GOOD TO KNOW

The Act respecting occupational health and safety states that all employees are entitled to working conditions that respect their health, safety and physical well-being. They also have a right to training, information and counselling services on occupational health and safety and to proper supervision and instruction. Employees can refuse to perform a particular job if they have reasonable grounds to believe the job would expose them or others to danger.

Employees who sustain a work-related accident or contract an occupational disease must notify their employer or representative as soon as possible. In such situations, employers have the duty to provide first aid and emergency care in a timely manner. The injured employee can then submit a claim to the CNESST. Here is what the Act respecting occupational health and safety states:

- Employees retain their right to return to work and can reinstate their job or an equivalent job as soon as they are found fit to do so. However, this right is subject to a time limit.
- Employees who are not able to go back to work may be offered physical, professional and social rehabilitation services.

To learn more, read our pamphlet, “If you have a work-related accident or contract an occupational disease... here’s what you need to know!”

Promoting greater responsibility for health and safety in the workplace has many proven benefits, including fewer work-related accidents and occupational diseases and lower costs in compensation payments to injured workers.

TOOLS YOU CAN USE

All the information employers and employees need to meet their occupational health and safety obligations can be found at cnesst.gouv.qc.ca/inst.

KNOW YOUR RIGHTS AND MEET YOUR OBLIGATIONS AT WORK

- Fair and balanced labour relations
- Female jobs paid at their fair value
- Employees retain their right to return to work and can reinstate their job or an equivalent job as soon as they are found fit to do so. However, this right is subject to a time limit.
- Employees who are not able to go back to work may be offered physical, professional and social rehabilitation services.
- Employees who must take time off work due to their employer’s or representative’s failure to properly inform, train, pay, maintain workplace safety, pay premiums, etc. may receive compensation for the days lost.
- Employees who are not able to perform a particular job if they have reasonable grounds to believe the job would expose them or others to danger.
- Employees who are not able to go back to work may be offered physical, professional and social rehabilitation services.
- Employees who sustain a work-related accident or contract an occupational disease must notify their employer or representative as soon as possible. In such situations, employers have the duty to provide first aid and emergency care in a timely manner. The injured employee can then submit a claim to the CNESST.

For employees:

- maPaye is a special application that lets employees track the number of hours worked for one or more employers and receive alerts on overtime, statutory holidays and more.
- You can download it free at mapaye.com.

For employers:

- MonCalcul is a special tool that lets employers estimate the amounts owed for vacation days, statutory holidays and more.
- You can find many other useful tools and information, including videos, at cnesst.gouv.qc.ca/normes.

Employees and certified associations in an enterprise have access to remedies under the Pay Equity Act if they believe an employer has failed to fully fulfill its obligations (e.g., the exercise was not properly done or the results were not posted), they can file a complaint with the CNESST. In such cases, certain deadlines must be met.

TOOLS YOU CAN USE

For employees:

- A video clearly explains what pay equity entails.

For employers:

- The Progiciel pour réaliser l’équité salariale et en évaluer le maintien is a special pay equity software package and calculation tool that makes it easier to apply and maintain pay equity.
- The software package and other useful tools and information are available to help employers better understand or apply the Pay Equity Act. To consult the tools, go to cnesst.gouv.qc.ca/equite.
The Commission des normes, de l’équité, de la santé et de la sécurité du travail (CNEST) promotes employment rights and obligations among Québec employees and employers and ensures that these rights and obligations are respected.

Our vision is to be an innovative organization recognized for our commitment to providing clients with a single information gateway and quality services on labour standards, pay equity and occupational health and safety.

**Main employer obligations**

- Participate in the identification and elimination of hazards that could lead to work-related accidents and occupational diseases in the workplace.
- Take the necessary measures to protect your health, safety and physical well-being (e.g., by wearing the protective gear provided by your employer).
- Never put at risk the health and safety of people in your workplace or in your proximity.

- Pay all hours worked and other monetary benefits, even during trial periods and training.
- Produce a pay slip for each employee so that the salary and deductions can be checked.
- Record your hours worked and keep your pay stubs.
- Prevent harassment in the workplace (psychological and sexual) and put a stop to any situation of harassment brought to its attention.
- Within the prescribed deadlines, provide written notice to an employee who is dismissed, fired or laid off for six months or more.

**Main employee obligations**

- Take the necessary measures to protect the health and ensure the safety and physical well-being of employees. Employers must:
  - Clearly inform employees on work-related hazards and provide the supervision, training and instruction required for the safe performance of their duties.
  - Ensure the safety of the equipment and facilities under their responsibility.
  - Ensure the safety of the work organization, methods and techniques.
  - Use methods and techniques to detect, control and eliminate hazards.

