

OHS Workplace Posting Requirements Across Canada – Know The Laws Of Your Province



Which health and safety information must you post at *your* workplace?

OHS and workers' comp laws require employers to post information in the workplace about the safety committee, first aid, workers' rights and duties and other health and safety information. Here's a look at what each jurisdiction requires employers to post.

OHS & Workers' Comp Workplace Posting Requirements by Jurisdiction (1)

(**JHSC:** Joint Health + Safety Committee. **Safety Rep:** Workplace Health + Safety Representative)

Federal

WHAT YOU MUST POST IN THE WORKPLACE:

1. Copy of Part II of Canada Labour Code (Code) (Code, Sec. 125(1)(d)(i))
2. Copy of your OHS Policy (Code, Sec. 125(1)(d)(ii))
3. Names, workplace phone numbers + locations of all JHSC members or workplace safety rep (Code, Sec. 125(1)(z.17))
4. Any other health + safety information the MOL or an OHS officer orders you to post (Code, Sec. 125(1)(d)(iii))
5. Copy of request for exemption from requirement to establish JHSC or safety rep at your workplace (Code, Sec. 135(5))
6. A Notice of Danger required by MOL (near machine, equipment or site where danger is located) (Code, Sec. 145(3))
7. Copy of an OHS officer report or direction (Code, Sec. 145(5)(a))
8. Phone number of contact person to field health + safety-related indoor air complaints (OHS Regs., Sec. 2.26)
9. Report indicating employee likely to be exposed to hazardous level of noise (Lex, 8 equal to or greater than 84 dBA) (OHS Regs., Sec. 7.3(7)(a))
10. Results of asbestos air sampling tests (within 24 hours of obtaining) (OHS Regs., Sec. 10.26.8(3))
11. Information about first aid to be provided for an injury or illness (OHS Regs., Sec. 16.6(1)(a))
12. Location first aid stations + rooms (OHS Regs., Sec. 16.6(1)(b))
13. List of first aid attendants + where they're located (OHS Regs., Sec.

- 16.6(1)(c))
- 14. List of emergency phone numbers (OHS Regs., Sec. 16.6(1)(d))
- 15. Info for evacuating injured employees (OHS Regs., Sec. 16.6(1)(e))
- 16. Details of evacuation plans + procedures (OHS Regs., Sec. 17.6(2))
- 17. Workplace violence prevention policy (OHS Regs., Sec. 20.3)
- 18. Emergency notification procedures to summon help in case of workplace violence (OHS Regs., Sec. 20.8(2))

Alberta

WHAT YOU MUST POST IN THE WORKPLACE:

- 1. Name of prime contractor for site, if any (OHS Act, Sec. 10(3))
- 2. Govt. OHS order issued to employer for workplace (OHS Act, Sec. 15(1)(a))
- 3. OHS notice from Director regarding conditions or procedures at workplace (OHS Act, Sec. 15(1)(b))
- 4. Names + contact info of JHSC members at each worksite that JHSC represents (OHS Act, Sec. 23(1))
- 5. Names + contact info of safety rep for workplace at each worksite that rep represents (OHS Act, Sec. 23(2))
- 6. Minutes of most recent JHSC meeting (within 7 days—may also be provided electronically)(OHS Act, Sec. 27(4)(c))
- 7. Copy of request for acceptance affecting workplace (OHS Act, Sec. 55(8)(a))
- 8. Copy of acceptance if it's OK'd (OHS Act, Sec. 55(13)(a))
- 9. Stop work, stop use or other order issued for workplace (OHS Act, Sec. 66(d))
- 10. Description of signal system used to control movement of a material hoist (at operator's station + on each floor) (OHS Code, Sec. 85(1)(a))
- 11. Code used in communication system in underground shaft hoist (at every landing in shaft + at operator's controls) (OHS Code, Sec. 108(4))
- 12. Copy of WCB "When an Injury Happens Poster" (Workers' Comp Act, Sec. 145)

British Columbia

WHAT YOU MUST POST IN THE WORKPLACE:

