

Workplace Posting Requirements Checklist – Manitoba



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 overtime averaging agreement			
Copy of overtime averaging permit			
Work schedules of employees affected by averaging agreement (within 2 weeks if director requires)			
Notice of group termination (if employees not unionized or director orders it)			
LABOUR RELATIONS			
	Yes	No	Comments
Any notice relating to a collective bargaining proceeding or outcome the Labour Board orders employer to post			
Copy of union application for certification as bargaining agent		<input checked="" type="checkbox"/>	
Notice of employees objecting to certification			
OHS (+ WORKERS' COMP)			
	Yes	No	Comments
Reports on compliance with improvement or stop work orders			
JHSC information:			
• Names of members			
• Date each member's term expires			
• Scheduled dates of JHSC meetings			
• Agenda of each meeting			
• Minutes of each meeting (signed by co-chairs + remains posted until all issues in meeting resolved)			
Safety representative information:			
• Name of rep			
• Scheduled dates of meetings			
• Agenda of each meeting			
Orders issued by director for site			
List of names + work locations of each first aider			

Working alone safe work procedure			
Harassment prevention policy			
Violence prevention policy			
Written report on noise exposure assessment			