- Make sure your working conditions are clear at the time of hiring.
- Comply with the conditions agreed upon with the employer by providing quality service in exchange for remuneration.
- Read the postings made by the employer and provide feedback, as needed.

- Pay Revenu Québec the insurance premiums by periodic installments.
- Register with the CNESST for workplace health and safety.
- Conduct a pay equity exercise.
- Maintain pay equity by conducting an audit every five years.
- Complete the Déclaration de l’employeur en matière d’équité salariale (report on pay equity).

**Pay equity**

- Produce a pay slip for each employee so that the salary and deductions can be checked.
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**Labour standards, minimum rules to follow**

The labour standards set the minimal conditions that Québec employers must provide their employees. Employers can offer better working conditions than the minimum standards set out in the Act respecting labour standards, but they can never offer less. The standards deal with salaries, pay slips, work schedules, holidays (statutory holidays, vacation, etc.), absences (sick days, family days, etc.) and employment termination.

**Labour standards**

- The Act respecting labour standards
- The National Holiday Act

**Pay equity**

- The Pay Equity Act

**Occupational health and safety**

- The Act respecting occupational health and occupational diseases
- The Workers’ Compensation Act
- The Act respecting indemnities for victims of asbestos and silicosis in mines and quarries
- The Crime Victims Compensation Act
- The Act to promote good citizenship
- The Government Employees Compensation Act

**Main employer obligations**

- Provide employees with all the necessary measures and individual protective gear, free of charge, and ensure their use by employees.
- Register with the CNEST for workplace health and safety.
- Pay Revenu Québec the insurance premiums by periodic installments.
- Produce the Déclaration des salaires once a year and forward it by March 15.

**Employee responsibilities**

- Ensure that characteristics of traditionally female jobs are evaluated at their proper value.
- Read the postings made by the employer and provide feedback, as needed.

**Main employer obligations**

- Provide employees with all the necessary measures and individual protective gear, free of charge, and ensure their use by employees.
- Register with the CNEST for workplace health and safety.
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**Occupational health and safety**

- The workplace health and safety system aims to prevent work-related accidents and occupational diseases by eliminating hazards in the workplace. The responsibility is shared by employers and employees. Under the system, employees who sustain a work-related injury or contract an occupational disease are entitled to income replacement benefits, other benefits, medical support (e.g., care and treatment) and rehabilitation services required by their occupational injury. The system also provides employment protection. As the administrator of this system, the CNEST ensures its financing through premiums collected from employers. In doing so, the CNEST is fulfilling its role as a public insurer.
The Commission des normes, de l’éguité, de la santé et de la sécurité du travail (CNESST) promotes employment rights and obligations among Quebec employees and employers and ensures that these rights and obligations are respected. Our vision is to be an innovative organization recognized for our commitment to providing clients with a single information gateway and quality services on labour standards, pay equity and occupational health and safety.

Main obligations of employers with ten or more employees

- The CNESST ensures compliance with approximately ten laws and related regulations
- The Labour Standards (Act respecting labour standards, the National Holiday Act, etc.)
- The Pay Equity Act
- The Pay Equity Act
- The Occupational Health and Safety Act
- The Act respecting occupational health and safety
- The Workers’ Compensation Act
- The Act respecting indemnities for victims of asbestosis and silicosis in mines and quarries
- The Act to promote good citizenship
- The Government Employees Compensation Act

Pay equity, recognizing female work at its fair value

- Occupational health and safety: promoting greater responsibility in the workplace

Labour standards, minimum rules to follow

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Main employer obligations

- Make sure your working conditions are clear at the time of hiring.
- Comply with the conditions agreed upon with the employer by providing quality service in exchange for remuneration.
- Record your hours worked and keep your pay stubs.
- Pay all hours worked and other monetary benefits, even during trial periods and training.
- Produce a pay slip for each employee so that the salary and deductions can be checked.
- Prevent harassment in the workplace (psychological and sexual) and put a stop to any situation of harassment brought to its attention.
- Within the prescribed deadlines, provide written notice to an employee who is dismissed, fired or laid off for six months or more.

Main employer obligations

- Conduct a pay equity exercise.
- Maintain pay equity by conducting an audit every five years.
- Complete the Déclaration de l’employeur en matière d’équité salariale (report on pay equity).
- Pay Revenu Québec the insurance premiums by periodic installments.
- Register with the CNESST for workplace health and safety.
- Pay Revenu Québec the insurance premiums by periodic installments.
- Produce the Déclaration des salaires once a year and forward it by March 15.

