

## Required Postings\*

- |          |  |                          |
|----------|--|--------------------------|
| <b>1</b> | Occupational Health & Safety Act (OHSA)                | <input type="checkbox"/> |
| <b>2</b> | Health & Safety at Work: Prevention Starts Here Poster | <input type="checkbox"/> |
| <b>3</b> | In Case of Injury at Work Poster (“1234”)              | <input type="checkbox"/> |
| <b>4</b> | Health & Safety Policy (more than 6 workers)           | <input type="checkbox"/> |
| <b>5</b> | Violence and Harassment Prevention Policy              | <input type="checkbox"/> |
| <b>6</b> | Regulation 1101 Poster                                 | <input type="checkbox"/> |

## Other Requirements\*

- |  |                          |
|--|--------------------------|
| <b>Fully stocked First-Aid Kit</b>   | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Supply inventory</li> <li>Treatment log</li> <li>First aid training manual</li> </ul> |                          |
| <b>Trained First Aider</b>   | <input type="checkbox"/> |

\* The checklist/images do not constitute legal advice. To determine your rights and obligations under the Occupational Health and Safety Act (OHSA) and its regulations, please contact your legal counsel or refer to the legislation.

\* Review the checklist to see if your business meets these requirements.

## Required Training\*

- |   |                          |
|---|--------------------------|
| <b>Health &amp; Safety Training Employees &amp; Supervisors</b> | <input type="checkbox"/> |
| <b>WHMIS Training (excl. farms)</b>                             | <input type="checkbox"/> |
| <b>AODA Training</b>  | <input type="checkbox"/> |
| <b>First Aid/CPR Training</b>                                   | <input type="checkbox"/> |
| <b>Workplace Violence and Harassment Training</b>               | <input type="checkbox"/> |

For more information on training, visit the following local resources:

[www.mtwjobassist.ca](http://www.mtwjobassist.ca)  
[www.gcfi.net](http://www.gcfi.net)

## Privacy and Consent

Develop a Customer Privacy Policy in accordance with The Personal Information Protection and Electronic Documents Act (PIPEDA).

Visit [www.priv.gc.ca](http://www.priv.gc.ca) for more information.

Businesses need implied consent to send a commercial electronic message in Canada

Visit [www.fightspam.gc.ca](http://www.fightspam.gc.ca) for more information.



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 T: (807) 854-2273 F: (807) 854 2474  
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**G E D C . c a**

We are one of 61 Community Future Development Corporations (CFDCs) across Ontario.

Nous sommes une des 61 sociétés d'aide au développement des collectivités (SADCs) en Ontario.

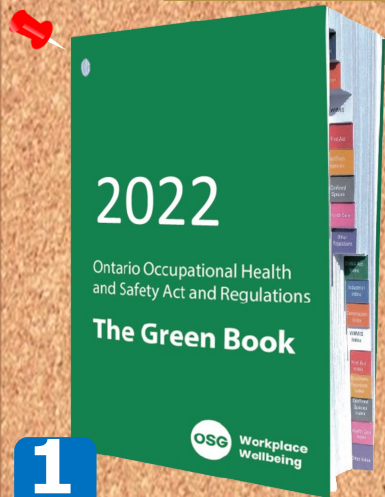
 Federal Economic Development Agency for Northern Ontario  Agence fédérale de développement économique pour le Nord de l'Ontario

Canada 



**Compliance and Health & Safety Brochure**

# Health & Safety Board



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Ontario's Occupational Health and Safety Act gives workers rights. It sets out roles for employers, supervisors and workers so they can work together to make workplaces safer.

**Workers have the right to:**

- Know about workplace hazards and what to do about them.
- Participate in solving workplace health and safety problems.
- Refuse work they believe is unsafe.

**Workers must:**

- Follow the law and workplace health and safety policies and procedures.
- Wear and use the protective equipment required by their employer.
- Work and act in a way that won't hurt themselves or anyone else.
- Report any hazards or injuries to their supervisor.

**Employers must NOT take action against workers for following the law and raising health and safety concerns.**

**Employers must:**

- Make sure workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.
- Make sure supervisors know what is required to protect workers' health and safety on the job.
- Create workplace health and safety policies and procedures.
- Make sure everyone follows the law and the workplace health and safety policies and procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

**Supervisors must:**

- Tell workers about hazards and dangers, and respond to their concerns.
- Show workers how to work safely, and make sure they follow the law and workplace health and safety policies and procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Call the Ministry of Labour, Training and Skills Development at 1-877-202-0000.

Report occupational injuries, fatalities, workplace health and safety information, weekdays 9:30am - 5:30pm. Emergency? Always call 911 immediately.

Find out more: [ontario.ca/healthandsafetywork](http://ontario.ca/healthandsafetywork)

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**IN CASE OF INJURY OR ILLNESS AT WORK**

- Get medical help**  
Your employer is responsible for providing first aid. Go to the doctor or hospital if you need treatment. Your employer pays for your transportation.
- Document**  
Tell your employer about your injury or illness. They investigate and keep a record of what happened.
- Report to the WSIB**  
Employers must tell us within three days if an injury or illness happens. You can report by submitting Worker's Report of Injury/Illness Form 6.
- Work together**  
We work with you and your employer to help you recover and return to work safely and at the right time.