- 1. Notice telling workers where copy of Workers' Comp Act, Part 3 + OHS Regs. are available for review (Workers' Comp Act, Sec. 115(2)(f))
- 2. Names + work locations of JHSC members (Workers' Comp Act, Sec. 138)
- 3. Reports from 3 most recent JHSC meetings (Workers' Comp Act, Sec. 138)
- 4. Copy of any OHS orders pertaining to workplace issued in past 12 months (Workers' Comp Act, Sec. 138)
- 5. OHS info summary from workers' comp board (Workers' Comp Act, Sec. 155(4)(a))
- 6. Application for variance under Workers' Comp Act Part 3 (Workers' Comp Act, Sec. 167(1)(a))
- 7. Copy of determination decision on variance application for (Workers' Comp Act, Sec. 167(1)(a)):
 - *7 days if variance is rejected
 - *As long as variance remains in effect if variance is approved
- 8. Notice of cancellation or revision of variance (Workers' Comp Act, Sec. 189)
- 9. Corrective action report after an incident investigation (Workers' Comp Act, Sec. 176(2)(b))
- 10. OHS inspection report (Workers' Comp Act, Sec. 183(a))
- 11. Compliance agreement after being cited for OHS violation (Workers' Comp Act, Sec. 186.1(3))
- 12. Inspector's order if OHS inspector requires it (Workers' Comp Act, Sec. 193)
- 13. Report on implementation of compliance agreement + follow-up (Workers' Comp Act,

- Sec. 194(4)(a))
- 14. Request for review of admin. monetary penalty (Workers' Comp Act, Sec. 196(4)(a))
- 15. Workplace inspection report (for at least 7 days or until compliance achieved, whichever is longer—12 months if report contains orders re: JHSC or safety rep for workplace) (OHS Regs., Sec. 2.5(1))
- 16. Any placard issued by workers' comp board entitled "Notice to Workers" (OHS Regs., Sec. 2.7)
- 17. Written first aid procedures (OHS Regs., Sec. 3.17(2))
- 18. Worker instructions under a radiation exposure control plan (OHS Regs., Sec. 7.20(2))
- 19. Entry permit for a confined space (OHS Regs., Sec. 9.13(2))
- 20. Confined space atmosphere test results (OHS Regs., Sec. 9.26(4))
- 21. Written group lockout procedures (OHS Regs., Sec. 10.9(7))

Manitoba

WHAT YOU MUST POST IN THE WORKPLACE:

- 1. Reports on compliance with improvement or stop work orders (Workplace Safety & Health Act, Sec. 35(1)(d))
- 2. Names of JHSC members (WSH Act, Sec. 40(9))
- 3. Date each JHSC member's term expires (WSH Regs., Sec. 3.11(2)(a)(i))
- 4. Scheduled dates of JHSC meetings (WSH Regs., Sec. 3.11(2)(a)(ii))
- 5. Agenda for each JHSC meeting (WSH Regs., Sec. 3.11(2)(a)(iii))
- 6. Minutes of each JHSC meeting (signed by co-chairs + remains posted until all issues in meeting resolved) (WSH Regs., Sec. 3.11(2)(a)(iv))
- 7. Name of safety rep for workplace (WSH Act, Sec. 41(3))
- 8. Scheduled dates of safety rep meetings (WSH Regs., Sec. 3.11(2)(b))
- 9. Agenda of each safety rep meeting (WSH Regs., Sec. 3.11(2)(b))
- 10. Improvement orders issued or recommended by govt. OHS officer for workplace (WSH Regs., Sec. 3.11(2)(c))
- 11. Orders issued by Director for site (WSH Regs., Sec. 3.11(2)(d))
- 12. List of names + work locations of each first aider (WSH Regs., Sec. 5.5(4)(b)(ii))
- 13. Copy of working alone safe work procedure (WSH Regs., Sec. 9.9(3))
- 14. Copy of harassment prevention policy (WSH Regs., Sec. 10.3)
- 15. Copy of violence prevention policy (WSH Regs., Sec. 11.5(1)(a))
- 16. Written report on noise exposure assessment (WSH Regs., Sec. 12.2)

New Brunswick

WHAT YOU MUST POST IN THE WORKPLACE:

- 1. Names of JHSC members (OHS Act, Sec. 14(9))
- 2. Copy of most recent JHSC meeting minutes (OHS Act, Sec. 14(9))
- 3. Name of safety representative (OHS Act, Sec. 17(4))
- 4. Copy of OHS orders issued for workplace (OHS Act, Secs. 35 + 36)
- 5. Copy of OHS Act + Regs. (OHS Act, Sec. 44(1)(a))
- 6. Any notice OHS officer considers advisable to acquaint workers with their OHS rights + duties (OHS Act, Sec. 44(1)(b))
- 7. Copy of code of practice for working alone, if there is one (OHS Act, Sec. 50(4))
- 8. Copy of code of practice for working with material containing asbestos, if there is one (OHS Act, Sec. 50(4))
- 9. Copy of code of practice for workplace violence, if there is one (OHS Act, Sec.

- 50(4))
- 10. Copy of code of practice for workplace harassment (required for all workplaces) (OHS Act, Sec. 50(4))
- 11. Any other code(s) of practice approved or required by govt. (OHS Act, Sec. 50(4))
- 12. Sketches of permanent anchor points (OHS General Regs., Secs. 43(2)(c) + 145.2(c))
- 13. Emergency procedures to rescue worker from water or other liquids (OHS Gen. Regs., Sec. 51(8))
- 14. Emergency communication procedures for workers to summon help in case of illness or accident (First Aid Reg., Sec. 5(2)(d))
- 15. Names of first aid providers (First Aid Reg., Sec. 7(2))
- 16. Location of first aid kits (First Aid Reg., Sec. 13(2))
- 17. Any card or pamphlet containing info about Workers' Comp Act or Regs. WCB orders employers to post (Workers' Comp. Regs., Sec. 4)

Newfoundland & Labrador

WHAT YOU MUST POST IN THE WORKPLACE:

- 1. Copy of any code of practice required by OHS Act or Regs. (OHS Act, Sec. 36(3))
- 2. OHS policy (if workplace has <10 workers) (OHS Act, Sec. 36.2(2))
- 3. Names of JHSC members (OHS Act, Sec. 38(7))
- 4. Name of workplace safety rep or designate (OHS Act, Sec. 43)
- 5. Minutes of all JHSC meetings (OHS Regs., Sec. 25(2))
- 6. Stop work orders for workplace (OHS Regs., Sec. 6(1)(a))
- 7. Info about escape + evacuation routes (OHS Regs., Sec. 38(4))
- 8. Confined space entry permit (OHS Regs., Sec. 512(7))
- 9. Mine rescue, firefighting + evacuation procedure (OHS Regs., Sec. 541(b))
- 10. Written notice of policies + procedures for reporting injuries (First Aid Regs., Sec. 4(2))
- 11. Name of person in charge of first aid room or kit (First Aid Regs., Sec. 7(a))
- 12. Name + qualifications of each person trained to give first aid (First Aid Regs., Sec. 7(b))
- 13. Emergency procedure (First Aid Regs., Sec. 7(c))
- 14. List of phone numbers + contact instructions for police, ambulance, fire station, hospital or physician (First Aid Regs., Sec. 7(c))
- 15. Written group lockout procedures (OHS Regs., Sec. 134(7))

Nova Scotia

WHAT YOU MUST POST IN THE WORKPLACE:

- 1. Names + contact info of JHSC members (OHS Act, Sec. 37(a))
- 2. Name + contact info for workplace safety rep (OHS Act, Sec. 37(a))
- 3. Minutes of most recent JHSC meeting (OHS Act, Sec. 37(b))
- 4. Current copy of OHS Act (OHS Act, Sec. 38(b)(i))
- 5. Code of practice for SCUBA diving at construction or industrial site (OHS Act, Sec. 38(b)(ii))
- 6. Code of practice for using rubber gloves instead of hot line tools to handle energized power lines or equipment over 750 volts (OHS Act, Sec. 38(b)(ii))
- 7. Code of practice for workplace violence (OHS Act, Sec. 38(b)(ii))
- 8. Code of practice for work requiring rope access (OHS Act, Sec. 38(b)(ii))
- 9. Code of practice for maintenance, utility or construction work at temporary highway workplaces (OHS Act, Sec. 38(b)(ii))
- 10. Any other code of practice required by OHS Act or Regs. (OHS Act, Sec.

