

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