

How Well Are You Managing Your Risk?



PENINSULA

If you tick 'No' to any of these questions, your business could be exposed to unnecessary HR, Employment Relations and/or Health & Safety Risk.

HR & Employment Relations

Yes

No

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

Health & Safety

- Do you have a written health & safety management policy? Yes No
- Do you update this policy on a regular basis? Yes No
- Do your employees receive health & safety awareness training? Yes No
- Do you provide ongoing training to existing staff regarding their health & safety? Yes No
- Are the required health & safety posters prominently displayed? Yes No
- Do you have a workplace violence and harassment policy, and do you review it annually? Yes No
- Do you have a workplace investigation procedure in place? Yes No
- Do you have an internal responsibility system (IRS) in place? Yes No
- Do you have a system of accident reporting and recording? Yes No
- Do you receive third party advice on health & safety matters? Yes No
- Do you have insurance to cover your legal costs in the event your business is prosecuted for health and safety violations? Yes No

GROW YOUR BUSINESS WITH PENINSULA

Having access to your own human resources team means more time to build your business. That's where Peninsula comes in.

HR and Employment Relations

We carry out an on-site review of your current workplace documentation & processes and identify specific gaps and solutions. We gain an understanding of your business and tailor your documentation needs, like contracts and employee handbooks.

Online Tools

Part of our service includes an easy-to-use online HR management tool, BrightHR, our online absence management system which help you keep track on when your staff are working and also stores all your employee records.

24/7 Advice

Anytime. Anywhere. Our team of HR and health & safety specialists & employment relations experts are available day or night to answer any questions & offer the advice you need to handle any employee problem that occurs.

Health & Safety

The Peninsula health & safety team provide risk assessments; on-site premises and compliance reviews; insurance cover; a comprehensive management system; responsibility planner, training courses as well as access to the 24/7 advice service and regular legislation and regulation updates.

Ministry of Labour Investigations

Peninsula service includes comprehensive support in the event of any 'Ministry of Labour and Immigration' employment matter brought against your business by a current or former employee, such as an employment standards claim or investigation at no additional cost.

Want to learn more about how Peninsula helps small businesses manage these risks effectively? If you have any questions or require any additional information about any of our services, please don't hesitate to contact our expert team at:

**1 (833)-247-3652
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