- 38(b)(ii))
- 11. Current phone number for workers to report OHS concerns to Division (OHS Act, Sec. 38(b)(iii))
- 12. OHS Policy (if 5 or more employees are regularly employed at site) (OHS Act, Sec. 38(b)(iv))
- 13. Copy of OHS order, compliance notice or notice of appeal or decision (OHS Act, Sec. 39(1)(d))
- 14. Copy of edited OHS order (OHS Act, Sec. 39(3))
- 15. Copy of application to appeal OHS inspector's order (OHS Act, Sec. 67(2))
- 16. Notice of OHS appeal (OHS Act, Sec. 69(4))
- 17. Copy of Form 301 application for deviation from Regs. (OHS Act, Sec. 83(4)(b))
- 18. Copy of decision on Form 301 deviation application (OHS Act, Sec. 83(11)(a)(i))
- 19. Names of gases stored (must be posted in compressed gas cylinder storage area) (Occup. Safety General Reg., Sec. 47(4))
- 20. Currently valid certification of confined space conditions (Occup. Safety General Reg., Sec. 131(3))
- 21. Location of first aid supplies (OHS First Aid Regs., Sec. 9(2))
- 22. Location or phone number of first aid attendant(s) (OHS First Aid Regs., Sec. 9(2))
- 23. List of emergency phone numbers (OHS First Aid Regs., Sec. 17(2)(d))
- 24. Copy of workplace violence prevention statement (Viol. in Workplace Regs., Sec. 9(2))
- 25. Notice listing nearest location where workers can get copy of Workers' Comp Act (Workers' Comp. Gen. Regs., Sec. 34(b))
- 26. Any card, notice or printed info the WCB orders you to post (Workers' Comp. Gen. Regs., Sec. 34(a))

Ontario

WHAT YOU MUST POST IN THE WORKPLACE:

- 1. MOL OHS Act Poster "Health + Safety at Work: Prevention Starts Here" (OHS Act, Sec. 25(2)(i))
- 2. Names + locations of JHSC members (OHS Act, Sec. 9(32))
- 3. Annual WSIB summary (OHS Act, Sec. 12(2))
- 4. Copy of OHS Act (OHS Act, Sec. 25(2)(i))
- 5. Copy of MOL explanatory material on workers' OHS rights, responsibilities + duties (OHS Act, Sec. 25(2)(i))
- 6. Copy of OHS policy (OHS Act, Sec. 25(2)(k))
- 7. Accurate records of levels of biological, chemical or physical agents in workplace (OHS Act, Sec. 26(1)(f))
- 8. Copy of workplace violence policy (if >5 employees at workplace) (OHS Act, Sec. 32.01(2))
- 9. Copy of workplace harassment policy (if >5 employees at workplace) (OHS Act, Sec. 32.01(2))
- 10. Copy of orders regarding use of biological, chemical or physical agents in workplace (OHS Act, Sec. 33(3))
- 11. Copy of notices from distributor, supplier or manufacturer of a hazardous physical agent in workplace that identifies + warns of hazardous physical agent in workplace (OHS Act, Sec. 41(2))
- 12. Copies of OHS orders (OHS Act, Sec. 57(10)(a))
- 13. Notice of compliance with OHS orders (OHS Act, Sec. 59(3))
- 14. Notice of Project Form 0175 (posted by constructor for site) (OHS Const. Regs., Sec. 6(6))
- 15. Notice at construction project site listing (OHS Const. Regs., Sec. 13(1)):
 - *Name + business name of constructor for site (OHS Const. Regs., Sec. 13(1)(a))

- *Address + phone number of constructor's head office or principal place of business in Ontario (OHS Const. Regs., Sec. 13(1)(b))
- *Address + phone number of nearest MOL office (OHS Const. Regs., Sec. 13(1)(c))
- 16. Emergency procedures for construction project site (OHS Const. Regs., Sec. 17(3))
- 17. Location of toilets at construction project site (if it's "practical" to post such a notice) (OHS Const. Regs., Sec. 29(10)(b))
- 18. Name of competent worker in charge of blasting operations at construction project site (OHS Const. Regs., Sec. 141.2(1))
- 19. Copy of roof plan at construction project site (near every entry to roof or top level of building or structure where suspended work platform or boatswain's chair is to be used) (OHS Const. Regs., Sec. 141.2(2))
- 20. Notices explaining how to sound fire alarm at construction project site (OHS Const. Regs., Sec. 248)
- 21. Written emergency rescue procedures for underground workers at construction project site (which must be signed by employer + supervisor of underground workers) (OHS Const. Regs., Sec. 264(1))
- 22. Results of monitoring of airborne concentrations of a designated substance (OHS Designated Subs. Reg., Sec. 25(a))
- 23. Notice of workers exposure to airborne concentrations of a designated substance (OHS Designated Subs. Reg., Sec. 25(a))
- 24. WSIB Form 82 "In Case of Injury (1234)" first aid poster (Workers' Comp. Gen. Reg., Sec. 19)

