Compliance Works

Ontario HR Requirements Based on Number of Employees

6 employees

- Health and safety policies and a program to implement that policy
- Health and safety representative
- Additional items in the first aid box /station and more rigorous training for the first aid attendant

10 employees

- Requirements per the *Pay Equity Act*
- Reasonably private room with one or more cots and chairs (unless such facilities are provided at a first aid station)

16 employees

- Additional items in the first aid box/station

20 employees

- Accessibility reports regarding customer service accessibility standard
- Health and safety committee

25 employees

- Electronic monitoring policy
- Disconnecting from work policy

Compliance Works

Keep in mind...

As soon as you hire one employee, you are subject to employment laws, including - in Ontario - the *Accessibility for Ontarians with Disabilities Act*, *Employment Standards Act, 2000*, *Human Rights Code* and *Occupational Health & Safety Act*.

This timeline sets out the *additional* obligations that an employer must consider as its business grows.

35 employees

- Place suitable for eating [note: also applies to smaller workplaces where there is potential exposure to a poisonous substance]

50 employees

- Accessibility training records
- Accessibility plans
- Accessibility reports regarding all applicable accessibility standards
- Group termination obligations - when dismissing 50+ employees within a 4 week period

200 employees

- First aid room, which includes specified items

To learn more about your HR compliance requirements...

Contact us at

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