



EMPLOYMENT LAW IN CANADA

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EMPLOYMENT LAW IN CANADA

FEDERAL AND PROVINCIAL JURISDICTION

In Canada, the power to make laws is divided between the federal and provincial governments.

In the area of employment law, the federal government has jurisdiction over employment laws for specific works and undertakings within exclusive federal constitutional jurisdiction, such as shipping, railways and banks. The vast majority of employment relationships, however, do not come within exclusive federal jurisdiction and are governed by the law of the province in which they are located.

The general rule, therefore, is that the provinces have jurisdiction over employment matters generally, while the federal government has jurisdiction only in exceptional cases, in respect of the specific works and undertakings over which it maintains exclusive authority. Only the laws of the province of Ontario will be addressed in this summary.

MINIMUM STANDARDS OF EMPLOYMENT

All Canadian provinces have enacted legislation setting out minimum standards that govern the basic terms and conditions of employment, including minimum wage levels, vacation and holiday pay, hours of work, maternity leave, notice periods for termination, and, in some jurisdictions, severance payments. Employers and employees are not permitted to contract out of these minimum standards.

In Ontario, minimum standards of employment are defined by the Ontario *Employment Standards Act*. Some of the minimum standards at the time of writing are set out below:

Minimum Wage	\$6.85 (Employees 18 or older) \$6.40 (Employees Under 18)
Hours of Work	8 hours per day 48 hours per week Overtime over 44 hours per week (1.5 times regular wage)
Public Holiday	8 holidays (New Years' Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving, Christmas Day, Boxing Day)
Paid Vacation	two weeks after 12 months of employment 4% of wages as vacation pay
Pregnancy Leave	17 week job-protected leave without pay



Parental/Adoptive Leave	35 or 37 week job-protected leave without pay 35 weeks if the employee took pregnancy leave, 37 weeks if the employee did not
Emergency Leave	10 unpaid job-protected leave days, where employer has 50 or more employees for illness, injury and certain other emergencies and urgent matters

TERMINATION OF EMPLOYMENT IN ONTARIO

Termination of employment is one of the most significant areas of employment law. Usually, the analysis of a termination begins with an examination of whether there is “cause” for the termination, followed by an assessment of the employer’s obligations in connection with the termination.

Termination for Cause

There is no employment “at will” in Canada. An employer is generally only entitled to dismiss an employee from employment without notice where it has “cause” in law to do so.

There is no end to the various types or degrees of conduct or misconduct that can constitute cause for the termination of an employee’s employment. However, cause may be thought of as existing on a spectrum, with single incidents of serious employee misconduct at the “high” end of the spectrum, and minor but repeated incidents of unsatisfactory conduct at the “low” end.

In all but the most serious of misconduct cases, a single incident of employee misconduct usually does not constitute cause for termination of the employment. Single incidents of serious misconduct that constitute cause do occur from time-to-time. For example, employees are sometimes caught stealing or misappropriating significant assets or resources from their employer. In such cases, where strong evidence of the theft or misappropriation is obtained, cause for the termination of the employee’s employment may exist. However, such cases are relatively rare.

Normally, cause or potential cause cases arise in the context of much less serious conduct, such as attitude, attendance or job performance problems. Cause may exist in these cases, but usually only if the employee has continuously failed to meet the employer’s reasonable, expressed expectations, despite repeated warnings to the contrary. In that regard, the Courts (and other authorities of this jurisdiction) generally require the employer to provide a series of clear, written warnings to the employee regarding the employee’s unsatisfactory conduct and the need to improve or correct that conduct, before terminating the employment relationship for cause. The employee should be notified that the employment relationship is in jeopardy as a result of the maligned conduct, and should be given a reasonable opportunity to improve or correct the conduct before being dismissed for cause.

As should be clear from the foregoing, termination of employment for cause is considered “exceptional”, and a substantial burden is placed on an employer to establish that it has cause to end the employment relationship without notice.



Termination Without Cause

In the absence of cause for dismissal, employers must generally provide employees with working notice of termination of employment or pay in lieu of notice.

In Ontario, an employee's entitlements on termination without cause arise from three potential sources:

- (i) minimum standards established by the Ontario *Employment Standards Act*;
- (ii) the right to reasonable notice of termination at common law; and
- (iii) termination provisions in an enforceable, written employment contract.

