Workplace Posting Requirements Checklist – Federal



The duty to post notices, information and other materials at your workplace for your employees comes from 5 different sets of laws.

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

EMPLOYMENT STANDARDS			
	Yes	**No**	**Comments**
Work schedule providing for >8 hrs per day or >40 hrs negotiated with union			
Notification of revision or cancellation of above schedule			
Averaging of work hours schedule negotiated with union			
Notification of revision or cancellation of above schedule			
Notice of application for permit allowing employer to allow or require employees to work > excess hours listed in Canada Labour Code			
Notice of substitution for general holiday (at least 30 days in advance)			
Notice of group termination of 50 or more employees in same establishment			
Notice to union of employer's exercise of right under collective agreement to replace an employee with another employee with more seniority but whose job has become redundant			
Notice of employer's intention to average hours of work or change number of hours in averaging period			
LABOUR RELATIONS			
	Yes	**No**	**Comments**
Notice to Employees of union's application for certification (must stay up at least 15 calendar days + be certified by employer's Certificate of Posting)			
Copy of union's certification application (must stay up at least 15 calendar days + be certified by employer's Certificate of Posting)		☒	

Notice to Employees of employer’s application for revocation of certification (must stay up at least 15 calendar days + be certified by employer’s Certificate of Posting)			
Copy of revocation application (must stay up at least 15 calendar days + be certified by employer’s Certificate of Posting)			
Notice of Vote for union certification			
Any other notice pertaining to union proceedings that Canada Industrial Relations Board orders you to post			
Union hiring hall rules			

OHS (+ WORKERS’ COMP)			
	Yes	**No**	**Comments**
Copy of Part II of Canada Labour Code			
Copy of OHS Policy			
Names, workplace phone numbers + locations of all JHSC members or safety rep			
Request for exemption from requirement to establish JHSC or safety rep			
Notice of Danger required by MOL			
Copy of OHS officer report or direction			
Location first aid stations + rooms			
List of first aid attendants + where they’re located			
List of emergency phone numbers			
Info for evacuating injured employees			
Evacuation plans + procedures			
Workplace violence prevention policy			
Emergency procedures to summon help in case of workplace violence			
Phone number of contact person to field indoor air complaints			
Report indicating employee likely to be exposed to hazardous level of noise			

PAY EQUITY			
	Yes	**No**	**Comments**
Notice setting out: • Employer duty to create pay equity plan • Employer duty to make all reasonable efforts to establish a pay equity committee • Employee representation rights on committee			
Draft of pay equity plan			
Notice of update of pay equity plan			
Revised version of pay equity plan			