

HR QUARTERLY BULLETIN

SUMMER 2022

Driving change and shaping the future



HEALTH & SAFETY

Important reminders and resources about keeping your workplace healthy and safe and maintaining compliance under the Occupational Health and Safety Act of Ontario.

WORKING FOR WORKERS ACT UPDATE

What employers need to know regarding Bill 88, Working for Works Act. Important highlights are detailed below as we continue to receive updates.

RECRUITMENT TIPS

As many employers are facing new challenges in recruiting and retaining employees, we are providing some tips that can be very helpful during the hiring process.



Employers have been adjusting to everchanging and shifting priorities due to COVID-19. At S&G HR Consulting, we support local business in helping them adapt to these changes by providing consulting services, policy development, and training programs that fit their organization's unique, specific needs.



HEALTH & SAFETY

The Ministry of Labour Training and Skills Development (MLTSD) has announced that they will be conducting workplace inspections aimed at preventing workplace injuries and illnesses by educating employers on hazards, enforcing employment standards, and increasing compliance with the Occupational Health and Safety Act (OHSA) regulations.

While these initiatives are announced in advance, the occupational health and safety inspectors who visit Ontario businesses will not be. See more info at [2022-23 Workplace Compliance Initiative Schedule](#).

Hazard awareness and prevention is key in maintaining compliance and ensuring your workplace is safe:

- **Ergonomic** – prevention of MSD (musculoskeletal disorders) and ensuring proper ergonomic set up – repetitive strain injuries
- **Biological** – unsafe levels of mould, bacteria, spread of viruses such as COVID
- **Chemical** – unsafe exposure to dust, vapours, fumes, and/or unsafe handling of disinfectants and/or ink cartridges
- **Physical** – extreme heat or cold in work environment, radiation, vibration
- **Safety** – inappropriate use of equipment (machine guard); slips, trips, and falls
- **Psychosocial** – workplace stress, coping skills, conflict, bullying and harassment

There are financial incentives for business with 1-99 full-time employees. The Workplace Safety Insurance Board (WSIB) is offering these incentives for employers who are enrolled in its Health & Safety Excellence Program. Some of these incentives include rebates on WSIB premiums paid and \$1000 towards the cost of your health and safety plan. See more info on [WSIB doubles rebates for smaller businesses enrolled in its Health and Safety Excellence program | WSIB](#)

WORKING FOR WORKERS ACT

Occupation H&S Changes

- The maximum fine for directors and officers will increase to \$1.5 million. The maximum fine for individuals will increase to \$500,000.
- A list of 'aggravating factors' has been introduced for consideration when deciding monetary penalties. This includes whether the offence resulted in death or serious injury, if the offence was committed recklessly, or if an order from an inspector was disregarded.
- The bill also extends the limitations of the period of time to make a claim from one year to two years.
- Certain employers will also be required to maintain naloxone kits (medication used in the event of an opioid overdose) and train their employees how to use them.

Disconnect Policy

Work with employees collaboratively to shape policy - get buy in from them as part of culture and engage retain them going forward.

Important to have a policy but not all employees must disconnect. Outline what is currently happening and do not write anything that is unrealistic.

How to prepare to ensure compliance

- Speak to all your departments to see how it will work in practice.
- Is anyone on call? Have Overtime rules in place.
- Check wording in contracts/job descriptions to ensure all is in line with policy
- Look at wording to be used for out of office (emails) tag lines.
- Good practice to introduce even if your organization has less than 25 employees
- Hours must always comply with working time regs Ontario.
- Can introduce different policy wording for specific different groups of people

Electronic Monitoring

- Make sure you review existing policy or implement a new policy.
- It should reflect all the monitoring that exists in workplace i.e., emails, chats, tracking vehicles, internet use, CCTV.
- Ask all departments in the workplace about what monitoring is currently in place.
- Policy should state purpose and use of monitoring i.e., performance, discipline investigations.
- How do we monitor, what info do we store and why?

RECRUITMENT TIPS

As many employers are facing new challenges in recruiting and retaining employees, we are providing some tips that can be very helpful during the hiring process.



1. **Encourage Employee Referrals** – a Career Builder study indicated that 82% of candidates who were referred by employees generated the best return on investment over other sources.
2. **Prioritize the Candidate Experience** – this is a powerful sign to candidates that you care about them before they join the team before they join the team
3. **Offboarding/Onboarding Processes** – both are equally important to ensure that former employees have a positive experience when they depart as new employees do when they join the organization. This positive experience can also lead to returning to your organization.
4. **Write Better Job Descriptions** – it is imperative to be honest about the job requirements to attract the right candidates.
5. **Communicate a Strong Employee Value Proposition** – this covers four key areas such as: competitive salary, the type of benefits offered and eligibility requirements, work environment and company culture, and autonomy of employees having control over their own work.
6. **Ask the right questions** – use both behavioural and skills-based questions in interviews that determine which candidates stand out and will be a great fit for your organization.
7. **Explore Flexibility Options** – this could include flexible work schedules, remote work, or hybrid work.
8. **Embrace and Seek Diversity** – being diversity-focused during the hiring process provides the opportunity for an organization to experience multiple benefits of an inclusive and diverse team.
9. **Use an Interview Scorecard** – this will provide a quantitative basis for comparison between interviewers which helps validate perceptions and avoid “gut reactions.”
10. **Don't Eliminate Unsuccessful Candidates** – ensure that you contact them to advise feedback such as what they did well in addition to areas for development. Ask them to stay in touch as they may just be a great future candidate!

Resources:

For your free Organizational Assessment, click [here](#)

For access to further resources and useful links relating to Covid-19, health and safety mandates, and public health updates, please visit: [S&G HR Consulting Resources](#).

For any additional questions, please contact us at: S&G HR Consulting [905-325-3396](tel:905-325-3396) or by email at marina.glencross@sghrconsultingsolutions.com.