Each of these is briefly discussed below.

(A) *The Employment Standards Act: Notice and Severance Pay*

The Ontario *Employment Standards Act* (the "ESA") sets out minimum standards for two types of potential termination entitlements: notice of termination and severance pay. These obligations may be avoided where there is cause for the dismissal of an employee, although in the ESA cause is not a general concept but rather is comprised of a collection of specific, enumerated types of misconduct. In the absence of such misconduct, notice and severance pay obligations must be considered, and each of these is discussed below.

(1) Notice of Termination

The ESA provides minimum standards for individual notice of termination obligations and, where 50 or more employees are terminated from an establishment within a four-week period, mass termination obligations.

An employer can comply with the notice requirements under the ESA by providing working notice, termination pay in lieu of notice or a combination of both. During the statutory notice period, the employer must maintain group health and welfare benefits whether or not the employer chooses to dismiss the employee immediately.

Individual Notice

Individual notice of termination requirements are based on the period of the employee's employment and can be summarized as follows:

Period of Employment	Length of Notice
Less than three months	No notice
Three months or more, but less than one year	One week
One year or more, but less than three years	Two weeks
Three years or more, but less than four years	Three weeks
Four years or more, but less than four years	Three weeks
Fours years or more, but less than five years	Four weeks
Five years or more, but less than six years	Five weeks



Six years or more, but less than seven years	Six weeks
Seven years or more, but less than eight years	Seven weeks
Eight years or more	Eight weeks

Mass Terminations

A different set of requirements must be complied with in the case of a mass termination, which is the termination of 50 or more employees at the employer's establishment within a four-week period. Depending on the number of employees dismissed within that period, the mass notice requirements range from 8 weeks to 16 weeks for each employee (regardless of their period of employment). An employer undertaking a mass termination must comply with certain statutory obligations including the filing of a Form 1 with the Minister of Labour. A Form 1 requires information about the terminations, including the number of affected employees, the economic circumstances surrounding the intended terminations and the measures proposed to assist the employees. Notice to the employees is deemed not to have been given until the Form 1 is delivered to the Minister.

(2) Severance Pay

Severance pay is payable under the ESA to employees with five or more years of service in either one of two circumstances:

- (i) where the terminations are caused by the permanent discontinuance of all or part of the business of an employer at an establishment and as a result, 50 or more employees have their employment terminated by the employer in a period of six months or less; or
- (ii) where the employees have their employment terminated by an employer with an annual payroll of \$2.5 million or more. [emphasis added]

Severance pay is payable at the rate of one week of pay per year of employment (plus a prorated part-week of pay for any part-year of employment), to a maximum of 26 weeks wages. It is important to emphasize that an employee does not qualify for severance pay until completing five or more years of service.

Unlike the requirement to give notice of termination, severance pay obligations cannot be discharged by way of working notice: severance pay is pay.

(B) The Common Law: Reasonable Notice

The entitlements to notice of termination and severance pay established by legislation are minimum standards only: greater obligations may be imposed by the terms of an employment agreement or, in the absence of an agreement, by common law. Common law is the law which has developed in the courts.

Where there is no explicit agreement between the employer and the employee that governs termination or notice, the court will imply into the parties' employment contract an unwritten term for termination on "reasonable notice". Such a contract term imports an obligation on the employer to provide reasonable notice of termination of employment or payment in lieu of



notice, in the event of a termination without cause. The failure to provide an employee with reasonable notice gives rise to an action for damages for “wrongful dismissal”.

Reasonable notice at common law is usually in excess of the statutory minimum entitlements to notice and severance pay. The determination of reasonable notice varies from case-to-case, and is dependent upon a number of factors, including the following:

- the employee’s age;
- the position and responsibilities held by the employee;
- the length of the employee’s service;
- the quantum of the employee’s remuneration; and
- the availability of replacement employment.

A rough rule of thumb in respect of reasonable notice is that a managerial or professional employee is entitled to a month of notice, or pay in lieu of notice, for each year of service. This, however, is a very rough rule, and some courts have expressly disapproved of the use of such rules.

At the lower range of service, awards of notice for managerial and professional employees are generally greater than one month per year of service, whereas at the higher range of service, the awards are often less than one month per year.

