

The HR Audit Toolkit

A QUICK CHECKLIST TO SEE WHERE YOU STAND

Running a small business means wearing every hat including the HR one. This checklist is a fast, no-judgment way to spot the gaps before they become expensive problems. Work through each card below, check off what's already in place, and follow the links for anything you want to dig into further.

Unchecked boxes aren't a failing grade; they're your starting point. *That's exactly what I'm here for.*

1 HIRING & ONBOARDING

- ☐ Job postings reviewed for BC Human Rights Code compliance
- ☐ Standard offer letter template covers all required ESA terms
- ☐ Interview process is consistent, documented, and defensible
- ☐ New hire paperwork checklist exists (SIN, banking, TD1, contacts)
- ☐ Workers under 25, or new to the workplace, get a WorkSafeBC young/new worker orientation before their first shift
- ☐ Onboarding plan covers first day, first week, and first 90 days
- ☐ Background/reference checks and consent forms follow BC privacy law (PIPA)
- ☐ Workers under 16 have required permits, parental consent, and hours limits under the ESA

Learn more: [BC Employment Standards overview](#) · [WorkSafeBC: Young & new workers](#)

2 EMPLOYMENT DOCUMENTATION

- ☐ Every employee has a signed, up-to-date employment agreement
- ☐ Personnel files are complete, organized, and stored securely
- ☐ Job descriptions exist and are reviewed annually
- ☐ Handbook or policy manual is current and acknowledged in writing
- ☐ Payroll records meet ESA requirements and are retained 4 years
- ☐ Termination clauses meet or exceed BC ESA Part 8 minimum standards
- ☐ Employee personal information is collected, used, and stored per BC's PIPA

Learn more: [ESA record-keeping requirements](#)

3 WORKSAFEBC & HEALTH AND SAFETY

- ☐ WorkSafeBC account is active and classification unit is correct
- ☐ Occupational Health & Safety program is in place
- ☐ Incident/injury reporting process is documented and communicated
- ☐ Joint Health & Safety Committee (20+) or worker rep (10-19) is established, if required

4 COMPENSATION & PAYROLL

- ☐ Pay rates meet or exceed BC minimum wage and sector rules
- ☐ Overtime, statutory holiday pay, and vacation pay are calculated correctly
- ☐ Payroll records are reconciled and retained per legislated timelines



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- ☐ Return-to-work / disability management process exists
- ☐ Hazard identification and risk assessment process is documented
- ☐ First aid attendants, supplies, and records meet OHS Regulation Part 3

Learn more: [WorkSafeBC home](#) · [Joint health & safety committees](#)

- ☐ Deductions (CPP, EI, income tax) are accurate and remitted on schedule

- ☐ Statutory holiday eligibility and averaging agreements follow current ESA rules

- ☐ Pay transparency requirements (wage ranges in postings) are met, where applicable

Learn more: [Getting paid for work \(BC ESA\)](#) · [Annual vacation & vacation pay](#)

5 HUMAN RIGHTS & ACCOMMODATION

- ☐ Anti-harassment and anti-discrimination policy is in place
- ☐ A clear, confidential process exists for employees to raise concerns
- ☐ Duty to accommodate is understood and applied to the point of undue hardship
- ☐ Managers have basic training on human rights obligations
- ☐ Bullying and harassment risk assessment is complete (WorkSafeBC OHS Reg. 4.27-4.28)
- ☐ Accommodation requests are documented and tracked through to resolution

Learn more: [BC Human Rights Code: employer responsibilities](#)

7 WORKPLACE SAFETY CULTURE

- ☐ Workplace violence and harassment prevention policy is in place (OHS Reg. 4.27-4.31)
- ☐ Emergency and evacuation procedures are documented and posted
- ☐ Personal protective equipment (PPE) is provided, used, and maintained where required
- ☐ New workers receive a general safety orientation, not just those under 25

Learn more: [WorkSafeBC: Bullying & harassment](#)

6 PERFORMANCE & EXIT READINESS

- ☐ Performance review process is consistent and documented
- ☐ Progressive discipline is documented before any termination talk
- ☐ Termination process follows BC ESA Part 8 minimums (or better)
- ☐ Exit interviews capture feedback and reduce re-hire risk
- ☐ Protected leaves (pregnancy, parental, illness, family, bereavement) are tracked correctly
- ☐ Final pay and Record of Employment are issued within ESA/CRA timelines

Learn more: [BC ESA: termination of employment](#)

8 LEAVES OF ABSENCE & PRIVACY

- ☐ Pregnancy, parental, and illness/injury leave entitlements are understood and applied
- ☐ Family responsibility, bereavement, and domestic/sexual violence leave provisions exist
- ☐ Employees are notified how their personal information is collected, used, and stored
- ☐ Leave requests and return-to-work dates are tracked and confirmed in writing

Learn more: [BC ESA: Leaves of absence](#) · [OIPC: Employee privacy guidance](#)



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9 LEADERSHIP & BUSINESS GROWTH

Strong people practices don't just reduce risk they help you build a healthier, more productive workplace while buying back your time as a business owner.

- ☐ Managers and supervisors have received basic leadership training
- ☐ Roles and responsibilities are clearly defined for employees and leaders
- ☐ Key positions have succession or contingency plans in place
- ☐ Recruitment plans support anticipated business growth
- ☐ Employee feedback is gathered regularly and addressed appropriately
- ☐ Workplace expectations and accountability are communicated consistently
- ☐ The owner spends less than 10% of their week managing avoidable people issues
- ☐ HR policies and practices are reviewed annually to support business growth

Learn more: [Leadership Development](#) · [Employee Engagement](#) · [Workforce Planning](#) · [Fractional HR Support](#)

HOW DID YOU DO?

Mostly checked

You're in solid shape. A once-a-year review will keep it that way.

A mix of checked and blank

Totally normal — most small businesses land here. Let's prioritize the gaps that carry the most risk.

Mostly blank

No shame in that — it just means it's time to build the foundation. I can help you get there step by step.

OWNER REFLECTION QUESTIONS

There are no right or wrong answers here. These questions are designed to help identify where your business may benefit from additional support.

- What's keeping you up at night when it comes to your people?
- If your most valuable employee resigned tomorrow, what would have the biggest impact on your business?
- Which people-related task takes up the most of your time each week?
- What HR task do you avoid because you're too busy or unsure where to start?
- If WorkSafeBC or Employment Standards knocked on your door tomorrow, what would make you nervous?
- Are you spending more time managing people problems than growing your business?
- If you could buy back five hours each week, what would you spend that time doing in your business?

BETTER HR. STRONGER BUSINESS.

HR Next Door Consulting Services helps BC small and medium businesses build compliant, people-first workplaces without the overwhelm.

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