

COVID-19: Human resources to support nonprofits and charities

Ontario Occupational Health & Safety, WSIB, Workplace Violence and Workplace Harassment & AODA Fact Sheet

June 2020

To support non-profit sector organizations we have provided a reference listing for key health and safety in the workplace policy topics and quick links below to aid you in managing your workplace during the Covid-19 Corona Virus pandemic.

- Ontario Occupational Health & Safety Act Compliance and Refusal to work process
- Ontario WSIB - Workers Safety and Insurance Board and reporting requirements
- Ontario Occupational Health & Safety Act - Workplace Violence and Workplace Harassment & Domestic Violence Doesn't Stop When Your Worker Arrives at Work.
- AODA - Accessibility for Ontarians with Disabilities Act

This resource was collected and edited as part of a joint project between the Ontario Nonprofit Network and Toronto Neighbourhood Centres to develop human resources materials to help Ontario nonprofits address the challenges posed by COVID-19. The resource has been reviewed by a committee of leaders working in the sector to ensure its relevance. Thanks to HR Transformations for researching and compiling this information.



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Topic	Ontario Compliance standards	Quick Links
Occupational Health and Safety Act	<p>The Occupational Health and Safety Act sets out the rights and duties of all parties in the workplace, as well as the procedures for dealing with workplace hazards and for enforcement as needed.</p> <p>Requirements for all workplaces under the Occupational Health and Safety Act. OHS requirements for all employers include:</p> <ul style="list-style-type: none"> • ensuring workers know about hazards by providing information, instruction and supervision on how to work safely • ensuring supervisors know what is required to protect workers' health and safety on the job • creating workplace health and safety policies and procedures • ensuring workplace parties follow the law and the workplace health and safety policies and procedures • ensuring workers wear the right protective equipment and are trained on how to use it • taking all precautions reasonable in the circumstances to protect workers from being hurt or getting a work-related illness 	<p>Ministry of Labour, Training and Skills Development: Health and Safety Act information https://www.labour.gov.on.ca/english/hs/index.php</p> <p>COVID-19 (coronavirus) and Workplace health and safety</p> <ul style="list-style-type: none"> • Protecting workers from COVID-19 • Protecting yourself at work • Working with someone who might have COVID-19 • Making a complaint or resolving a dispute <p>https://www.ontario.ca/page/covid-19-coronavirus-and-workplace-health-and-safety</p> <p>Health and Safety Association Guidance Documents for Workplaces During the COVID-19 Outbreak https://news.ontario.ca/opo/en/2020/04/health-and-safety-association-guidance-documents-for-workplaces-during-the-covid-19-outbreak.html</p> <p>Right to refuse or to stop work where health and safety in danger https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger</p>

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WSIB - Workers Safety and Insurance Board	<p>When an injury or illness happens on the job, WSIB provides wage-loss benefits, medical coverage and support to help people recover and get back to work.</p> <p>Reporting requirements during Covid-19</p> <ul style="list-style-type: none"> You must report a workplace injury within three days of learning about your employee's workplace injury or illness You are responsible for reporting an injury or illness of anyone you employ in your business including family, seasonal or temporary employees, certain domestic employees, people doing construction work, students, apprentices and training participants You must report all cases of a needle stick injury, unless you have a surveillance protocol in place – that is a formal process to test and monitor a person exposed to an infectious disease If you are not sure whether the injury or illness is work-related, you should still report it to us. We make the decision whether an injury or illness is work-related or not It is against the law to discourage reporting of a workplace injury or illness. You could face a financial penalty as well as prosecution for not reporting, reporting late, not giving all the details requested, giving false or inaccurate details, and discouraging your employees from reporting 	<p>Report an injury or illness https://www.wsib.ca/en/businesses/claims/report-injury-or-illness</p> <p>COVID-19: FAQs about WSIB claims https://www.wsib.ca/en/covid-19-faqs-about-wsib-claims</p> <p>Find a WSIB Form https://www.wsib.ca/en/businessforms</p>
Workplace Violence and Workplace Harassment	<p>Everyone should be able to work in a safe and healthy workplace. The Occupational Health and Safety Act sets out roles and responsibilities of workplace parties with respect to workplace violence and workplace harassment, including developing and implementing policies and programs and providing information and instruction on these.</p> <p>Domestic Violence Doesn't Stop When Your Worker Arrives at Work. A person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.</p>	<p>Ministry of Labour, Training and Skills Development: Health and Safety/ Workplace Violence and Workplace Harassment https://www.labour.gov.on.ca/english/hs/topics/workplaceviolence.php</p>
ADOA - Accessibility	<p>The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is an Ontario law mandating that organizations must follow standards to</p>	<p>What is AODA? https://aoda.ca/what-is-the-aoda/</p>

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for Ontarians with Disabilities Act	<p>become more accessible to people with disabilities. The goal for the province is to be fully accessible by 2025. All levels of government, private sectors, and non-profits must comply with this legislation.</p> <ul style="list-style-type: none"> • The Customer Service Standard: Every provider of goods or services shall establish policies, practices and procedures governing the provision of its goods or services to persons with disabilities. They were to be put into place and accessible internally and externally by 2012. • The Employment Standard: under the Integrated Accessibility Standards Regulation, requires employers to provide for accessibility across all stages of the employment life cycle. Plans to develop internal employee policies and customized employee accommodation plans were to be shared within all sized organizations by 2017. <p>During Covid-19 accessibility consideration for closed offices or modified services will now have to be part of overall operational physical distancing modifications and contingency planning.</p>	