

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*	<p>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)</p>	Y	N
2. Location of Employment*	<p>Question: Are you providing employment in Ontario?</p>	Y	N
3. Employment Standards Act*	<p>Question: Are you providing employees who are covered by the ESA, the Employment Standards Poster within 30 days of their date of hire?</p> <p>Refer to Resource Guide for more information</p>	Y	N
4. Occupations Health and Safety Act* (4 Documents)	<p>Question A: Is a copy of the Occupational Health & Safety Act kept in a location accessible to all employees?</p> <p>Documents Required: A copy of the OHSA must be provided for confirmation</p> <p>Refer to Resource Guide for more information and a copy of the Occupational Health & Safety Act if needed</p> <p>Question B: Do you have the “OHSA Prevention Starts Here” Poster kept in a location accessible to all employees?</p> <p>Documents Required: “OHSA Prevention Starts Here” poster must be provided for confirmation</p> <p>Refer to Resource Guide for more information and a copy of the OHSA Prevention Starts Here poster if needed</p> <p>Question C: Does your company have a Health & Safety Policy kept in a location accessible to all employees?</p>	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> <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> <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> <p>Documents Required: A copy of the insurance coverage is required.</p> <p><i>Refer to Resource Guide for more information</i></p> <p>Question B: If applicable, do you have the WSIB "In case of Injury" Poster kept in a location accessible to all employees?</p> <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> <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> <p><i>Refer to Resource Guide for Government standards</i></p>	Y	N

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

JPS Name

Initials:

Date:

Employer Name:

Initials:

Date: