Ontario and ask to speak to a Training Services representative.