

THE COMPLIANT WORKPLACE

THE IMPORTANCE OF HEALTH AND SAFETY

INFORMATION IN TODAY'S BUSINESS ENVIRONMENT

If you are running a business you know the importance of protecting your employees and keeping them safe. You also know that a random on-site visit from the Ministry of Labour can catch you off guard and unprepared. It can be costly; Fines, orders or tickets can begin as high as \$5000 if your operation is found to violate any of the workplace safety requirements. This includes your Workplace Health and Safety Board. Under the Occupational Health and Safety Act, employers must clearly post and update workplace safety information in an accessible and conspicuous location to provide awareness and education for their employees.



Times are getting tougher for small and medium sized-businesses that struggle with all the demands of running an efficient company, and as a result, posting safety requirements often are not the biggest priority. However, that can be a mistake, especially if your business is found to be ill equipped when a government inspector suddenly just shows up...

Many of the posting requirements, and information on how the employer must prepare other requirements, are available online and the Ontario Ministry of Labour has a complete list of the mandatory posting requirements at https://www.labour.gov.on.ca/english/atwork/posting_training.php

Here is a quick primer of what you need to know. Employers must DISPLAY the following:

1. The most recent version of the Ministry of Labour's poster "**What You Should Know About The Ontario Employment Standards Act.**"
2. A copy of the **Occupational Health and Safety Act**
3. The "**Health and Safety at Work**" Poster
4. The "**In Case of Injury**" Poster
They also must:
5. **Develop**, post, and review once a year, **Workplace Violence and Workplace Harassment Policies**
6. **Develop**, post, and review a written **Occupational Health and Safety Policy**
7. **Establish** a joint **Occupational Health and Safety Committee** and post the names and work locations of these members. Posting this information is also NOT required for businesses with five or fewer employees.

Being Occupational Health and Safety Information compliant can seem like a daunting task. However, there are viable solutions that offer information-ready boards, health and safety audits and training that can make this easy. As any employer knows, keeping employees safe is an imperative element of running a successful business in today's marketplace.



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