



# **Ontario: Requirements for Mandatory Policies, Training, Postings and Information Sheets**

(For Employers with Ontario Employees Subject to Provincial Jurisdiction)

**June 20, 2022**

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**Information only current to June 20, 2022.**

# Poster: Employment Standards Act, 2000

Link to current poster (version 9.0) (current as of September 2020):  
<https://files.ontario.ca/mltsd-employment-standards-poster-en-2020-09-08.pdf>

The poster is prepared by the Minister of Labour to help ensure employers understand their minimum obligations and employees know their rights.

Employers must:

- provide each employee with a copy of the most current version of the poster within 30 days of the employee's date of hire, and
- distribute to current employees ASAP if not previously distributed or if poster revised.

As of April 3, 2019, employers are no longer required to post the poster in the workplace.

Employers may provide poster as:

- a printed copy,
- an email attachment, or
- a link on an internet database, but only if the employer ensures that employee has the ability to access the database and print the poster.

If English is not the majority language of the workplace, then the poster must also be posted in the majority language (if made available by the Minister).



The *Employment Standards Act, 2000* (ESA) protects employees and sets minimum standards for most workplaces in Ontario. **Employers are prohibited from penalizing employees in any way for exercising their rights under the ESA.**

## What you need to know

### Public holidays

Ontario has a number of public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay. Visit [Ontario.ca/publicholidays](https://ontario.ca/publicholidays).

### Hours of work and overtime

There are daily and weekly limits on hours of work. There are also rules around meal breaks, rest periods and overtime. Visit [Ontario.ca/hoursofwork](https://ontario.ca/hoursofwork) and [Ontario.ca/overtime](https://ontario.ca/overtime).

### Termination notice and pay

In most cases when terminating employment, employers must give employees advance written notice of termination or termination pay instead of notice. Visit [Ontario.ca/terminationofemployment](https://ontario.ca/terminationofemployment).

### Vacation time and pay

There are rules around the amount of vacation time and pay employees earn. Most employees can take vacation time after every 12 months of work. Visit [Ontario.ca/vacation](https://ontario.ca/vacation).

### Leaves of absence

There are a number of job-protected leaves of absence in Ontario. Examples include sick leave, pregnancy leave, parental leave and family caregiver leave. Visit [Ontario.ca/ESAguide](https://ontario.ca/ESAguide).

### Minimum wage

Most employees are entitled to be paid at least the minimum wage. For current rates visit [Ontario.ca/minimumwage](https://ontario.ca/minimumwage).

### Other employment rights, exemptions and special rules

There are other rights, exemptions and special rules not listed on this poster, including rights to severance pay and special rules for assignment employees of temporary help agencies.

Subscribe to our newsletter and stay up to date on the latest news that can affect you and your workplace. Visit [Ontario.ca/labournews](https://ontario.ca/labournews).

Learn more about your rights at:

[Ontario.ca/employmentstandards](https://ontario.ca/employmentstandards)  
 1-800-531-5551 or TTY 1-866-567-8893

[@ONTatwork](https://twitter.com/ONTatwork) [@OntarioAtWork](https://facebook.com/OntarioAtWork) [@Ontarioatwork](https://instagram.com/Ontarioatwork)

Version 9.0

Ontario

NOTE: According to the Ontario Ministry of Labour, posters sold by private companies **do not comply** with posting requirements.

# Posting: Workplace Safety and Insurance Act, 1997

Employers that are covered by the *Workplace Safety and Insurance Act, 1997* must post and keep posted the “In Case of Injury” Poster (Form 82) in conspicuous places in the workplace.

Poster can be accessed on the Workplace Safety and Insurance Board (WSIB) website at:

[In Case of Injury at Work \(Poster 82\)](#)

Employers must post information concerning the *Workplace Safety and Insurance Act, 1997* and the Regulation as required by the WSIB.

**IN CASE OF INJURY OR ILLNESS AT WORK**

- 1 Get medical help**  
Your employer is responsible for providing first aid. Go to the doctor or hospital if you need treatment. Your employer pays for your transportation.
- 2 Document**  
Tell your employer about your injury or illness. They investigate and keep a record of what happened.
- 3 Report to the WSIB**  
Employers must tell us within three days if an injury or illness happens. You can report by submitting Worker's Report of Injury/Illness (form 6).
- 4 Work together**  
We work with you and your employer to help you recover and return to work safely and at the right time.

Questions? We're here to help.  
Call us at: 1-800-387-0750 | TTY: 1-800-387-0050  
For details visit [wsib.on.ca/reporting](http://wsib.on.ca/reporting)

wsib  
ONTARIO

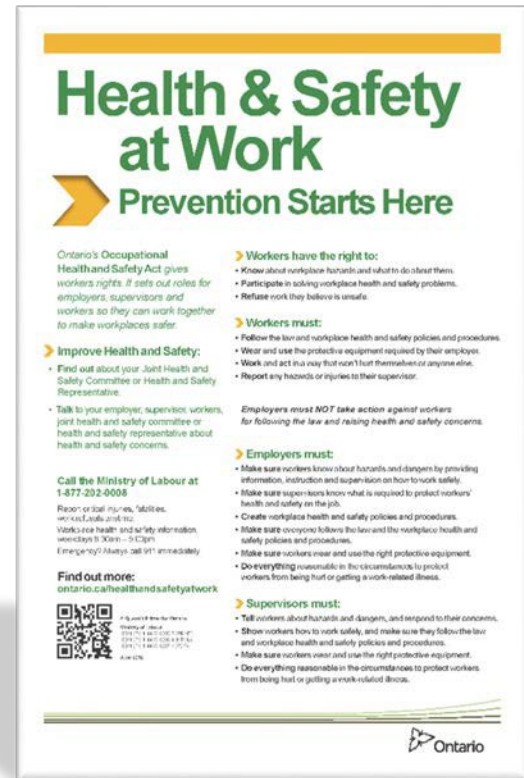
NOTE: According to the Ontario Ministry of Labour, posters sold by private companies **do not comply** with posting requirements.

# Posting: Occupational Health and Safety Act, 1990 (“OHSA”)

Employers must post this poster in the workplace:

[http://www.labour.gov.on.ca/english/hs/pdf/poster\\_prevention.pdf](http://www.labour.gov.on.ca/english/hs/pdf/poster_prevention.pdf)

The poster outlines the rights and responsibilities of workers, supervisors and employers on the job and provides a Ministry of Labour telephone number (1-877-202-0008) to report critical injuries, fatalities, work refusals and to obtain information about workplace health and safety.



NOTE: According to the Ontario Ministry of Labour, posters sold by private companies **do not comply** with posting requirements.

# Posting and Policy: OHSA

## Posting the Act

Employers must post a copy of *OHSA* in a conspicuous location in their workplaces (link to the *OHSA*):

<https://www.ontario.ca/laws/statute/90o01>)

A copy of *OHSA* may be purchased from Service Ontario here:

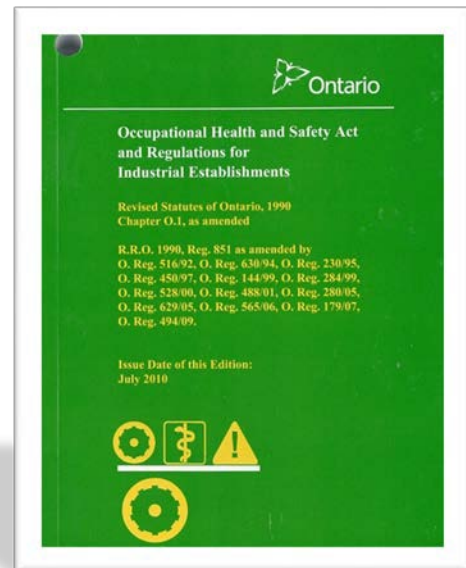
<https://www.publications.gov.on.ca/300151>

*OHSA* requires employers to post a Notice of Compliance with an Order.

## Health and Safety Policy

The *OHSA* also requires employers to prepare and review, at least once a year, a written occupational health and safety policy, and to develop and maintain a program to implement that policy.

The policy must be posted at a conspicuous location in the workplace.



# Establishing and Posting: Joint Occupational Health and Safety Committee

Employers must post and keep posted the names and work locations of members of the joint health and safety committee or representative in a conspicuous place in the workplace where they are most likely to come to the attention of workers.

A committee is required in each workplace that employs 20 or more workers. Committee membership is equally divided between employee and employer representatives. In workplaces with 20 to 49 workers, the committee must have two (2) members. In workplaces with 50 or more workers, the committee must have four (4) members.

In workplaces where the number of workers exceeds 5 but is fewer than 20, the workers must select, from among themselves, one person to be a “health and safety representative” who is committed to improving health and safety conditions in the workplace.

Any health and safety representative must be selected by workers at the workplace who do not exercise managerial functions.

0-5 Workers	• No committee or representative required
6-19	• Health and safety representative required
20-49	• Joint health and safety committee with 2 members required
50+	• Joint health and safety committee with 4 members required

# Policy, Training and Posting: Health and Safety Awareness and Workplace Violence

## Health and Safety Awareness Training (OHSA)

Employers must ensure that employees complete a basic occupational health and safety awareness training program.

Employers must maintain a record of training completed by workers and supervisors.

Ontario Ministry of Labour provides a number of resources and tools to help workplaces comply with the training requirements.

See the Ministry's Fact Sheet for links to these resources:

[http://www.labour.gov.on.ca/english/h/hs/sawo/pubs/fs\\_trainingreg.php](http://www.labour.gov.on.ca/english/h/hs/sawo/pubs/fs_trainingreg.php)

NOTE: Policy does not need to be written or posted in workplaces with 5 or fewer workers (but this can be ordered by an inspector).

## Workplace Violence Training and Policy (OHSA)

As of 2010, employers must implement and post a workplace violence policy in a conspicuous location in the workplace and provide workplace violence training.

Employers must conduct risk assessment to determine risk of violence in the workplace and re-assess as often as necessary.

Supervisors and employees must be trained, and training must include information about recognizing workplace violence, safety procedures and prevention.

Training should be repeated whenever there is a significant change to the workplace violence policy or if new circumstances arise.

NOTE: Policy does not need to be written or posted in workplaces with 5 or fewer workers (but this can be ordered by an inspector).

# Policy, Training and Posting: Workplace Harassment and Sexual Harassment

Effective September 8, 2016, employers have new obligations (Bill 132 - OHSA) with respect to the prevention, training, investigation and resolution of workplace harassment issues, particularly workplace sexual harassment. "Workplace sexual harassment" is now specifically defined in the *OHSA*.

Bill 132 requires that employers, in consultation with the health and safety committee:

- implement a specific written policy in the workplace;
- develop a workplace harassment program; and
- provide adequate training and instruction on the policy and program.

The policy must:

- be prepared by the employer, posted in a conspicuous place in the workplace, and reviewed by the employer as often as necessary but at least annually;
- define harassment and sexual harassment as they appear in *OHSA*;
- include statements about the employer's commitment to addressing workplace harassment, that the policy applies to all workers and addresses all sources of harassment, and that reasonable management is not harassment; and
- state that the employer will investigate incidents/complaints of harassment and will not penalize or seek reprisal against an employee who reports harassment or participates in an investigation.

The program must:

- be developed and maintained in consultation with the occupational health and safety committee or representative;
- include measures and procedures for workers to report incidents /complaints of workplace harassment to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser;
- set out how incidents /complaints of harassment will be investigated and dealt with;
- set out how information obtained about an incident /complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law; and
- set out that a worker who has allegedly experienced harassment and the alleged harasser, if he or she is a worker of the employer, will be informed in writing of the results of the investigation and any corrective action that has been or will be taken as a result of the investigation.

NOTE: Policy does not need to be written or posted in workplaces with 5 or fewer workers (but this can be ordered by an inspector).



# Policy: Disconnecting from Work (Working for Workers Act, 2021)

Ontario's Bill 27, *Working for Workers Act, 2021* (Act) became law on December 2, 2021. Among other things, the Act amends the ESA to require an employer with 25 or more employees on January 1 of any year to ensure it has a written policy with respect to disconnecting from work (Policy) for all employees before March 1 of that year. **For purposes of initial compliance, an employer has until June 2, 2022 to comply with the Policy requirement**, and must use January 1, 2022, as the date for determining whether it employs 25 employees or more.

On February 18, 2022, Ontario's [Your Guide to the Employment Standards Act](#) (Guidance) was updated to include two new chapters. The first chapter, [Written policy on disconnecting from work](#), provides guidance on the Policy requirement; the second chapter, [Non-compete agreements](#), relates to an ESA amendment that prohibits most non-compete agreements.

