



*Napanee & District Chamber of Commerce*

*Bill 168 – Violence & Harassment in the Workplace*

*Tips to Ensure Your Small Business/Organization is Compliant*

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In June 2010 the Province of Ontario changed the Occupational Health & Safety Act (OHSA) to include Bill 168 which addresses violence and harassment in the workplace. It applies to all workplace environments as defined under the OHSA. Employers are encouraged to visit the Ministry of Labour website where they can find information on "[What Employers Need to Know](#)". Use the checklist below to ensure your workplace is on the right track to becoming compliant.

- Prepare policies for Violence in the Workplace and Harassment in the Workplace. Policy samples are available on the Ministry of Labour website: [Sample Workplace Violence Policy](#) and [Sample Workplace Harassment Policy](#). Employers with less than 5 employees are not required to display their policies, however it is good practice to do so.
- Conduct a Risk Assessment using surveys or staff meetings to identify potential risks. The [Toolbox](#) available on the Ministry of Labour website provides assessment tools for various work environments.
- Establish Procedures/Program to report and address risks/incidents. Guidelines are available in the Ministry Toolbox.
- Train your employees and volunteers.
- Conduct an Annual Review to ensure that risks are kept in check.

It is useful to develop a document to record each step that you work through. It will be useful as confirmation to provincial inspectors that your business/organization is aware of the legislation and has taken steps to address potential risks.

Employers can also find a [Violence in the Workplace Checklist](#) on the WSIB website along with a link to a [Workplace Violence Assessment Checklist](#).

The above summary is taken from an article by Matt Richardson of the Napanee Area Community Health Centre in the Chamber's November/December 2011 newsletter. [View the newsletter](#).

Disclaimer: The Napanee & District Chamber of Commerce has provided the above guidelines for information purposes only. It is not meant to serve as a legal recommendation for Bill 168 compliance.

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