4S CONSULTING

# Workplace Violence and Harassment

Compliance checklist: what Ontario's OHSA (Part III.0) requires of employers

Ontario | Review at least once a year, and after any incident or change

**Workplace:** _____ **Reviewed by:** _____ **Date:** _____

## 1. Policies (OHSA s. 32.0.1)

- ☐ Workplace violence policy prepared, signed and dated by senior leadership
- ☐ Workplace harassment policy (including sexual harassment) prepared, signed and dated
- ☐ Policies posted in a conspicuous place, or in a readily accessible electronic format with directions on where to find them (six or more regularly employed workers)
- ☐ Both policies reviewed in the last 12 months (record the date below)

## 2. Workplace violence program and risk assessment (ss. 32.0.2 to 32.0.5)

- ☐ Violence risk assessment completed for the nature of the workplace, type of work and conditions of work
- ☐ Results shared with the JHSC or health and safety representative (copy provided if written)
- ☐ Risks reassessed as often as necessary, such as after incidents or changes in work
- ☐ Program includes measures to control the risks identified
- ☐ Program explains how to summon immediate assistance when violence occurs or is likely
- ☐ Program explains how to report incidents, and how they're investigated and dealt with
- ☐ Precautions in place if domestic violence is likely to expose a worker to physical injury at work
- ☐ Process to inform workers about a person with a history of violent behaviour they may encounter

## 3. Workplace harassment program (s. 32.0.6)

- ☐ Program written, and developed and maintained in consultation with the JHSC or representative
- ☐ Reporting measures, including an alternative route if the harasser is the employer or supervisor
- ☐ Investigation procedure set out
- ☐ Confidentiality rules: information disclosed only as needed to investigate, take corrective action, or as required by law
- ☐ How the complainant and alleged harasser (if a worker) are told the results and any corrective action

## 4. Investigations (s. 32.0.7)

- [ ] Every incident and complaint investigated in a way appropriate in the circumstances
- [ ] Investigator is impartial and not under the alleged harasser's direct control
- [ ] Complainant and alleged harasser (if a worker) informed of results in writing
- [ ] Investigation records kept securely (reports aren't shared with the JHSC)
- [ ] Harassment program reviewed as often as necessary, and at least once a year

## 5. Information and instruction (ss. 32.0.5, 32.0.8)

- [ ] All workers given information and instruction on both policies and programs
- [ ] Supervisors trained to recognize problems and respond to complaints
- [ ] Training records kept, and refreshed when policies or programs change

## Annual review record

| Item | Last reviewed | Next review | Owner |
|---|---|---|---|
| Workplace violence policy | | | |
| Workplace harassment policy | | | |
| Violence risk assessment | | | |
| Workplace violence program | | | |
| Workplace harassment program | | | |
| Worker information and instruction | | | |

### Train your team on violence and harassment prevention

4S Consulting offers workplace violence and harassment training for employees, supervisors and managers, plus CPO-approved JHSC certification training: online, live virtual or on-site.

**4sconsult.com/training/workplace-violence-harassment-training/**