The Guidance clarifies that the employer is not required to have the same Policy for all of its employees. The employer can have one Policy that applies to all employees, or its Policy can contain different policies (in a single document or in multiple documents) for different groups of employees. The Policy may be a stand-alone document or it may be part of another document (e.g., a comprehensive workplace policies/procedures document).

## Policy Content

The Policy must include the date it was prepared and the date any changes were made to it. We can glean at least some insight into content expectations from the Act's definition of "disconnecting from work"—i.e., "not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work." Nothing more is said in the Act other than the Policy must contain such content as may be "prescribed by regulation". Such Regulations do not yet exist. In a press release dated October 25, 2021, Ontario stated that "these workplace policies could include, for example, expectations about response time for emails and encouraging employees to turn on out-of-office notifications when they aren't working".

The Guidance acknowledges that apart from requiring the employer to include the date the Policy was prepared and the date any changes were made to the Policy, the ESA is silent regarding the information the employer must include in the Policy and its length. The employer determines the Policy's content.

The Guidance provides the following examples of what a Policy may address:

- The employer's expectations, if any, of employees to read or reply to work-related emails or answer work-related phone calls after their shift is over.

- The employer’s expectations for different situations, *e.g.*, depending on:
  - time of day of the communication
  - subject matter of the communication
  - who is contacting the employee, *e.g.*, client, supervisor, colleague
- The employer’s requirements for employees’ turning on out-of-office notifications and/or changing their voicemail messages when not scheduled to work in order to communicate that they will not be responding until the next scheduled work day.

The Guidance indicates that the ESA does not specify that the Policy must provide a right for the employee to disconnect from work and be free from the obligation to engage in work-related communications. The rights of employees to not perform work are established by other ESA rules, such as those pertaining to hours of work and eating periods, vacation with pay, public holidays, *etc.*

The Guidance confirms that although they are not required to do so by the ESA, employers may include a provision in their written policies that gives an employee the right not to perform work when the ESA rules would permit work to be performed. This provision may amount to a greater right or benefit and may be enforceable under the ESA. The Guidance provides that if the employer’s policy does not create a greater right or benefit, the policy is not enforceable under the ESA (although other ESA rules may apply, *e.g.*, hours of work and eating periods, vacation with pay, public holiday rules).

### Counting Employees and Application

The Act provides that a Policy must be put in place for “all employees.” Pursuant to s. 1(1) of the ESA, an “employee” is defined as a person (including corporate officers) paid to perform work for an employer, a person paid to supply services to an employer, a person being trained by an employer to perform a skill used by the employer’s employees, and homeworkers. At this time, there are no Regulations exempting any employees (*e.g.*, supervisors and managers) from the Policy.

The Guidance confirms that the Policy must apply to all of an employer’s employees in Ontario, including management, executives, and shareholders if they are employees under the ESA. A Policy that applies only to some employees would not be in compliance with the ESA.

The Guidance clarifies that to determine whether the 25-employee threshold has been met, employers must include:

- Locations in Ontario and all employees at each location.
- All employees employed in Ontario of two or more employers [that are treated as one employer under the ESA](#).
  - Anyone who meets the definition of “employee,” including: homeworkers
  - probationary employees
  - some [trainees](#)
  - officers of a corporation who perform work or supply services for wages

- employees on definite-term or specific-task contracts of any length
- employees who are on lay-off, so long as the employment relationship has not been terminated and/or severed
- employees who are on a leave of absence
- employees who are on strike or who are locked out
- employees who are exempt from the application of part(s) of the ESA.

The Guidance clarifies that assignment employees of a temporary help agency are not included in determining whether its client meets the 25-employee threshold. They should be included in the count to determine if the temporary help agency meets the threshold.

The Guidance emphasizes that January 1 is the only relevant date for determining whether the employer meets the 25-employee threshold. Changes in the number of employees at a later point in the calendar year have no impact on whether the employer is required to have a Policy in place in that calendar year.

### **Providing a Copy of the Policy to Employees**

An employer must provide a copy of the Policy to:

- Each employee within 30 days of preparing it or, if an existing policy is changed, within 30 days of the changes; and
- A new employee within 30 days of becoming an employee.

