

# Workplace Posting Requirements Checklist – New Brunswick



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 all applicable minimum wage regulations			
Copy of all applicable hours of work regulations			
Notice of termination of >10 employees in 4-week period if they represent at least 25% of employer's employees			

## LABOUR RELATIONS

	Yes	No	Comments
Notice of application for union certification (which employer must certify by sending Return of Posting Card to New Brunswick Labour & Employment Board)			
Copy of certification application (Form 1701–General Industry, Form 1784–Construction)		<input checked="" type="checkbox"/>	
Notice of votes			
Any other notice relating to Board proceedings that Board orders you to post			
Report on closed ballot votes			

## OHS (+ WORKERS' COMP)

	Yes	No	Comments
Names of JHSC members			
Most recent JHSC meeting minutes			
Name of safety representative			
Copy of OHS orders issued for workplace			
Copy of OHS Act + Regs.			
Any notice OHS officer considers advisable to acquaint workers with their OHS rights + duties			
Code of Practice for Working Alone, if you have one			
Code of Practice for Working with Material Containing Asbestos, if you have one			
Code of Practice for Workplace Violence, if you have one			

Code of Practice for Workplace Harassment (you must have one)			
Any other Code of Practice approved or required by govt.			
Sketches of permanent anchor points			
Emergency procedures to rescue worker from water or other liquids			
Emergency communication procedures for workers to summon help in case of illness or accident			
Names of first aid providers			
Location of first aid kits			
Any card or pamphlet containing info about Workers' Comp Act or Regs. WCB orders employers to post			