When dealing with non-managerial or non-professional employees, the common law entitlement to notice may be in the range of two-to-three weeks per year of service, although it may vary from that range.

Is there a “maximum” notice entitlement at common law? A 24-month “cap” on notice has been tacitly acknowledged by some courts, and is rarely exceeded. This level of award is generally reserved for employees of very long service, who are at a professional or managerial level.

It is sometimes said that determining reasonable notice for employees is more of an “art” than a “science”. Employers are encouraged to avoid formulaic approaches to assessing notice obligations, but rather to obtain legal advice on a case-by-case basis.

A claim for damages for wrongful dismissal brought about by the failure to provide reasonable notice includes claims for all compensation which should have been provided during the period of notice, less any income from alternative employment (or self-employment) earned during the notice period. However, employees are entitled, at a minimum, to their ESA notice and severance pay entitlements, regardless of whether they earn income from other sources following termination.

Reasonable notice of termination at common law is inclusive of minimum statutory notice and severance pay entitlements under the ESA. Where pay in lieu of reasonable notice is given, rather than working notice, it may also be inclusive of severance pay under the ESA. Again, the common law notice entitlement can be satisfied by way of working notice, compensation in lieu of notice or a combination of both.



Courts in Ontario have also recognized that employers are held to a duty of good faith and fair dealing when terminating a person's employment. At a minimum, employers are expected to be fair, candid and compassionate in the manner of dismissal and not, for example, to allege just cause for the termination without such cause. Failure to do so may result in an award of a lengthened reasonable notice period.

(C) Contract

The parties to every employment relationship have an employment contract with one another, whether they realize it or not. An employment contract or agreement need not be in writing but may in fact be oral or implied. The terms of the employment agreement may provide for such matters as the length of the employment relationship, and the obligations arising in connection with the termination of the relationship. Generally, however, the terms of the employment agreement relating to such matters must be reduced to writing in order to be enforceable.

It should be clear from the foregoing summary of common law entitlements that it is generally advisable, if possible, to enter into properly-drafted written agreements with employees, that define (and limit) employee entitlements upon termination of employment. Otherwise, a dismissal can be an uncertain and expensive exercise.

Provided the notice provisions of a contract are properly drafted and satisfy at least minimum statutory obligations for termination, the employment contract may generally be terminated in accordance with such provisions, notwithstanding what the employee may have been awarded at common law. In the absence of such provisions, however, the termination obligations of the parties may be determined at common law, by a third party such as a Court or adjudicator.

Therefore, employers are advised to consult with employment law counsel when preparing employment agreements.

Unionized Employees

It should be noted that the common law principle of reasonable notice does not apply to unionized employees. A unionized employee's entitlements on termination derive from two sources: the ESA right to notice and severance and any rights bargained in an applicable collective agreement.

HUMAN RIGHTS CODE

Prior to the introduction of human rights legislation in Canada, freedom of contract reigned supreme. The notion of discrimination in contract, employment, housing or services was historically rebutted at common law. In response, comprehensive human rights statutes were introduced in Canadian jurisdictions as early as 1962.

In Ontario, employers subject to provincial law must abide by the provisions of the *Ontario Human Rights Code* (the "Code"). Employers operating out of other provinces or who are subject to federal law must abide by the provisions of the human rights legislation in those jurisdictions, which, for the most part, are based on the same principles as Ontario's Code.



Purpose of the Code

The Code is a provincial law that confers equal rights and opportunities without discrimination in specific areas such as jobs, housing and services.

Prohibited Grounds of Discrimination

Accordingly, the Code, subject to numerous exceptions and qualifications, prohibits numerous forms of discrimination which are known as “prohibited grounds of discrimination.”

With respect to employment, prohibited grounds of discrimination include: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including sexual harassment and discrimination based on pregnancy), sexual orientation, same sex partnership status, age, record of offences, marital status, family status and disability, which includes perceived disabilities or an injury that was the subject of a claim under the *Workplace Safety and Insurance Act*. Harassment in the workplace based on any prohibited grounds is equally prohibited.

