



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.

EMPLOYERS – Are you in compliance?	Check Yes or No	
Prepared a workplace violence policy. s. 32.0.1 (1)(a)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Prepared a workplace harassment policy, which includes workplace sexual harassment. s. 32.0.1 (1)(b)	yes <input type="checkbox"/>	no <input type="checkbox"/>
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"/>
Where six or more workers are employed regularly, posted written copies of both violence and harassment policies in a conspicuous workplace location. s. 32.0.1 (2)(3)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Assessed, and reassessed as necessary, the risk factors for workplace violence. s. 32.0.3(1)(2)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Advised the joint health and safety committee or health and safety representative (or workers if 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"/>
Developed, a program to implement the workplace violence policy that includes: <ul style="list-style-type: none"> • measures and procedures to control identified risk factors; • measures and procedures to summon immediate assistance when workplace violence occurs or is likely to occur; • measures and procedures for workers to report incidents; and • how incidents or complaints will be investigated and dealt with? s. 32.0.2 (1)(2) 	yes <input type="checkbox"/>	no <input type="checkbox"/>
	yes <input type="checkbox"/>	no <input type="checkbox"/>
	yes <input type="checkbox"/>	no <input type="checkbox"/>
	yes <input type="checkbox"/>	no <input type="checkbox"/>
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: <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 corrective action; • how a worker and the alleged harasser will be informed of the investigation results or taking any corrective action, s. 32.0.6(1)(2); and 	yes <input type="checkbox"/>	no <input type="checkbox"/>
	yes <input type="checkbox"/>	no <input type="checkbox"/>
	yes <input type="checkbox"/>	no <input type="checkbox"/>
	yes <input type="checkbox"/>	no <input type="checkbox"/>

cont'd...over

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EMPLOYERS – Are you in compliance?	Check Yes or No	
Reviewed the harassment program at least annually or more often as needed? s. 32.0.7(1)(a)(b)(c)	yes <input type="checkbox"/>	no <input type="checkbox"/>
Provided workers with information and instruction on the violence and harassment policies and programs. s. 32.0.5(2), 32.0.8	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. s. 32.0.4	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. s. 32.0.5(3)	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.

 Toll free: **1-888-869-7950**  whsc.on.ca      @WHSCTraining