



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 your employer has fulfilled the requirements of this important legislation.

WORKERS – Is your employer in compliance?	Check Yes or No: ✓	
Has the employer provided information on the contents of their workplace violence policy? • where six or more are employed regularly, has the written policy been posted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the employer provided information on the contents of their workplace harassment policy? • where six or more are employed regularly, has the written policy been posted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the employer advised the joint committee or health and safety rep of the workplace violence risk factor assessment results (or workers where no joint committee or rep exists)? Has the employer provided a copy of the assessment results, if in writing, to the joint committee or health and safety rep (or workers where no joint committee or rep exists)?	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, and • how the employer will investigate and address incidents or complaints of workplace violence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the employer provided information and instruction on the contents of their workplace harassment program including: • how to report incidents of workplace harassment, and • how the employer will investigate and address incidents or complaints of workplace harassment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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?	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 or call us toll free from anywhere in Ontario and ask to speak to a Training Services representative.