

HR Compliance Basics: Ontario Records Checklist

Employers must maintain the following records:

Health and Safety

- Accident, injury, illness and/or death reports (kept for 3 years)
- First aid reports, which must include the date and time of the incident, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.
- Employers must maintain records of the basic occupational health and safety awareness training completed by workers and supervisors.
- If a worker/supervisor completes a training program and requests proof of completion, the employer must provide them with written proof, including up to 6 months after no longer working for the employer.

Employment Standards

All records, other than relating to vacation, must be kept for **3 years**. When the time period begins to run varies depending on the record.

- The employee's name and address.
- The date on which the employee began employment.
- The dates and times that the employee worked.
- The dates and times that the employee worked overtime at each rate of pay, if the employee has two or more regular rates of pay for work performed for the employer and, in a work week, the employee worked overtime.
- The number of hours the employee worked in each day and in each week.
- The information contained in any written statements given to the employee.

- All documents related to any leaves of absence (employers must ensure confidentiality of leave records related to domestic and sexual violence leave).
- All overtime agreements.
- All averaging agreements.
- Copies of every written policy on disconnecting from work, where an employer is required to have such a policy.
- Copies of every written policy on electronic monitoring.
- All records regarding vacation time and vacation pay (these must be kept for **5 years** from the date the record was made).

Accessibility

- Private sector organizations with 50+ employees and the Public Sector must keep training records, including training dates and number of individuals to whom training is provided.

*Note you may be subject to additional record keeping requirements under other legislation, including Privacy and Labour Relations legislation.

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compliance requirements, sign up for
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