

Employer Suitability/Site Assessment Checklist

Please note that some of these questions require a “Yes” answer, for us to continue with the placement.

The questions with the *red asterisks are non-negotiable matters, as they are related to ethical practices, safety, and legal compliance. It is vital for us to ensure the employers we partner with can provide a suitable and safe workplace environment and is acting in accordance to all applicable employment-related (provincial and federal) legislation. All questions in the Employer Suitability/Site Assessment Form reflect the Ministry’s Training Incentive Placement Agreement form.

Business Name: _____

Business Address: _____

Section: 1 – COMPLIANCE AND ELIGIBILITY			
1. License*	Question: Do you have an Ontario business # or business identification #? (This can be found within the employer’s Master Business License and is a 9-digit number)	Y	N
2. Location of Employment*	Question: Are you providing employment in Ontario?	Y	N
3. Employment Standards Act*	Question: Are you providing employees who are covered by the ESA, the Employment Standards Poster within 30 days of their date of hire? Refer to Resource Guide for more information	Y	N
4. Occupations Health and Safety Act* (4 Documents)	Question A: Is a copy of the Occupational Health & Safety Act kept in a location accessible to all employees? Documents Required: A copy of the OHSA must be provided for confirmation Refer to Resource Guide for more information and a copy of the Occupational Health & Safety Act if needed	Y	N
	Question B: Do you have the “OHSA Prevention Starts Here” Poster kept in a location accessible to all employees? Documents Required: “OHSA Prevention Starts Here” poster must be provided for confirmation Refer to Resource Guide for more information and a copy of the OHSA Prevention Starts Here poster if needed	Y	N
	Question C: Does your company have a Health & Safety Policy kept in a location accessible to all employees?	Y	N

	<p>Documents Required: Health & Safety Policy must be provided for confirmation if applicable</p> <p><i>Refer to Resource Guide for confirmation if Policies are needed based on employee size, more information and a copy of the OHSA Prevention Starts Here poster if needed</i></p>		
	<p>Question D: Are the names and work locations of Joint Health and Safety Committee members kept in a location accessible to all employees?</p> <hr/> <p>Documents Required: JHSC list must be provided for confirmation if applicable</p> <p><i>Refer to Resource Guide for breakdown of JHSC requirements based on employee size</i></p>	Y	N
5. HST/GST*	<p>Question: Do you have a GST/HST Certificate?</p> <hr/> <p>Documents Required: GST /HST#: _____</p> <p><i>Refer to Resource Guide for more information</i></p>	Y	N
6. WSIB* (2 Documents)	<p>Question B: Do you maintain appropriate WSIB or alternate workplace safety insurance coverage?</p> <hr/> <p>Documents Required: A copy of the insurance coverage is required.</p> <p><i>Refer to Resource Guide for more information</i></p>	Y	N
	<p>Question B: If applicable, do you have the WSIB “In case of Injury” Poster kept in a location accessible to all employees?</p> <hr/> <p>Documents Required: “In case of Injury” poster must be provided for confirmation</p>	Y	N
7. Third Party Liability* (1 Document)	<p>Question: Do you have adequate third-party liability insurance, as advised by your insurance broker?</p> <hr/> <p>Documents Required: A copy of the third-party liability insurance is required.</p>	Y	N
8. Hiring: Replacing Existing or Laid-off Employees*	<p>Question: Will placement services be used to replace existing or laid-off employees?</p> <hr/> <p><i>Refer to Resource Guide for Government standards</i></p>	Y	N

9. Hiring: Family Members*	Question: Are you hiring any immediate family members (Such as parent, spouse, aunt, uncle, cousin, niece, nephew, sibling or child) as a trainee?	Y	N
	Refer to Resource Guide for Government standards		
Section: 2 – EMPLOYER COMMITMENTS			
1. Training Plan*	Question: Are you committed to Developing a relevant training/work experience plan that will help the participant achieve their labour market/employment goal while you achieve business goals, in conjunction with the service provider and participant?	Y	N
2. Feedback*	Question: Will you provide feedback and assessments of a participant's skill level?	Y	N
3. Placement Outcome	Question: Do you offer potential for long-term employment/contract position for the participant?	Y	N
4. Supervision*	Question: Will you provide the participant with adequate supervision, and training/work experience? Refer to Resource Guide for standards around supervision	Y	N
5. Payroll*	Question: Will you be placing the participant on the company's payroll and provide the same employment terms, conditions, and benefits as for all regular employees?	Y	N
	Important: New hires must be set up on payroll on or before the start date of employment (This includes collecting Social Insurance Number) Refer to Resource Guide for standards around payroll and wages		
Section 3 – HEALTH & SAFETY			
1. First Aid*	Question: Do you have first aid kits readily available?	Y	N
	Required Documents: First Aid Kit must be shown and confirmed at the Site Assessment. Refer to Resource Guide for first aid requirements		
2. First Aid Training*	Question: Do you currently have someone on staff trained in First Aid and CPR?	Y	N
	Refer to Resource Guide for First Aid Training Requirements		

JPS Name

Initials:

Date:

Employer Name:

Initials:

Date: