



Workplace Violence and Harassment

Compliance Checklist

Ontario's *Occupational Health and Safety Act (OHSA)* includes several employer responsibilities regarding prevention of workplace violence and harassment. The following checklist will help determine whether your employer has fulfilled the requirements of this important legislation. Corresponding OHSA section numbers are provided below. Also refer to the Ministry of Labour's *Code of Practice to Address Workplace Harassment and Workplace Violence and Harassment: Understanding the Law* guideline.

WORKERS – Is your employer in compliance?	Check Yes or No	
Has the employer provided information and instruction on the contents of their workplace violence policy? s. 32.0.5	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has the employer provided information on the contents of their workplace harassment policy? s. 32.0.8	yes <input type="checkbox"/>	no <input type="checkbox"/>
Where six or more are employed regularly, has the employer posted written copies of the workplace violence and harassment policies in a conspicuous workplace location? s. 32.0.1 (1)(2)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has the employer reviewed at least annually, or as needed, the workplace violence and harassment policies? s. 32.0.1(c)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has the employer assessed, and as needed reassessed, the risk factors for workplace violence? s. 32.0.3(1)(2)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has the employer advised the joint committee or health and safety rep (or workers where there is no JHSC or rep) of the workplace violence risk factor assessment results and provided a copy in writing? s. 32.0.3(3)(a)(b)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Has the employer provided information and instruction on the contents of their workplace violence program including: • how the employer will control identified risk factors; • how to summon immediate assistance when workplace violence occurs or is likely to occur; • how to report incidents of workplace violence; • how the employer will investigate and address incidents or complaints of workplace violence? S.32.0.5(2)	yes <input type="checkbox"/> yes <input type="checkbox"/> yes <input type="checkbox"/> yes <input type="checkbox"/>	no <input type="checkbox"/> no <input type="checkbox"/> no <input type="checkbox"/> no <input type="checkbox"/>

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EMPLOYERS – Are you in compliance?	Check Yes or No	
<p>Has the employer developed, in consultation with the joint health and safety committee or health and safety representative, if any, a program to implement the workplace harassment policy that includes:</p> <ul style="list-style-type: none"> • measures and procedures for workers to report incidents to a person other than the employer or supervisor if they are the alleged harasser; • how incidents or complaints will be investigated and dealt with; • how information about a harassment incident or complaint, including the names of those involved, will not be disclosed unless necessary for the investigation or taking corrective action; • how a worker who alleged harassment and the alleged harasser will be informed of the investigation results or any corrective action? s. 32.0.6(1)(2) 	<p>yes <input type="checkbox"/></p> <p>yes <input type="checkbox"/></p> <p>yes <input type="checkbox"/></p> <p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p> <p>no <input type="checkbox"/></p> <p>no <input type="checkbox"/></p> <p>no <input type="checkbox"/></p>
<p>Has the employer provided information and instruction on the contents of their workplace harassment program including:</p> <ul style="list-style-type: none"> • what conduct is considered workplace harassment including workplace sexual harassment; • how and to whom to report incidents of workplace harassment; • how the employer will investigate and address incidents or complaints of workplace harassment; • how the employer will report result of the investigation to worker alleging harassment and the alleged harasser; s. 32.0.8 	<p>yes <input type="checkbox"/></p> <p>yes <input type="checkbox"/></p> <p>yes <input type="checkbox"/></p> <p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p> <p>no <input type="checkbox"/></p> <p>no <input type="checkbox"/></p> <p>no <input type="checkbox"/></p>
<p>Has the employer reviewed, at least annually, the harassment program to ensure it adequately implements the policy? s. 32.0.7(1)(c)</p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Has the employer ensured precautions have been taken for the protection of workers when they are aware or ought reasonably to be aware that domestic violence may occur in the workplace and would likely expose workers to physical injury? s. 32.0.4</p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>
<p>Has the employer ensured information has been 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? s. 32.0.5(3)</p>	<p>yes <input type="checkbox"/></p>	<p>no <input type="checkbox"/></p>

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 or call us toll free from anywhere in Ontario and ask to speak to a Training Services representative.