

# Are you managing all your risks?

Have a go at our quick checklist and see:

## HR & Employment Relations

- |  | Yes                   | No                    |
|--|-----------------------|-----------------------|
| Do all your employees have a written contract of employment?   | <input type="radio"/> | <input type="radio"/> |
| Do you have an employee handbook covering all aspects of work?   | <input type="radio"/> | <input type="radio"/> |
| Has your employment documentation been reviewed in the last 6 months?  | <input type="radio"/> | <input type="radio"/> |
| Are changes to policies and procedures communicated to all staff?  | <input type="radio"/> | <input type="radio"/> |
| Are copies of the handbook available for all employees to view?  | <input type="radio"/> | <input type="radio"/> |
| Do you currently receive third party advice regarding employee problems? Do you have access to HR policies and procedures tailored to your business? | <input type="radio"/> | <input type="radio"/> |
| Can your business afford to pay an unexpected legal bill from an employment-related matter?  | <input type="radio"/> | <input type="radio"/> |
| Do you have legal expenses insurance coverage in the event an employee sues your business?   | <input type="radio"/> | <input type="radio"/> |
| Are you confident you know your legal obligations under provincial employment standards laws?  | <input type="radio"/> | <input type="radio"/> |

## Health & Safety

- |  |                       |                       |
|--|-----------------------|-----------------------|
| Do you have a written health & safety management policy?   | <input type="radio"/> | <input type="radio"/> |
| Do you update this policy on a regular basis?  | <input type="radio"/> | <input type="radio"/> |
| Do your employees receive health & safety awareness training?  | <input type="radio"/> | <input type="radio"/> |
| Do you provide ongoing training to existing staff regarding their health & safety?   | <input type="radio"/> | <input type="radio"/> |
| Are the required health & safety posters prominently displayed?  | <input type="radio"/> | <input type="radio"/> |
| Do you have a workplace violence and harassment policy, and do you review it annually? Do you have a workplace investigation procedure in place? | <input type="radio"/> | <input type="radio"/> |
| Do you have an internal responsibility system (IRS) in place?  | <input type="radio"/> | <input type="radio"/> |
| Do you have a system of accident reporting and recording?  | <input type="radio"/> | <input type="radio"/> |
| Do you receive third party advice on health & safety matters?  | <input type="radio"/> | <input type="radio"/> |
| Do you have insurance to cover your legal costs in the event your business is prosecuted for health and safety violations?                       | <input type="radio"/> | <input type="radio"/> |



# Peninsula working for you

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**We're looking forward to working together to provide you with the highest quality employment relations, HR and health & safety management services.**

There's no doubt that things like employment relations, HR and health & safety have become more complicated over the years. In a way it's a good thing; more protection for your business. But that hasn't stopped it all becoming a bigger burden. After all, you didn't get into construction or manufacturing to read HR rulebooks and keep up to date with

changes in health & safety laws. That's why Peninsula is here to help. Our experts give you the advice you need, when you need it.

We lift the burden by taking care of employment relations HR and health & safety obligations for you, leaving you free to concentrate on what you do best, running your organization.

**To arrange a review of your HR health & safety policies, get in touch with :**

**Bob Condon**  
Business Development Manager  
1 (403) 966 0093  
bob.condon@peninsula-ca.com

## Summary of services

### Employment relations

Peninsula prepares a comprehensive suite of employment contracts, policies and procedures, bespoke and branded for your business. This includes:

- Contracts of employment
- Employee Handbook
- Supplementary documentation (application forms, appraisal forms)
- Updating of employment documentation as a result of new legislation or changes
- 24/7 employment advice

### Health & safety

We provide a simple health & safety framework tailored to the business but bespoke to each business based on a premise review. The framework includes:

- Premises health & safety compliance review
- Management system & policy
- Employee safety handbook
- 24/7 health & safety advice

### Insurance

With our insurance services you effectively get access to an entire legal department on a retainer. This consists of a mixture of bar qualified, solicitor trained employment relations and health & safety specialists and advocates.

- **Employment relations insurance**  
Legal costs, awards and settlements incurred defending employment/ industrial tribunals, where advice is taken and followed.
- **Health & safety insurance**  
The costs of defending safety prosecutions/enforcement action and liaising with Enforcing Authorities

### Training

Keeping up-to-date with the latest changes in legislation, case law and best practice is essential for any business. That's why Peninsula offers monthly employment relations and health & safety training webinars.

As well as training you'll also get access to In The Loop our monthly email on topical HR news and forthcoming changes in the legislation.