

Member Bulletin

Workplace Violence & Harassment Requirements Take Effect June 15: “Tool Kit” for Employers

The Ontario government has released a “HOW TO” TOOL KIT, which is a template guide to help businesses comply with new requirements relating to workplace violence and harassment.

Starting June 15, businesses must: develop workplace violence and harassment policies and programs; assess risks of workplace violence including situations involving handling of cash, dealing with potentially violent clients, working alone, working in high-crime areas, protecting valuable goods and transporting people or goods; and, identify possible ways to control those risks for employees.

All workplaces must review these policies as often as necessary, but at least annually. They must prepare these policies, ensure they are in written form, and post them in a conspicuous place at work. (Businesses with 5 employees or less must prepare the policies in a written form, but don't have to post them in a conspicuous place, unless otherwise ordered by a ministry inspector).

Employees must be informed and instructed on the policies and programs, and such policies must address risks, and provide measures to control them. Failure to do so may result in orders to comply, or provincial fines or criminal charges.

Businesses, for instance, should be aware that among other regulations, employees can refuse to work or do particular work if they believe workplace violence is present. Employers must provide details on a workplace violence incident to their joint health & safety committee or rep within four days of it happening and inform the Ministry.

Employers should be aware that domestic violence may occur in the workplace, so they must take every precaution to protect a worker at risk of physical injury. In addition, they must tell employees about colleagues who may pose a physical risk to them.

MOL's recent announcement:

<http://news.ontario.ca/mol/en/2010/05/new-workplace-violence-prevention-tools-for-employers.html>>

MOL's *Tool Kit* for Employers:
http://www.labour.gov.on.ca/english/hs/pdf/wvps_toolbox.pdf

Workplace Violence & Harassment Act:
http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=2181&detailPage=bills_detail_the_bill&Intranet

OCC's submission to the Minister of Labour (October 2009):

[bill 168 final - violence in workplace.docx](#)

MOL's Inquiry Line for Employers on the new requirements- Province-wide: 1-800-268-8013
GTHA: 416-314-5421

“Understanding this New Law”:
http://www.labour.gov.on.ca/english/hs/pdf/wpvh_gl.pdf

In brief , what you've got to do:

http://www.labour.gov.on.ca/english/hs/pdf/fs_workplaceviolence.pdf

MOL's health & safety partners