Questions? We're here to help.  
t: 1-800-387-0750 | TTY: 1-800-387-0050  
ils visit [wsib.on.ca/reporting](http://wsib.on.ca/reporting)

wsib ONTARIO

3

**First Aid REQUIREMENTS**

Regulation 1101

wsib ONTARIO

6

**First Aider:** \_\_\_\_\_

**First Aid Box Location:** \_\_\_\_\_

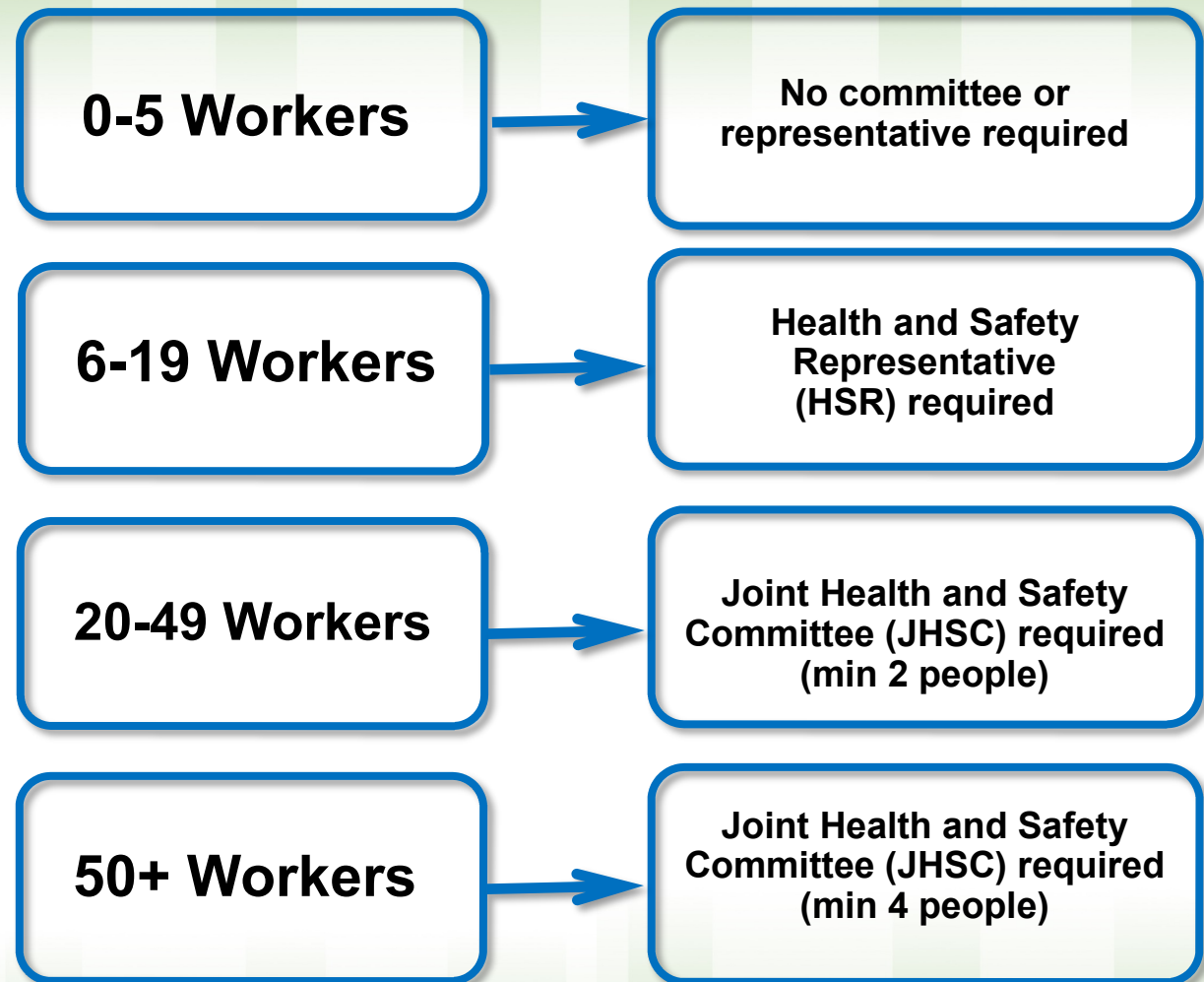
**4** **Health & Safety Policy**

**Emergency Response Plan**

**5** **Violence/Harassment Prevention Policy**

**HSR/JHSC Names & Contact Numbers**

# Helpful Guide to Health and Safety Representatives



**For more information on compliance, please visit:**

- [www.labour.gov.on.ca](http://www.labour.gov.on.ca)
- [www.wsib.ca](http://www.wsib.ca)
- [www.pshsa.ca](http://www.pshsa.ca)

**A mock-up bulletin board and a checklist will help your business ensure compliance with workplace requirements in Ontario.**