Workplace Posting Requirements Checklist – Alberta



The duty to post notices, information and other materials at your workplace for your employees comes from 4 different sets of laws.

Use this checklist to ensure your organization has the required postings.

EMPLOYMENT STANDARDS			
	Yes	**No**	**Comments**
Notice of time work starts			
Notice that Director has granted employer a variance or exemption to ESC rule			
Copy of variance or exemption			
Notice of amendment or revocation of variance or exemption			
Copy of amended or revoked variance or exemption			
Copy of averaging agreement			
Copy of revised averaging agreement			
Anything else the Director requires employer to post			
LABOUR RELATIONS			
	Yes	**No**	**Comments**
Notice to employees of union votes, including strike votes			
Notices of results of such votes		☒	
Notice to employees of union application for certification			
Notice to employees of application to revoke a union's certification			
Notice to employees of Alberta Labour Relations Board determinations affecting workplace			
Any other notices or communications the Board orders you to post			
OHS (+ WORKERS' COMP)			
	Yes	**No**	**Comments**
Name of prime contractor, if any			
Govt. OHS order issued to employer for workplace			
Names + contact info of JHSC members or safety rep for workplace			
Minutes of most recent JHSC meeting			

Copy of request for acceptance affecting workplace			
Copy of acceptance if it’s OK’d			
Stop work, stop use or other order issued for workplace			
Description of signal system used to control movement of a material hoist (at operator’s station + on each floor)			
Code used in communication system in underground shaft hoist (at every landing in shaft + at operator’s controls)			
Copy of WCB “When an Injury Happens Poster”			