

OHSA and AODA

Compliance Responsibilities for Nonprofits

Understand Your Obligations and
How to Implement Them

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In partnership with CharityVillage



Ontario Legislation Sets the Highest Standard

- Each province has developed anti-harassment and accessibility legislation
- Ontario's *OHSA: Violence and Harassment in the Workplace* and *Accessibility* legislation is the most comprehensive
- By implementing Ontario legislation, employers are meeting or surpassing provincial standards



Employer Obligations

Did you know...

Employers are required to ensure all staff and leaders are up to date on their compliance training by December 31, 2023?

- Occupational Health and Safety Act (OHSA): Violence and Harassment in the Workplace (Bill 168/132)
- OHSA: Health and Safety Awareness Training for Supervisors and Employees
- Accessibilities for Ontarians with Disabilities Act (AODA)



Who Must Be Trained

Every Employer has a legal “duty” to ensure everyone in their organization is fully trained:

All leaders

All new employees

All **employees** who have not received compliance training

Recommended: Volunteers, Contractors and Board Members to protect the Employer should a government investigation or legal action be taken against them

Should ideally be updated **every two years**. There are often changes to legislation that are not reflected in previous training modules



CV and Workright Partner to Ensure NFP Compliance

Brings highest quality of training for best price point

Developed by licensed professionals

Expert-led content presentation

Downloadable resources



Compliance Training Package includes:

<https://charityvillage.com/learning-centre/courses/ohsa-and-aoda-compliance-training-package-for-employees/>

Fulfilling the Letter of the Law by Embracing the Spirit of the Law

“People leave bad leaders, not their jobs.”



Responsibility of Leaders under the law:

Ensure a psychologically and physically safe workplace

Failure to do so creates a Toxic Work Culture

When a flower doesn't bloom, you fix the environment... not the flower.



Workright and CharityVillage: Compliance with a Human Touch

Learning Objectives

Today we will explore:

1. The OHSA: Violence and Harassment in the Workplace
2. Employers' requirements to respond to incidents of harassment and discrimination in the workplace
3. Explanation of the AODA and its tiered requirements
4. Nonprofit-specific scenarios and how to address them within the requirements of legislation
5. Q and A





The Occupational Health and Safety Act: Violence and Harassment in the Workplace (Bills 168/132)

Lori Dupont and the Genesis of OHSA: Bill 168



Bill 168 was an amendment/addition to the Occupational Health and Safety Act.

OHSA: Health and Safety Awareness Training focused/focuses on the physical hazards of workplace safety.

OHSA: Violence and Harassment Training added the psychological component.



Amendment to the Act: Bill 132

March 2016 - Ontario passed Bill 132 as part of the Sexual Violence and Harassment Action Plan Act.



Workright's role

Bill 132 amended the Occupational Health and Safety Act to include sexual harassment and violence as hazards to workplace safety.



The Goal

Ensure a Culture of Safety and Respect

Protect **every** worker from the risk of discrimination, violence and harassment, including sexual harassment

Ensure **every** worker is held accountable for their words, actions and behaviour

Take appropriate actions should workers not comply with best practices in civility, conduct and regard for others



Requirements of Bill 168/132 Legislation

Every Ontario workplace (employer) is required to implement:

Policies
Measures
Procedures
Programs

to ensure the physical and psychological safety of all their workers

Note: OHS Physical Safety training are provided by “Health and Safety Awareness Training for (1) Employees/Workers and (2) Employers and Supervisors



Part 2



Employer requirements to respond to incidents of harassment, including sexual harassment and discrimination in the workplace

Duty to Report

Everyone, whether management or staff, is equally responsible for ensuring a workplace free from violence and harassment, including sexual harassment in their workplace, **whether remote, hybrid or in person**

Locations of harassment can include:

- In person
- Virtual
- On site
- Off site



To Whom Do You Report?