The right to “equal treatment with respect to employment” covers applying for a job, being recruited, training, transfers, promotions, terms of apprenticeship, dismissal and layoffs. It also covers rates of pay, overtime, hours of work, holidays, benefits, shift work, discipline and performance evaluations.

Direct and Indirect Discrimination

Both direct and indirect discrimination are prohibited under the Code. Direct discrimination arises where a requirement or qualification is on its face discriminatory. “ABC Co. looking for strong men for yard work” is a clear example of direct discrimination as it excludes women from the selection process, and thus constitutes discrimination based on sex.

Indirect discrimination arises when a requirement or qualification, although not discriminatory on its face, has an adverse effect on a person identified by any one of the prohibited grounds of discrimination. “ABC Employer seeks applicants for great position. Applicants must have perfect vision.” The requirement of “perfect vision” would have an adverse effect on the visually challenged, and therefore could constitute discrimination on the basis of disability.

Bona Fide Occupational Requirement and Duty to Accommodate

A discriminatory standard, requirement or qualification may be justified in certain circumstances, but only if it can be established that the discriminatory standard, requirement or qualification:

- (a) is rationally connected to the function being performed;
- (b) was adopted in an honest and good faith belief that it was necessary to the fulfilment of that purpose; and
- (c) the individual cannot be accommodated without causing undue hardship to the employer, taking into account factors such as cost, financial assistance, if any, and health and safety concerns, if any.



Complaint and Adjudication Process

An individual who has reason to believe that he/she has been discriminated against can pursue the matter by filing a complaint with the Ontario Human Rights Commission (“Commission”) setting out the particulars of the allegation. The Commission has the exclusive jurisdiction over allegations of discrimination, save and except in the unionized environment where parties may proceed by way of grievance arbitration if they so elect. No court action lies for claims of discrimination.

Once a complaint is received, the Commission will determine whether the complaint is warranted or is frivolous or vexatious. The Commission does not adjudicate complaints – it only serves to screen complaints. Moreover, the Commission has the authority to refuse to entertain a complaint on various grounds.

If the Commission does not reject or otherwise refuse to deal with a complaint, the subject of the complaint will be served with a copy of the allegations. The Commission will request that a reply be provided within a set time line, generally 21 days.

After receiving a reply, the Commission may attempt to mediate the issues between the parties. If mediation proves unsuccessful, the Commission may then proceed to formally investigate the complaint. Investigators nominated under the Code have broad powers to enter premises, interview individuals and review documents.

If, after an investigation, the Commission is satisfied that there are valid grounds to pursue the matter further, the complaint will then be referred to a Tribunal, which is the administrative body responsible for adjudicating human rights complaints under the Code.

Potential Remedies/Damages

If the Tribunal finds that there has been a breach of the Code, it may exercise its broad remedial powers. For instance, it can order:

- (a) reinstatement in employment;
- (b) compensation for past wage losses, compensation in lieu of reinstatement as well as for other employment benefits such as pension or medical benefits;
- (c) compensation of up to \$10,000 for injury to self-respect or mental anguish, if the employer’s conduct is held to have been wilful or reckless;
- (d) the implementation of an anti-discrimination policy, or the holding of educational workshops for the employer’s employees;
- (e) monitoring by the Commission of certain company actions, such as terminations of employment, for a fixed period of time;
- (f) the posting of copies of the Code at the workplace and presentations made by officials from the Commission with respect to the Code; and
- (g) other more general measures designed to prevent future discriminatory practices.

It is public policy in Ontario to preserve and recognize the inherent dignity and self-worth of every individual regardless of the individual’s colour, sex, etc. Employers are well advised to



take human rights into consideration when defining and development hiring, recruiting and promotional practices, and other employment policies.

WORKPLACE SAFETY AND INSURANCE ACT

Most employers in Ontario are covered under the *Workplace Safety and Insurance Act* (the “WSIA”), which is the provincial mandatory, no-fault compensation insurance scheme for worker injuries arising out of, or in the course of, employment.

As the product of historical bargaining between workers and employers, the WSIA provides for benefits to workers injured in the course of employment or disabled by specified industrial diseases. In exchange, workers relinquish their rights to commence civil actions against employers for negligence causing bodily harm, if their WSIA claims are covered under the insurance plan.