The Guidance indicates that an employer is not required to provide a copy of the Policy to employees annually if the Policy has not changed from the previous year.

The employer may provide the Policy to employees as:

- a printed copy
- an attachment to an email if the employee can print a copy
- a link to the document online if the employee has a reasonable opportunity to access the document and a printer (and knows how to use the computer and printer)

## Policy: Electronic Monitoring (Working for Workers Act, 2022)

On April 11, 2022, [Bill 88, Working for Workers Act, 2022](#) (Bill 88) became law. Among other things, Bill 88 amended the ESA to require an employer that, **on January 1 of any year**, employs 25 or more employees, to ensure, **before March 1 of that year**, that it has a written policy in place for all employees with respect to electronic monitoring of employees (Policy). For purposes of initial compliance, however, an employer that employs 25 or more employees on January 1, 2022, has until **October 11, 2022** (six months after Bill 88 received Royal Assent), to comply with this requirement. A written copy of the policy must be provided to existing employees by **November 10, 2022**.

The Policy must provide the following information: whether the employer electronically monitors employees and, if so, a description of how and in what circumstances the employer may electronically monitor employees, and the purposes for which information obtained through electronic monitoring may be used by the employer; the date the Policy was prepared and the date any changes were made to the Policy; and such other information as may be prescribed (to date, nothing has been “prescribed”).

## Policy: Respect in the Workplace

A “Respect in the Workplace” or anti-discrimination policy is not specifically required by the Ontario *Human Rights Code*. Nevertheless, decisions by the Human Rights Tribunal of Ontario will consider whether such a policy exists in the workplace when determining potential damages for discrimination. A failure to have a “Respect in the Workplace” policy addressing discrimination on prohibited grounds under the Code can lead to higher awards.

The Tribunal also has wide remedial discretion. Orders requiring adoption of an anti-discrimination policy and training on the policy are frequently awarded by the Tribunal.

In light of all of these considerations, adoption of such a policy and training on the policy is a recommended practice.

# Policy, Training and Posting: Accessibility Requirements for All Organizations

A number of employment requirements are set forth under the Integrated Accessibility Standards (“IAS”) under the *Accessibility for Ontarians with Disabilities Act* (“AODA”). The following are in force and required for all businesses in Ontario regardless of their size.

## ***Accessible Customer Service***

- Create a Customer Service Policy. The policy is intended to outline what actions the employer can take to comply with the AODA and what Ontario customers can expect from the employer regarding accessibility.
- Create an Accessibility Plan so that employees, volunteers and customers know what to expect.
- Except in the case of a small employer with less than 20 employees, a notice that the policy and plan are available to the public must be posted on the employer’s website or in such a place as reasonable.
- Self-service kiosks, if any, must also be accessible.

## ***Emergency Response Information***

- The employer needs to make available to the public, upon request, emergency and safety information in accessible formats. The employer must also provide accessible emergency information to staff.

## ***File Accessibility Compliance Reports***

- An Accessibility Compliance Report must be filed every 3 years (except for employers with less than 20 employees) and must confirm that the employer has met the requirements under the AODA as they apply to them at the time of filing. The employer must fill out and file the form to comply, available online. There are two links here, one for [business or non-profit organizations](#) and one for [designated public sector organizations](#).

# Policy, Training and Posting: Accessibility Requirements for All Organizations

## ***Multi-Year Plan and Accessibility Policy***

- ❑ The employer must create a multi-year accessibility plan and accessibility policies. The accessibility policies demonstrate the employer's commitment to become more accessible and the multi-year accessibility plan outlines what the employer will do to remove and prevent accessibility barriers. The plan must be posted on the employer's website, if any, and provided in an accessible format upon request.

## ***Training***

- ❑ Training on the AODA and *Human Rights Code* must be provided to all employees, including volunteers and anyone who provides services on the employer's behalf, such as facilities management personnel.

## ***Feedback***

- ❑ When requested, the employer must be able to receive and respond to feedback from customers, employees and members of the public who have a disability. This can be in writing, by telephone, email or online correspondence. It may also require accessible formats such as large print for an employee who is visually impaired, or exchanging notes or online correspondence for a customer who is hearing impaired.