- Supervisor
- HR
- Other leader



If you feel unsafe to report, the employer **MUST** provide a safe person or persons to report to

HEART Program

Harassment/**H**uman Rights, **E**ducation **A**dvisory **R**esponse **T**eam
Program

Employer Obligations Regarding Harassment

Employers **MUST** formally investigate **all incidents and/or reports** of workplace harassment, including sexual harassment

Ensure a neutral investigation takes place –
Discuss

Keep relevant employees informed of the process and progress of the investigation





The Accessibility for Ontarians with Disabilities Act (AODA)

Goal of AODA

Ensure an Accessible Ontario by 2025



- Applies to all public, private and nonprofit sector organizations
- Purpose: to develop, implement and enforce mandatory accessibility standards across the province
- The Accessibility Directorate of Ontario is responsible for enforcing compliance with the AODA, and can take steps to ensure that businesses and organizations are following the law

Beyond Obligation: An Inclusive, Caring & Safe Work Culture



1/4 of Ontario's population (3.44 million people) live with a disability.

4.8% report a mental health or addiction disability

10.6% report other disabilities including mobility, flexibility and pain-related

Many people with disabilities are employed and are entitled to a workplace culture free of discrimination, harassment and violence

Mandatory Accessibility Standards

The AODA sets mandatory accessibility standards in 5 areas:

1. **Information and Communication**
2. Transportation
3. Employment
4. Design of Public Spaces (Built Environment)
5. **Customer Service Standards**



Integrated Customer Service Standards

Employers required to:



1. Create, implement, and maintain inclusive customer service policies
2. Welcome service animals and support persons
3. Maintain accessibility when accessible services are disrupted
4. Train their staff to interact appropriately with customers who have disabilities
5. Use accessible equipment

Training and Helping Hands Guidebook



AODA Training Course

Developed in collaboration with LFC Dog Guides

Far exceeds basic training requirements – “not just what to do, but how to do it”

Clear, understandable explanation of all the “disabilities” identified in AODA

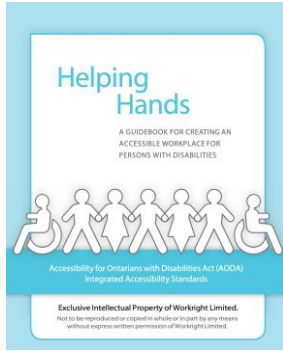
Instructional videos provided by Dog Guides staff

Scripts – what to say and not say, what to do and not do...and more



Helping Hands Guidebook

Developed exclusively by Workright, with templates, plans, fillable forms, policies website communication, scripts and directions on how to implement the mandatory Integrated Customer Service Standard component of the AODA into your organization.





Nonprofit workplace scenarios and how to address them



Challenges Within The Nonprofit Environment

Harvard Business Review study

1. Expectations to be “nice”
2. Fear of confrontation
3. Rigid beliefs and judgements



This is serious business: Employers Hold the Risk

Risks of Non-Compliance

- Lack of evidence of certificates of compliance training puts Employers at risk, should a report of Harassment, Accessibility, Discrimination and Health and Safety violations be filed against them.
- Should an incident occur the Employer is not protected
- People could be injured
- Your organization can be sued
- Suffer reputational harm
- Leading to lack of funding or donations

Training is less costly than litigation, and it provides the basis for a psychologically and physically safe and respectful workplace.



Polling Question

**How many of you, at this point,
have completed your OHSA
and AODA training for 2023?
(Yes/No)**



SPECIAL CV OFFER!

Expires December 31, 2023

Training



Courses purchased individually = \$65/per individual

CV PRICE: \$34 for package of all three courses/per individual (Bulk discounts)

Resources - FREE if you purchase the 3-course compliance package:

1. E-copy of **Helping Hands Guidebook** providing you everything you need to implement the Customer Service Standard in your workplace (Value: \$50)
2. Document comparing the Harassment Training legislative requirements in each province, for your reference (Value: \$30)

Interested in registering?

Register for the OHSA and AODA Compliance Training Package for Employees, scan the QR Code:



Register for the OHSA Compliance Training Package for Leaders and Supervisors, scan the QR Code:



OHSA and AODA Compliance Training Package for Leaders and Supervisors

Compliance Training regarding Harassment, Health and Safety and Accessibility are mandatory legislative requirements for all organizations, including NonProfits and Charities, in Ontario and across Canada.

[View Details](#)



OHSA and AODA Compliance Training Package for Employees

Compliance Training regarding Harassment, Health and Safety and Accessibility are mandatory legislative requirements for all employees, including NonProfits and Charities, in Ontario and across Canada.

[View Details](#)



Q and A

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<https://charityvillage.com/contact-us/>
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