Administration

Responsibility for administering the WSIA rests with the Workplace Safety and Insurance Board (“Board”). The Board adjudicates claims, dispenses benefits, manages early and safe return to work programs and generally mediates and adjudicates disputes between employers and workers concerning workers’ compensation and their rights and obligations under the WSIA.

Employers or workers discontent with a final decision of the Board may have a right of appeal to the Workplace Safety and Insurance Appeals Tribunal. Appeals must be filed within prescribed time limits.

Who Is Covered?

As noted, the vast majority of employers in Ontario are covered under the WSIA. The WSIA mandates that industries such as mining, manufacturing, automotive, chemical and numerous other sectors are covered.

Although most industries are covered, there are a few industries that are not covered by the mandatory, no fault insurance plan. These include banks, trusts and insurance companies, private health care, trade unions, private day care, travel agencies, clubs (e.g. health club), photographers, barbers, hair salons, shoe shine stands, taxidermists and funeral directing and embalming.

Note, however, that employers operating in industries not subject to the WSIA may elect coverage under the WSIA. The WSIA sets out procedures and requirements (including costs) for doing so. Sole proprietors, partners and executive officers, who are generally not subject to the WSIA, may also equally elect coverage.

Registration

Employers operating in industries subject to the WSIA must register their businesses with the Board within 10 days of hiring their first employee. Failure to do so could lead to a prosecution under the WSIA and, if convicted, a substantial fine.



Premiums

Employers collectively fund the WSIA insurance program by way of premiums. An employer who comes within the scope of the WSIA is required to contribute, while others who are not may elect to do so, if they wish. Different costs, rights and protections apply to those who do not come within the scope of the WSIA but nonetheless elect coverage.

For administrative purposes, employers are divided into industry classes and subclasses, depending on their hazard potential. Premiums are based on regular assessments, which take into account such factors as payroll, industry classification (i.e. hazards) and experience ratings. Thus, employers judged more likely to cause compensable injuries contribute a proportionally greater share to the accident fund.



Compensable Injuries

Not all injuries, illnesses or accidents are compensable under the insurance plan. A worker (or his or her beneficiary, as the case may be) who is injured or dies as a result of a work-related accident, or suffers a work-related illness, generally qualifies for benefits. Entitlement, however, may be denied if the injury is due solely to wilful misconduct, unless it results in severe injury.

In some instances, it may be difficult to determine whether an injury arises out of, or in, the course of employment. Therefore, the Board has developed policies on the issue in an effort to assist all parties concerned.

Claims

A worker who sustains an injury, or becomes ill as a result of being exposed to hazardous substances in the workplace, must notify his or her employer as soon as possible to begin the claim process. Upon learning of a workplace injury or illness, an employer has three (3) days to report the accident or illness to the Board in a prescribed form. In any event, workers must submit their claims for benefits within a period of six (6) months from the date of the accident or learning of their illness, which timeframe may be extended by the Board in some circumstances.

Compensation Benefits

If the Board approves a claim, the worker may be eligible for any of the following benefits depending on the circumstances and nature of the injury/illness:

1. Benefits for Loss of Earnings (LOE)

Workplace insurance presently pays workers 85% of their take home pay, up to a maximum insurable coverage of \$60,600.00. The Board regularly revises the threshold of insurable earnings.

2. Benefits for Non-Economic Loss (NEL)

Workers who suffer permanent impairment may receive a non-economic loss benefit to compensate physical or psychological loss. Again, the WSIA sets out maximum amounts that workers may recover on account of permanent injuries.

3. Benefits for Future Economic Loss (FEL)

Benefits to replace future income losses may be available to workers who were permanently injured after January 1, 1990 but before January 1, 1998.

4. Health Care

Costs for health care services may be paid by workplace insurance (i.e. doctor's or chiropractor's visits, prescription drugs, etc.).

5. Return to Work Assistance

The Board assists workers and employers in facilitating workers' early and safe return to work following injuries or illnesses. Employers are required to reinstate certain workers back into their employment. When an employer is incapable of re-employing a worker after an injury



or illness, the Board may provide programs to help the worker to re-enter the workforce in another job or business. Labour market re-entry plans are generally assessed directly against an employer's account, and thus are generally very expensive endeavours.

