



MEMORANDUM TO: Employment Ontario Service Providers

FROM: Regional Directors

DATE: September 2, 2015

RE: Employment Standards and Workplace Safety Resources

We would like to share with you important and useful tools and resources available from our partner ministry, the Ministry of Labour (MOL) regarding employment standards and workplace safety.

Employment standards are enforced under the *Employment Standards Act, 2000* (ESA), which sets out the minimum standards that employers and employees must follow. The *Occupational Health and Safety Act* (OHSA) protects workers' health and safety on the job.

The below resources are available on [MOL's website](#) and are useful when assessing employment opportunities for clients. As an added resource, the Employment Standards program is willing to work with TCU regional offices to organize field presentations for a group of service providers. Field presentations can be requested through the Education Outreach & Partnership (EOP) unit via email at eop@ontario.ca.

Please find attached the following:

1. Copies of:
 - a. [The Employment Standards Poster](#) (Please print out to hand to clients)
 - b. [The Employment Standards Tools and Resources Tip Sheet](#)
 - c. [What Businesses Need to Know Information Sheet](#)
2. A copy of Claims and Inspections statistics – this information is available on the MOL website and is updated regularly.
3. List of links leading to the MOL's workplace health and safety resources.

It is important that all parties involved in the job placement of clients are in full understanding of these legislations. As you know, the ES Guidelines require that service providers must, at a minimum offer such activities as an orientation to the workplace including rules and expectations of employers, rights and responsibilities of employees, Canadian workplace culture, etc. for placement clients.

Please print copies of the Employment Standards poster to hand out to clients and share all of these materials with your employees.

Thank you again for your continued partnership in helping Ontarians to improve their skills and find work.

Sincerely,



Shelley Unterlander
Regional Director
Central Region



Mary Joe Freire
Regional Director
Western Region



Patrick Donnelly
A/Regional Director
Eastern Region



Andrew Irvine
Regional Director
Northern Region