Main employer obligations

- Participate in identifying and eliminating hazards that could lead to work-related accidents and occupational diseases in the workplace.
- Take the necessary measures to protect your health, safety and physical well-being (e.g., by wearing the protective gear provided by your employer).
- Never put at risk the health and safety of people in your workplace or in your proximity.
- Take the necessary measures to protect the health and ensure the safety and physical well-being of employees. Employers must:
  - Clearly inform employees on work-related hazards and provide the supervision, training and instruction required for the safe performance of their duties.
  - Ensure the safety of the equipment and facilities under their responsibility.
  - Ensure the safety of the work organization, methods and techniques.
  - Use methods and techniques to detect, control and eliminate hazards.
- Provide employees with all the necessary measures and individual protective gear, free of charge, and ensure their use by employees.
- Register with the CNESST for workplace health and safety.
- Pay Revenu Québec the insurance premiums by periodic installments.
- Produce the Déclaration des salaires once a year and forward it by March 15.
- For small enterprises: every year, calculate the number of employees. Once the enterprise reaches an average of ten employees, comply with the main obligations listed above.

Main employer obligations

- Ensure that characteristics of traditionally female jobs are evaluated at their proper value.
- Read the postings made by the employer and provide feedback, as needed.
- Conduct a pay equity exercise.
- Maintain pay equity by conducting an audit every five years.
- Complete the Déclaration de l’employeur en matière d’équité salariale (report on pay equity).
- Pay Revenu Québec the insurance premiums by periodic installments.
- Register with the CNESST for workplace health and safety.
- Pay Revenu Québec the insurance premiums by periodic installments.
- Produce the Déclaration des salaires once a year and forward it by March 15.

Main employee obligations

- Never put at risk the health and safety of people in your workplace or in your proximity.
- Participate in identifying and eliminating hazards that could lead to work-related accidents and occupational diseases in the workplace.
- Take the necessary measures to protect your health, safety and physical well-being (e.g., by wearing the protective gear provided by your employer).
- Never put at risk the health and safety of people in your workplace or in your proximity.
- Ensure that characteristics of traditionally female jobs are evaluated at their proper value.
- Read the postings made by the employer and provide feedback, as needed.
- Conduct a pay equity exercise.
- Maintain pay equity by conducting an audit every five years.
- Complete the Déclaration de l’employeur en matière d’équité salariale (report on pay equity).
- Pay Revenu Québec the insurance premiums by periodic installments.
- Register with the CNESST for workplace health and safety.
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- Produce the Déclaration des salaires once a year and forward it by March 15.
- For small enterprises: every year, calculate the number of employees. Once the enterprise reaches an average of ten employees, comply with the main obligations listed above.

Employee responsibilities

- Participate in identifying and eliminating hazards that could lead to work-related accidents and occupational diseases in the workplace.
- Take the necessary measures to protect your health, safety and physical well-being (e.g., by wearing the protective gear provided by your employer).
- Never put at risk the health and safety of people in your workplace or in your proximity.
- Ensure that characteristics of traditionally female jobs are evaluated at their proper value.
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GOOD TO KNOW

The Act respecting occupational health and safety states that all employees are entitled to working conditions that respect their health, safety, and physical well-being. They also have a right to training, information and counselling services on occupational health and safety and to proper supervision and instruction. Employees can refuse to perform a particular job if they have reasonable grounds to believe the job would expose them or others to danger.

Employees who sustain a work-related accident or contract an occupational disease must notify their employer or representative as soon as possible. In such situations, employers have the duty to provide first aid and emergency care in a timely manner. The injured employee can then submit a claim to the CNESST. Here is what the Act respecting occupational health and safety states:

• Employees who must take time off work due to a work-related injury or contract an occupational disease... here’s what you need to know!
• Employees retain their right to return to work and can reinstate their job or an equivalent job as soon as they are found fit to do so. However, this right is subject to a time limit.
• Employees who are not able to go back to work may be offered physical, professional and social rehabilitation services.

To learn more, read our pamphlet, if you have a work-related accident or contract an occupational disease... here’s what you need to know!

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TOOLS YOU CAN USE

All the information employers and employees need to meet their occupational health and safety obligations can be found at cnesst.gouv.qc.ca/sst.

KNOW YOUR RIGHTS AND MEET YOUR OBLIGATIONS AT WORK

• Fair and balanced labour relations
• Female jobs paid at their fair value
• Female and male employees estimate the amounts owed for vacation days, statutory holidays and more. You can find many other useful tools and information, including videos, at cnesst.gouv.qc.ca/normes.

GOOD TO KNOW

Employees and certified associations in an enterprise have access to remedies under the Pay Equity Act. If they believe an employer has failed to fully fulfill its obligations (e.g., the exercise was not properly done or the results were not posted), they can file a complaint with the CNESST. In such cases, certain deadlines must be met.