6. Survivor Benefits

The Board provides the following four (4) types of benefits to the survivors of a worker who dies as a result of a workplace accident or injury:

- (i) Survivor Payments (lump sum and monthly payments);
- (ii) Funeral and transportation costs;
- (iii) Supportive and financial counselling; and
- (iv) Assistance in entering the workforce, if applicable.

7. Retirement Benefits

The Board sets aside 5% of all loss of earning benefits to create a retirement fund for workers 64 years of age and under who have received benefits for 12 consecutive months.

A worker who has sustained a workplace injury or illness and is receiving or has received benefits as a result, is entitled to be free from retaliation from the worker's employer.

Bar Against Civil Actions

WSIA benefits replace and preclude a worker's right to commence a civil action against the worker's employer, save and except for prescribed exceptions (i.e. where a third party is involved and the worker elects to pursue a civil action). The WSIA provides an adjudicative mechanism process should an issue arise as to whether the WSIA bars a worker's civil action against either the worker's employer or a third party.

Finally, it should be noted that the WSIA confers various rights on workers and employers alike, and further prescribes numerous duties on all affected parties. Thus, reference should always be made to the statute in any given situation.

OCCUPATIONAL HEALTH AND SAFETY ACT

Employers and employees both have a vested interest in workplace health and safety. Accordingly, occupational health and safety legislation across Canada generally places reciprocal rights and obligations on management and labour in an effort to ensure that Canadian workplaces are safe and healthy environments.

In Ontario, occupational health and safety is regulated by the Ontario *Occupational Health and Safety Act* (the "OHSA"). Like most other occupational health and safety legislation in Canada, the OHSA sets out a comprehensive code of conduct for both management and labour, all in the interest of health and safety in the workplace.

The OHSA sets out the rights and duties of management and workers generally, while the Regulations enacted under the OHSA prescribe specific rights and obligations applicable to a



variety of different workplaces, industries and a number of toxic substances. The OHSA may not apply to certain workplaces; thus reference to the statute is always recommended.

Administration and Enforcement

The Ontario Ministry of Labour administers the OHSA. Inspectors are nominated under the OHSA to enforce its provisions, to inspect workplaces for compliance and to investigate serious accidents or workplace fatalities.

Ontario workplaces are subject to routine compliance inspections and investigations. Inspectors possess extensive statutory powers, including, among others, the authority to: enter any workplace, question any individual, handle, use or test any equipment or machinery, inspect documents, take photographs, issue compliance orders and commence prosecutions.

General Rights and Duties

OHSA attempts to balance the general right of management to direct its workforce and control its production process with workers' legitimate concerns for health and safety. Aside from the multitude of specific duties imposed on employers in the Regulations enacted under the authority of the OHSA, employers are guided in the OHSA by an all-encompassing duty to take all reasonable precautions to protect the health and safety of workers.

Recognizing that responsibility for health and safety in the workplace does not solely rest with employers, the OHSA is guided by four basic, two-pronged tenets:

The Right to Participate

As noted above, employers and workers share mutual obligations and rights for health and safety in the workplace. Thus, although liability for health and safety in the workplace may ultimately rest with employers (and owners, supervisors, corporate directors and officers, contractors and suppliers of equipment, etc.), workers also have extensive roles in ensuring safe and healthy workplaces.

Worker participation is generally done through a joint health and safety committee or, for smaller employers, a health and safety representative. Both work alongside the employer, supervisors, etc. to oversee and enforce health and safety in the workplace. Specifically, some of their responsibilities include:

1. identifying workplace hazards;
2. obtaining information from the employer regarding existing or potential occupational hazards, among other things;
3. making recommendations on ways to improve workplace health and safety;
4. investigating work refusals; and
5. investigating serious accidents.

The OHSA places a general duty on employers to cooperate with and assist joint health and safety committees or representatives to carry out their statutory obligations. However, not all workplaces are required to have joint health and safety committees or representatives. The



OHSA sets out specific thresholds as to when committees or representatives are required, and further defines rules respecting eligibility for membership in joint health and safety committees.

The Right to Know

Workers have the right to know about any potential or real hazards to which they may be exposed. This extends to a right to be trained and to have access to information on machinery, equipment, working conditions, processes and hazardous substances.

As a corollary to this right, employers are required under the OHSA to, among other things:

1. instruct, inform and supervise workers to protect their health and safety;
2. appoint competent persons as supervisors;
3. ensure committees and health and safety representatives carry out their duties;
4. prepare and post a written occupational health and safety policy; and
5. comply with all prescribed duties, i.e.:
 - (i.) provide and maintain in good condition any prescribed equipment, materials and protective devices;
 - (ii.) if required, establish and maintain an occupational health service for workers;
 - (iii.) maintain an inventory of biological, chemical or physical agents, substances and records of the handling, use, storage and disposal of such agents; and
 - (iv.) carry out prescribed training programs for workers, supervisors and committee members or health and safety representatives (i.e. Workplace Hazardous Material Information System (WHMIS) course, forklift training, etc.).

In addition, supervisors are obliged, among other things, to: (1) ensure workers work in compliance with the OHSA; (2) ensure workers properly use or wear any protective clothing or devices required; and (3) take every precaution reasonable for the protection of workers. Finally, the OHSA also imposes various duties and obligations on owners, corporate officers and directors, contractors and suppliers who service equipment or machinery.

The Right to Refuse Work

Workers are entitled to outright refuse work, or to work with machinery or equipment, that they believe is dangerous to either their own health and safety, or the health and safety of another worker, without retaliation from their employer. If a worker refuses work, the worker must immediately inform the worker's supervisor or employer.

The OHSA sets out specific procedures that must be followed in the event of a work refusal. In short, the OHSA mandates an internal investigation process, which involves the worker and any one of the following: a joint committee member, a health and safety representative or another worker. If the investigation does not resolve the work refusal, then either the employer or worker must notify the Ministry of Labour, who will then appoint an inspector to investigate and resolve the work refusal.



The OSHA spells out in great detail the worker's and employer's rights and obligations during a work refusal. Thus, reference should be made to the OHSA and its Regulations should a work refusal arise.

The Right to Stop Work

In exceptional circumstances, the OSHA allows certified joint committee members to direct an employer to stop dangerous work altogether. However, work can only be stopped if the following three circumstances are met:

1. the Act or the Regulations are being violated;
2. the violation poses a danger or hazard to a worker; and
3. any delay in controlling the danger or hazard may seriously endanger a worker.

The OHSA provides important limitations on workers' rights to stop dangerous work. Therefore, reference should be made to the OHSA and its Regulations should the issue ever arise.

Reporting Obligations

Employers are required to report workplace accidents or fatalities to committees, representatives, inspectors and the Ministry of Labour within prescribed time periods, which range from 48 hours to four days depending on the nature and gravity of the accident.

Offences and Penalties

The OHSA can be enforced against anyone who has any degree of control over a workplace, materials or equipment found in a workplace, or control over the direction of the work force.

If the internal, self-enforcement mechanism of the OHSA fails to adequately address any health and safety issues in a workplace, or if the OHSA or Regulations are not complied with, the Ministry of Labour has the authority to enforce the law.

The Ministry of Labour may prosecute any person for a violation of the OHSA or the Regulations, or for failing to comply with an order from an inspector, director or the Minister of Labour.

Presently, if prosecuted and convicted of an offence under the OHSA, an individual (i.e. supervisors, directors and officers) can be fined up to \$25,000 and/or imprisoned for up to 12 months. The maximum fine for a corporation is currently \$500,000.

EMPLOYMENT INSURANCE ACT

Most Canadian workers and employers contribute to a statutory income replacement insurance program administered under the authority of the *Employment Insurance Act* (the "EIA"). The insurance scheme is entirely funded by employer and employee premiums, which are calculated based on "insurable earnings," a defined term in the EIA. As a general rule, most employment in Canada is insurable unless specifically stated otherwise in the EIA.



Under the system, employers are required to contribute a certain percentage of employees' insurable earnings into the fund, and withhold at source and remit their employees' contributions, up to a prescribed maximum insurable amount.

The following highlights basic obligations imposed on employers. It is intended to assist managers and human resource professionals in responding to enquiries that are made from time to time from employees contemplating sick, maternity or parental leave.

Eligibility and Types of Benefits Available

There are essentially four (4) types of benefits available under the EIA, each intended to provide temporary income support in different circumstances. They are:

1. **Regular Benefits:** An employee who has lost his job through no fault of his own (i.e. layoff, etc...) may be eligible for income replacement benefits known as Regular benefits. If eligible, the claimant may be paid Regular benefits for a period of 14 to 45 weeks, depending on the employment rate in the claimant's region at the time of filing the claim and the amount of insurable hours the claimant has banked. Eligible claimants must first observe a two week unpaid waiting period before receiving benefits.

To qualify for Regular benefits a claimant must have been without work and without pay for at least seven consecutive days and have worked the minimum prescribed number of insurable hours in the 52 weeks immediately prior to the claim. The minimum number of insurable hours required to qualify for Regular benefits varies from region to region and from time to time, thus reference should be made to the EIA and its Regulations. The number of weeks for which benefits are payable to eligible claimants is contingent on the amount of insurable hours worked and the unemployment rate in the claimant's region, which again change from time to time.

2. **Sick Benefits:** An employee whose earnings are interrupted as a result of illness, injury or quarantine, may apply for Sick benefits. Sick benefits are payable to eligible claimants for a maximum period of 15 weeks, less a two week unpaid waiting period, for a net total of 13 weeks.

To qualify for Sick benefits, the claimant must have accumulated at least 600 insurable hours in the previous 52 weeks or since the person's last claim. Qualifying requirements are amended from time to time. Thus reference to the EIA is always recommended.

3. **Maternity Benefits:** Pregnant employees who have accumulated at least 600 insurable hours in the last 52 weeks (or since their last benefits claim) are eligible for Maternity benefits. Maternity benefits are payable for a period of 17 weeks, less a two week unpaid waiting period, for a net total of 15 weeks.
4. **Parental Benefits:** An individual who has accumulated at least 600 insurable hours in the last 52 weeks (or since the person's last benefits claim, save and except a claim for Maternity benefits), is entitled to Parental benefits. Parental benefits are available to natural or adoptive parents who wish to remain at home to care for one or more new-born children or one or more adoptive children. Parental benefits are payable for a maximum period of 35 weeks, less a two week unpaid waiting period, for a net period of 33 weeks. However, the two week



waiting period may be waived if a parent has already served a two week waiting period while claiming Maternity benefits.

On January 4, 2004, amendments to the EIA and Regulations will come into force introducing compassionate care benefits.

The EIA sets out various rules, requirements, limitations and exceptions that may affect entitlement to income replacement benefits, which are frequently amended from time to time. Therefore, reference should always be made to the EIA and its regulations.

Benefits - Quantum

At the time of drafting, the basic benefit rate under the EIA is 55% of a claimant's average insured earnings up to a maximum amount of \$413 per week. The EIA sets out a specific formula for calculating "average insured earnings." Moreover, benefit rates are often amended, so regular reference to the EIA is advised.

Benefits under the EIA are considered taxable income; therefore, provincial and federal taxes will be deducted.

Claimants are entitled to earn up to a certain allowable amount while receiving income replacement benefits under the EIA, without affecting their benefit entitlement. Any monies earned over and above the allowable amount will be deducted dollar for dollar from the benefits.

Employer Obligations

The EIA sets out a number of obligations for employers. Particularly, employers are required to:

1. issue a Record of Employment (ROE) within five calendar days after an employee: (a) quits employment, (b) was laid off or (c) has had his or her earnings interrupted for a period of seven (7) consecutive days;
2. keep records of insurable hours worked for each employee, for a period of six years after the relevant year for which the records relate (since benefits are based on an hourly qualification system);
3. deduct and remit employment insurance premiums for each dollar of insurable earnings up to the yearly maximum; and
4. report severance payments, if any, paid to dismissed employees.

In addition to the foregoing, the EIA sets out a number of other obligations and offences, breach of which could lead to penalties, fines and prosecution. Thus, reference should be made to the EIA and its Regulations should issues arise.

Administration

The Employment Insurance Commission (the "Commission") oversees the EIA and manages the insurance fund. Human Resources Development Canada administers income replacement benefits to eligible employees.



If an employer or a claimant disagrees with the Commission's decision to either deny or grant income replacement benefits, then either party can appeal the decision within prescribed time limits to the adjudicative bodies authorized under the EIA to hear the appeal(s).

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