Federal OHS Compliance

Canada Labour Code Part II · Federally regulated employers

HSE ADVISOR CANADA
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Employer / organisation: _____ Sector: _____

Completed by: _____ Position: _____

Date: _____ Reporting year: _____

1. ARE YOU FEDERALLY REGULATED?

- ☐ Banking
- ☐ Telecommunications and broadcasting
- ☐ Inter-provincial transportation — trucking, rail, marine, air
- ☐ Pipelines
- ☐ First Nations band councils
- ☐ Grain elevators
- ☐ Uranium mining
- ☐ Federal Crown corporations
- ☐ Other federal work, undertaking or business: _____

If none of these apply, this checklist is not yours. Provincially regulated employers follow their own province's OHS legislation instead, and the reporting duties below do not apply.

2. ANNUAL REPORTS — DUE 1 MARCH

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Hazardous Occurrence Report submitted	Covers work-related fatalities, disabling injuries, near misses with serious injury potential, structural failures, fires, explosions, electrical contact and dangerous substance releases.		
Harassment and Violence Report submitted	Annual report due on or before March 1 (WHVPR s. 36). Covers all occurrences, including those resolved through negotiated resolution or conciliation.		
Nil report filed where there were no incidents	A year with nothing to report still requires a report. Failing to file is itself a violation.		
Submission confirmation retained	Keep proof of filing and the date.		
Underlying records reconcile to the report	Your internal incident log matches what you filed.		

No incidents does not mean no report. This is the single most commonly missed federal obligation. A nil return is still a return, and failure to submit is a compliance violation in its own right.

Filing record for this year:

REPORT	PERIOD COVERED	DATE SUBMITTED	SUBMITTED BY

3. COMMITTEES AND REPRESENTATIVES

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Correct structure for your size	Policy committee at 300 or more employees (Canada Labour Code s. 134.1). Workplace committee at each workplace with 20 or more employees (s. 135). Health and safety representative at each workplace with fewer than 20 employees (s. 136).		
Membership and selection documented	Including how employee members were selected.		
Meets at required frequency	With minutes retained.		
Members trained	Committee and representative education delivered and recorded.		
Complaint resolution process	The internal complaint resolution process is documented and workers know it.		

4. HARASSMENT AND VIOLENCE PREVENTION

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Workplace assessment completed	Joint assessment of harassment and violence risk factors, with mitigation measures.		
Prevention policy in place	Developed jointly and covering all required elements.		
Resolution process documented	Negotiated resolution, conciliation and investigation pathways defined.		
Training delivered	Employees within 3 months of starting, then at least every 3 years (WHVPR s. 12(4)). The designated recipient before taking on the role, then every 3 years (s. 12(5)). The employer at least every 3 years (s. 12(6)).		
Support measures communicated	Employees know what support is available.		
Records retained	Records kept for 10 years (WHVPR s. 35(2)).		

5. HAZARD PREVENTION PROGRAM

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Hazard identification and assessment	Documented methodology and current assessments.		
Preventive measures by hierarchy	Elimination and engineering controls before administrative controls and PPE.		
Employee education	Delivered on the hazards identified, with records.		
Program evaluation	Reviewed at least every three years and after any change.		
Ergonomics addressed	Ergonomics-related hazards included in the assessment.		

6. OTHER OBLIGATIONS TO CONFIRM

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Right to disconnect policy (Canada Labour Code Part III amendment, not yet in force)	Watch for the in-force date. The amendment will require a written policy on work-related communication outside working hours; employers will have one year to comply after it takes effect.		
First aid and emergency provisions	Attendants, supplies and procedures meeting the federal regulations.		
Refusal to work procedure	The Part II work refusal process is documented and understood by supervisors.		
Administrative monetary penalties	Be aware the Labour Program has signalled penalty amounts are under review for both labour standards and OHS violations.		

> Federal OHS requirements sit in the *Canada Labour Code* Part II and the *Canada Occupational Health and Safety Regulations*, not in provincial OHS law. Confirm the current wording of both before relying on any line above.

7. FINDINGS AND CORRECTIVE ACTIONS

#	FINDING	ACTION REQUIRED	OWNER	DUE

COMPLETED BY _____ DATE _____

REVIEWED BY (SENIOR MANAGEMENT) _____ DATE _____

Want help applying this?

Our consultants (CRSP Certified · COR & ISO 45001 Lead Auditors) can adapt this to your workplace or review your safety program with you.

(647) 620-5278 · **info@hseadvisor.ca** · **hseadvisor.ca/contact**

Federal OHS Compliance Checklist · Version 1.2 · Reviewed October 2026 · HSE Advisor Canada. Free to use and adapt. General guidance, not legal advice.

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