TOOLS YOU CAN USE

For employees

A video clearly explains what pay equity entails.

For employers

The Progiciel pour réaliser l’équité salariale et en évaluer le maintien is a special pay equity software package and calculation tool that makes it easier to apply and maintain pay equity. The software package and other useful tools and information are available to help employers better understand or apply the Pay Equity Act. To consult the tools, go to cnesst.gouv.qc.ca/equite.

What you Need to Know About Employment

To contact us
© 1 844 838-0808
cnesst.gouv.qc.ca
Once a claim is accepted:

- The CNESST will reimburse the employer for the next 14 days. This amount is calculated based on the compensation paid to the employee for the first 15 days of disability.
- Employees are allowed to choose their physician and the healthcare facility where they will receive treatment.
- The compensation paid to the employee will cover 100% of the medical costs. Hotels and meals can also be reimbursed.
- To learn more, read our pamphlet, cnesst.gouv.qc.ca/sst.

### TOOLS YOU CAN USE

#### For employees

- maPaye is a special application that lets employees track the number of hours worked for one or more employers and receive alerts on overtime, statutory holidays and more.

#### For employers

- MonCalcul is a special tool that lets employers estimate the amounts owed for vacation days, statutory holidays and more.

#### KNOW YOUR RIGHTS AND MEET YOUR OBLIGATIONS AT WORK

- Employees have the right to refuse work if they have reasonable grounds to believe the job would expose them or others to danger.
- Employees must take time off work due to a work-related injury or occupational disease... here’s what you need to know!

### GOOD TO KNOW

- Non-unionized employees have access to remedies under the Act respecting labour standards. For instance, if they are not paid the sums they are owed or if they feel they have been subjected to a prohibited practice under the law, they are urged to discuss the situation with their employer.
- The same applies to potential cases of psychological harassment. If the situation cannot be resolved in this manner, employees covered by the Act respecting labour standards can file a complaint with the CNESST. When filing a complaint it is important to comply with the deadlines established by law.

### TOOLS YOU CAN USE

- For employees
  - maPaye is a special application that lets employees track the number of hours worked for one or more employers and receive alerts on overtime, statutory holidays and more.
  - You can download it free at mapaye.com.

- For employers
  - MonCalcul is a special tool that lets employers estimate the amounts owed for vacation days, statutory holidays and more.
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### What you Need to Know About Employment

- The software package makes it easier to apply and maintain pay equity.

### Emploee and Employers

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- You can download the software package and calculation tool at cnesst.gouv.qc.ca/equite.

### To contact us

- 1 844 838-0808
- cnesst.gouv.qc.ca
Starting on the 15th day, CNESST will begin paying the employee income replacement benefits.

Employees retain their right to return to work and can reinstate their job or an equivalent job as soon as they are found fit to do so. However, this right is subject to a time limit.

Employees who are not able to go back to work may be offered physical, professional and social rehabilitation services.

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Employees who sustain a work-related accident or contract an occupational disease must notify their employer or representative as soon as possible. In such situations, employers have the duty to provide first aid and emergency care in a timely manner. The injured employee can then submit a claim to the CNESST. Here is what the Act respecting occupational health and safety states:

- Employees retain their right to return to work and can reinstate their job or an equivalent job as soon as they are found fit to do so. However, this right is subject to a time limit.
- Employees who are not able to go back to work may be offered physical, professional, and social rehabilitation services.
- To learn more, read our pamphlet, If you have a work-related accident or contract an occupational disease... here’s what you need to know!

Promoting greater responsibility for health and safety in the workplace has many proven benefits, including fewer work-related accidents and occupational diseases and lower costs in compensation payments to injured workers.

Employees who are not able to go back to work may be offered physical, professional, and social rehabilitation services.

For employees
maPaye is a special application that lets employees track the number of hours worked for one or more employers and receive alerts on overtime, statutory holidays and more. You can download it free at mapayecompte.com.

For employers
MontCalcul is a special tool that lets employers and employees estimate the amounts owed for vacation days, statutory holidays and more. You can find many other useful tools and information, including videos, at cnesst.gouv.qc.ca/normes.

Employees and certified associations in an enterprise have access to remedies under the Pay Equity Act. If they believe an employer has failed to fully fulfill its obligations (e.g., the exercise was not properly done or the results were not posted), they can file a complaint with the CNESST. In such cases, certain deadlines must be met.

For employees
A video clearly explains what pay equity entails.

For employers
The Progiciel pour réaliser l’équité salariale et en évaluer le maintien is a special pay equity software package and calculation tool that makes it easier to apply and maintain pay equity. The software package and other useful tools and information are available to help employers better understand or apply the Pay Equity Act. To consult the tools, go to cnesst.gouv.qc.ca/equite.