## ***Public Information Accessible***

- ❑ Upon request, the employer must make public information accessible in collaboration with the individual requesting accessible public information.

## ***Accessible Employment Practices***

- ❑ The employer must notify staff about policies for employees with disabilities and make workplace information accessible on request. The employer must also create an accommodation plan for employees with disabilities.
- ❑ Support return to work for disabled employees and practice accessible performance management.

# Additional Requirements: Design of Accessible Public Spaces and Websites

## Design of Public Spaces

Accessible design of public spaces requirements are effective January 1, 2018 for all employers. They were already required for large employers with 50 or more employees.

Accessible public spaces include specific features that make it easier for everyone to use public spaces. "Public spaces" refers to the physical surroundings around the employer's premises, and any areas within the building that may be accessed by the public.

Under the Design of Public Spaces Standard, the organization that must comply with the AODA requirements is the one that has authority or approval to *build on or make planned significant alterations to the public space*, but not necessarily an organization that may have approved the construction or otherwise have an interest in the property. Therefore, the lease-holder may be the entity required to comply with the AODA.

## Accessible Websites

This requirement is in effect and applies to large employers with 50 or more employees.

Beginning on January 1, 2014, if the employer launches a new public website or the employer's existing site undergoes a significant refresh, the site and any of its web content published after January 1, 2012 must conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, Level A.

Beginning January 1, 2021, all public websites and all web content on those sites published after January 1, 2012 must conform with WCAG 2.0 Level AA, other than providing captions on live videos or audio descriptions for pre-recorded videos.

This does not apply to content posted before 2012 and the employer does not have to make its internal website accessible. If asked, the employer will need to work with individuals to make the content accessible to them in some way, such as via large print or Braille.

If the employer does not have control of the website, then website compliance with the AODA is not required.



# AODA Compliance Calendar

This chart provides an overview of timeline requirements for AODA compliance for private sector employers. Please refer to pages 10 to 12 for more information on how to comply with each requirement.

Requirement	1-19 Employees	20-49 Employees	50 Employees or more
Accessible Customer Service, Emergency Response Information	January 1, 2012	January 1, 2012	January 1, 2012
File Compliance Report	Not Required	December 31, 2014 and every 3 years thereafter	December 31, 2014 and every 3 years thereafter
Accessibility policies and self-service kiosks	January 1, 2015	January 1, 2015	January 1, 2014
Accessible Website New or Refreshed	Not Required	Not Required	January 1, 2014
Staff Training and Feedback	January 1, 2016	January 1, 2016	January 1, 2015
Accessible Public Information and Employment Practices	January 1, 2017	January 1, 2017	January 1, 2016
Accessible Public Spaces	January 1, 2018	January 1, 2018	January 1, 2016
All Website Content Accessible	Not Required	Not Required	January 1, 2021

# Plan and Posting: Pay Equity

Ontario's *Pay Equity Act* requires every provincially regulated Ontario employer with 10 or more employees to achieve pay equity in its workplace.

The Pay Equity Commission outlines procedures for determining employer definitions, employee definitions, and job classes (including the gender and job rate of job classes) in order to show that pay equity has been achieved.

A guide to interpreting the *Pay Equity Act* setting out how to implement pay equity requirements and other information is available from the Pay Equity Commission at the following link:

<https://www.payequity.gov.on.ca/en/LearnMore/Pages/default.aspx>

**Employers subject to Part II of the *Pay Equity Act* must prepare and post pay equity plans.**



# Training and Posting: Workplace Hazardous Materials Information System (WHMIS)

Employers that use or store hazardous products at their worksites have several duties under the *OHSA*:

1. Ensure that hazardous products are labeled and identified
2. Obtain material and safety data sheets for hazardous products
3. Educate workers

Employers must:

- label each container of hazardous product with supplier label included;
  - the label must not be deliberately removed, destroyed or changed;
  - if the supplier did not provide a label, employer must not use the product until the appropriate label is obtained;
- inform workers about the hazardous products they may be exposed to on the job;
- allow employees to review labels and material safety data sheets; and
- ensure employees receive instruction and training as needed (*e.g.*, when a new hazardous product is used or stored or a new employee is hired);
  - training must explain purpose and contents of supplier labels, workplace labels; safety data sheets; procedures for safe use, storage and handling of hazardous products; emergency procedures.
  
- Under the WHMIS Regulation, “hazardous product” means any product, mixture, material or substance that is classified in accordance with the *Hazardous Products Regulations (Canada)* in a category or subcategory of a hazard class listed in Schedule 2 to the *Hazardous Products Act*

# Information Sheets

Employers must provide employees with an information sheet if the employee:

- has agreed to work more than the daily or week limits on hours of work
- is a temporary help agency assignment employee
- is a foreign national

## **Hours of work and overtime pay**

An employer and an employee can agree (electronically or in writing) that the employee will work more than the daily or weekly limits on hours of work. For information on daily and weekly limits on hours of work, see the hours of work chapter in *Your guide to the Employment Standards Act*.

These agreements are valid only if, prior to making the agreement, the employer gives the employee a copy of the most recent mandatory information sheet "Information for Employees About Hours of Work and Overtime Pay" that describes the hours of work in the ESA. In order to be valid, the agreement must include a statement in which the employee acknowledges receipt of the information sheet. The information sheet is available in English [here](#). It is also available in numerous other languages under the heading "About hours of work and overtime pay" [here](#).

## **Temporary help agency assignment employees**

After a new employee is hired, temporary help agencies must give their employees the most recent version of the Temporary Help Agency Assignment Employees information sheet, as soon as possible. It explains the rights of assignment employees of temporary help agencies under the *Employment Standards Act*. The information sheet is available in English [here](#). It is also available in numerous other languages under the heading "For temporary help agency assignment employees" [here](#).

## **Foreign nationals**

If a recruiter has contact with a foreign national about employment, the recruiter must provide the foreign national with a copy of the most recent mandatory information sheet that gives a summary of rights for foreign nationals under the *Employment Standards Act* (ESA). The information sheet is available in English [here](#). It is also available in numerous other languages under the heading "For foreign nationals" [here](#).

As well, if a recruiter has contact with a foreign national about employment, the recruiter must provide the foreign national with a copy of the most recent mandatory information sheet that gives a summary of rights for foreign nationals under the *Employment Protection for Foreign Nationals Act, 2009* (EPFNA). The information sheet is available in English [here](#). It is also available in numerous other languages under the heading "About the *Employment Protection for Foreign National Act*" [here](#).

# Posting: Smoke-Free Ontario Act, 2017

Under the *Smoke-Free Ontario Act, 2017* (SFOA), an employer or owner (proprietor) of an “enclosed workplace” or an “enclosed public place”, as defined in the [SFOA](#), or other smoke-free and vape-free places as described in the [SFOA](#) or [Ontario Regulation 268/18](#), are required to post mandatory signs in a conspicuous manner and unobstructed from view.

Employers are required to post enough of either **each of the first and second sign** below (Tobacco Sign for Employers” and “Electronic Cigarette Sign for Employers”), **or the third combined sign** below (“Tobacco and Electronic Cigarette Sign for Employers”).

The signs must be posted at each entrance, exit and washroom, to notify employees and the public that they cannot smoke tobacco or cannabis (medical or recreational) or vape anything there.

Signs for Employers:

[Tobacco Sign](#)

[Electronic Cigarette Sign](#)

[Combined Tobacco and Electronic Cigarette Sign](#)



## Posting: Smoke-Free Ontario Act, 2017

An employer or owner (proprietor) of a hotel, motel or inn, must also post each of the individual signs or the combined sign in every “non-smoking” or “non-vaping” guest room, and washroom associated with such guest rooms.

Employers or proprietors of residential care facilities or residential hospices that choose to operate a controlled area where people can smoke or vape, are required to post the sign below (“Controlled Areas in Certain Residential Facilities”) outside the entrance to the controlled area, as well as a second sign indicating the maximum permitted occupancy of the controlled area.

Employer Sign:

### Controlled Areas in Certain Residential Facilities



## COVID-19 and Workplace Health and Safety

In response to the COVID-19 pandemic, Ontario implemented requirements for employers regarding COVID-19 health and safety and released related resources. These requirements have now been eliminated with the exception of a masking requirement in long-term care and retirement homes, [which Ontario announced on June 8, 2022](#). In this announcement, masking was also recommended in higher-risk congregate living settings, such as shelters and group homes.



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