

# Workplace Posting Requirements Checklist – British Columbia



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 |
|---|-----|----|----------|
| Copy of ruling on variance application for workplace    |     |    |          |
| Copy of order requiring employer to limit hours of work |     |    |          |

## LABOUR RELATIONS

|  | Yes | No                                  | Comments |
|--|-----|-------------------------------------|----------|
| Notice of [Union] Certification Application (must stay up at least 5 working days) |     |                                     |          |
| Notice of union vote   |     | <input checked="" type="checkbox"/> |          |
| Any other notice or communication the Board considers necessary                    |     |                                     |          |
| Notice of return of poll   |     |                                     |          |

## OHS (+ WORKERS' COMP)

|  | Yes | No | Comments |
|--|-----|----|----------|
| Notice telling workers where copy of Workers' Comp Act (Part 3) + OHS Regs. are available for review |     |    |          |
| Names + work locations of JHSC members   |     |    |          |
| Reports from 3 most recent JHSC meetings   |     |    |          |
| Copy of any orders pertaining to workplace issued in past 12 months                                  |     |    |          |
| OHS info summary from workers' comp board  |     |    |          |
| Application for variance under Workers' Comp Act Part 3  |     |    |          |
| Copy of determination decision on variance application   |     |    |          |
| Notice of variance revision or cancellation  |     |    |          |
| Corrective action report after an incident investigation   |     |    |          |
| OHS inspection report  |     |    |          |
| Inspector's order if OHS inspector requires it   |     |    |          |
| Compliance agreement after being cited for OHS violation   |     |    |          |