Prince Edward Island

WHAT YOU MUST POST IN THE WORKPLACE:

- 1. Copy of stop work + other orders for workplace issued by OHS inspector (OHS Act, Sec. 8(5))
- 2. Names + means of contacting JHSC members (OHS Act, Sec. 27(7)(a))
- 3. Names + means of contacting workplace safety rep (OHS Act, Sec. 27(7)(a))
- 4. Minutes of most recent JHSC meeting (OHS Act, Sec. 27(7)(b))
- 5. Workplace Violence Code of Practice (OHS Act, Sec. 27(8)(b)(i))
- 6. Workplace Harassment Code of Practice (OHS Act, Sec. 27(8)(b)(i))
- 7. Any other Code of Practice required by OHS Act or Regs. (OHS Act, Sec. 27(8)(b)(i))
- 8. Current phone number for workers to report OHS concerns to WCB (OHS Act, Sec. 27(8)(b)(ii))
- 9. Copy of OHS policy (if 5 or more workers regularly employed at site) (OHS Act, Sec. 27(8)(b)(iii))
- 10. Names + phone numbers of first aid providers (OHS Gen. Regs., Sec. 9.5(2))
- 11. Location of first aid kits at workplace (by posting sign) (OHS Gen. Regs., Sec. 9.13(1))
- 12. List of emergency phone numbers (OHS Gen. Regs., Sec. 9.14(2))
- 13. Names of persons designated to handle dynamite or other high explosives (OHS Gen. Regs., Sec. 26.2(b))

Quebec

WHAT YOU MUST POST IN THE WORKPLACE:

- 1. Names + numbers of employer personnel responsible for health + safety matters (OHS Act, Sec. 51(2))
- 2. All OHS info transmitted by CNESST + physician in charge (OHS Act, Sec. 51(10))
- 3. Names of JHSC members (OHS Act, Sec. 80)
- 4. Notice of meeting to nominate JHSC members (at least 5 days before meeting)

- (JHSC Regs., Sec. 13)
5. Notice of vote to elect JHSC members (at least 5 days before vote) (JHSC Regs., Sec. 13)
 6. Copy of remedial orders issued to company (OHS Act, Sec. 183)
 7. Notice of exposure to hazardous sound levels indicating hearing protection is required (near room or work station where worker is assigned with characters at least 30-mm-high) (OHS Gen. Regs., Sec. 138)
 8. Poster requiring vehicle motors to be turned off + banning smoking during fueling (near gasoline pumps) (OHS Gen. Regs., Sec. 336)
 9. Name, work location + job of all first aiders in workplace (First Aid Regs., Sec. 13)
 10. Signs indicating how to access first aid kits + emergency communication system (First Aid Regs., Sec. 13)
 11. Notice saying employer has provided CNESST wage statements + reports required by Workers' Comp Act (Workers' Comp Act, Sec. 89)

Saskatchewan

WHAT YOU MUST POST IN THE WORKPLACE:

1. Names of workplace JHSC members (Sask. Emp. Act, Part III, Sec. 3-25(1))
2. Name of workplace safety rep (Sask. Emp. Act, Part III, Sec. 3-25(1))
3. Copy of JHSC meeting minutes (OHS Regs., Sec. 42(1)(c))
4. Copy of compliance undertaking or notice of contravention (if no JHSC or safety rep for workplace—if there is a JHSC or safety rep, you must provide copy to them rather than post) (Sask. Emp. Act, Part III, Sec. 3-42(b))
5. Written report of progress made towards correcting a contravention (if no JHSC or safety rep for workplace—if there is a JHSC or safety rep, you must provide report to them rather than post) (Sask. Emp. Act, Part III, Sec. 3-43(a)(ii))
6. Injury + illness statistics for the place of employment (Sask. Emp. Act, Part III, Sec. 3-64(5))
7. Notices of OHS exemptions granted by Director (at least 2 copies) (Sask. Emp. Act, Part III, Sec. 3-76(1)(a))
8. Director's decision on exemption + reasons (at least 2 copies) (Sask. Emp. Act, Part III, Sec. 3-76(1)(b))
9. Notice of decision by Director or OHS tribunal to "stay," i.e., freeze, all or part of an OHS order being appealed (at least 2 copies) (Sask. Emp. Act, Part III, Sec. 3-76(1)(a))
10. Prime contractor, if any, must post notice listing:
 - *How to contact prime contractor (OHS Regs. Prime Contractors, Sec. 5(a))
 - *Name + contact info of competent person designated to oversee health + safety at site on prime contractor's behalf (OHS Regs. Prime Contractors, Sec. 5(a))
11. Copy of workplace harassment policy (OHS Regs., Sec. 36(2)(b))
12. Copy of Sask. Employment Act, Part III (OHS)
13. Location of first aid station (OHS Regs., Sec. 56(2)(a))
14. Emergency phone number list or other instructions to contact nearest police, fire, ambulance, hospital, physician + other appropriate service (to be posted at first aid station) (OHS Regs., Sec. 56(2)(a)(i))
15. Written emergency first aid rescue procedure, if any (to be posted at first aid station) (OHS Regs., Sec. 56(2)(a)(ii))
16. Copy of fire safety plan (OHS Regs., Sec. 360(3)(b))

Northwest Territories & Nunavut

WHAT YOU MUST POST IN THE WORKPLACE:

1. Copy of JHSC meeting minutes (Gen. Safety Regs., Sec. 43(c))
2. Location of first aid station (Gen. Safety Regs., Sec. 60(2)(a))
3. Emergency phone number list or other instructions to contact nearest police, fire, ambulance, hospital, physician + other appropriate service (to be posted at first aid station) (Gen. Safety Regs., Sec. 60(b)(i))
4. Written emergency first aid rescue procedure, if any (to be posted at first aid station) (Gen. Safety Regs., Sec. 60(b)(ii))
5. Copy of fire safety plan (Gen. Safety Regs., Sec. 394(3)(b))
6. Any notices the WSCC requires you to post (Workers' Comp. Act, Sec. 165)

Yukon

WHAT YOU MUST POST IN THE WORKPLACE:

1. Any notice about OHS that Director orders employers to post (OHS Act, Sec. 31)
2. Copy of govt. safety officer order or inspection report (OHS Act, Sec. 41)
3. Copy of safety officer order regarding hazardous substances (OHS Act, Sec. 48(3))
4. Confined space entry permit (OHS Regs., Sec. 2.09(1))
5. Confined space atmospheric test results (OHS Regs., Sec. 2.18(3))
6. Written group lockout procedure (OHS Regs., Sec. 3.05(6))
7. Notice stating necessity of promptly reporting all injuries + getting first aid treatment (Minimum First Aid Regs., Sec. 18.02(4)(a))
8. Location of first aid supplies, equipment + services (Minimum First Aid Regs., Sec. 18.02(4)(b))
9. Name of person in charge of first aid kit or room (Minimum First Aid Regs., Sec. 18.02(4)(c))
10. Name + qualifications of each person trained to provide first aid at workplace (Minimum First Aid Regs., Sec. 18.02(4)(d))
11. Emergency communication procedure (Minimum First Aid Regs., Sec. 18.02(4)(e))
12. Emergency phone list or instructions for contacting nearest police, fire, ambulance + medical facility (Minimum First Aid Regs., Sec. 18.02(4)(e))
13. Any notice the Yukon WCHSB requires employer to post (Workers' Comp Act, Sec. 119(1))

Notes

(1) In addition to the listed materials specifically required by statutes and regulations, government officers and inspectors may order employers to post other information in the workplace.

(2) Employer must confirm that it posted the notice by filing a Form A-124 with the OLRB.