



## **HR & Safety Advice: 2025 Compliance Checklist for Ontario Employers**

Legislative requirements for employers are frequently updated. Staying current is essential for maintaining a safe, compliant workplace. [Safety First Training Ltd.](#) has prepared this HR & Safety Compliance Checklist to support Ontario employers.

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### **Mandatory Workplace Policies**

Employers must have the following written policies in place:

- **Health & Safety Policy**  
Under the Occupational Health and Safety Act (OHSA), employers must annually prepare and review a written workplace health & safety policy—even workplaces with five or fewer employees must follow this unless an inspector orders otherwise.
- **Workplace Violence & Harassment Policy**  
OHSA requires employers to create and annually review policies and programs on workplace violence and harassment. For workplaces with six or more regularly employed staff, written, posted versions are mandatory.
- **Accessibility Policy (AODA)**  
The Accessibility for Ontarians with Disabilities Act requires organizations to establish accessibility policies that include organizational commitment. Employers with fewer than 50 employees are exempt from writing the policy down, but must still comply.
- **Disconnecting from Work Policy (ESA Part VII.0.1)**  
Employers with 25+ staff must adopt a written “right to disconnect” policy before March 1 each year, distributing it to all employees within 30 days. It defines “disconnecting” as refraining from work-related communications like emails or calls [Bill 27, Working for Workers Act, 2021](#)
- **Electronic Monitoring Policy**  
The ESA (Part XI.1) mandates written policies on workplace electronic monitoring for employers with 25+ employees.
- **Privacy Policy (PIPEDA)**  
All businesses handling personal data must document and implement privacy policies in compliance with the Personal Information Protection and Electronic Documents Act.
- **Pay Equity Plan**  
Required for all public sector employers and private-sector employers with 10+ staff, under the Pay Equity Act.

**Don’t know where to start? Contact us for assistance.**

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## **Mandatory Workplace Postings & Documents**

### **Employment Standards Act (ESA):**

- **“Employment Standards in Ontario” poster** — must be provided to employees within 30 days of hire. [Free download](#) or order from Service Ontario.
- **Additional Information Sheets** required for:
  - Excess hours of work agreements
  - Temporary-help agency assignments
  - Foreign national employees hired without recruiter useThese must accompany the relevant agreements and be available in other languages if needed.

### **Occupational Health and Safety Act (OHSA):**

- **“Health & Safety at Work: Prevention Starts Here” poster** — must be displayed visibly in English and the workplace’s majority language; [free downloadable](#) or orderable from Service Ontario.
- **OHSA Act and explanatory materials (Green Book)** — must be posted or provided electronically. [Electronic Version eLaws](#)
- **Joint Health & Safety Committee (JHSC)** — required if your workplace has more than 20 regularly employed workers. One certified management member and one non-management member is required. [Check out our NEW JHSC Part 1 and Part 2 Training](#)
- **Current health and safety, violence, and harassment policies** — to be updated and posted yearly for workplaces with five or more employees.

### **Workplace Safety and Insurance Board (WSIB):**

- **“In Case of Injury” (Form 82) poster** — mailed upon WSIB registration; replacements available from WSIB directly.

### **Additional postings (as applicable):**

- Orders from MLITSD inspectors
- Airborne contaminant monitoring results

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## **Required Training**

- **Health & Safety Awareness (OHSA Reg. 297/13)** – Mandatory for employees and supervisors, including site-specific hazard training.
- **WHMIS 2015 (OHSA Reg. 860)** – Required for workers handling or exposed to hazardous products. [WHMIS Online Training Click Here!](#)
- **Violence & Harassment Prevention** – Under OHSA, employers need training on workplace violence and harassment policies. [Violence & Harassment Training Click Here!](#)
- **AODA & Ontario Human Rights Code** – Training on accessibility obligations and rights of people with disabilities. [AODA Training Click Here!](#)





- **Specialized Safety Training** – depends on you site specific hazards i.e. using ladders, fall protection, confined spaces, electrical, traffic control, equipment, first aid, JHSC etc. Needs to be assessed to be determined. [Specialized Safety Training Click Here!](#)
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## **Recommended (Optional) Policies**

Optional but beneficial policies include:

- **Anti-Spam (CASL) Policy** – Ensures compliance with Canada’s anti-commercial email laws.
  - **Social Media Policy** – Clarifies expectations for online conduct.
  - **Diversity, Equity & Inclusion (DEI) Policy** – Supports inclusive workplace culture.
  - **Drug & Alcohol Policy** – Addresses impairment and workplace safety.
  - **Flexible Work Policy** – Defines remote and flexible work arrangements fairly.
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## **Legislative Highlights**

**Working for Workers Five Act (Bill 190)** received Royal Assent on October 28, 2024 and introduced:

- Virtual harassment added under OHSA.
  - Telework included under OHSA; “industrial establishment” excludes home offices but protections apply [Ogletree Article](#)
  - “Right to disconnect” policy requirement reinforced.
  - Employers may no longer request a medical certificate for the first three ESA sick days.
  - ESA fine limits doubled to \$100,000.
  - Enhanced rights around publicly advertised job postings and washroom facilities.
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## **What’s Happened in 2025 and What’s Coming in 2026**

**Working for Workers Six Act** (effective December 19, 2024) introduced:

- Mandatory properly-fitting PPE in all sectors.
- Minimum \$500,000 corporate fine for repeat OHSA offences causing death/serious injury.
- New unpaid parental leave for adoptive/surrogacy parents and long-term illness leave; effective dates pending.

**Effective July 1, 2025:**

- Mandatory pre-work information for new employees at 25+ staff employers (legal name, wages, hours, contact info, work location).

**Effective January 1, 2026:**





- Job postings must disclose vacancy status, compensation, AI use, and remove "Canadian experience" requirement; records to be retained for 3 years.
- Regular washroom cleaning records; posting to begin January 1, 2026.

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### **Final Takeaways for Ontario Employers**

- Update all core policies and training programs to align with recent legal changes.
- Implement a written disconnecting policy by March 1 annually, or as soon as you reach 25 employees.
- Remove medical certificate requirements for the first three ESA sick days.
- Review job postings and employee onboarding materials ahead of 2026 changes and reflect 2025 requirements.
- Maintain documentation of washroom cleaning, AODA and harassment training, and all postings/policies.
- Conduct a full safety audit of your program. Do you require assistance contact us.
- Ensure site specific staff training is conducted and documented to be able to prove due diligence.

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Staying ahead ensures your organization meets evolving compliance standards and promotes a safe, respectful, and inclusive workplace in 2025 and beyond.

### **Contact Safety First Training Ltd for further assistance:**

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Sincerely,

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