

Workplace Posting Requirements Checklist – Newfoundland and Labrador



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 applicable minimum wage regs.			

LABOUR RELATIONS

	Yes	No	Comments
Union certification application or notice (for at least 7 days after which employer must file statement with Newfoundland Labour Relations Board certifying its compliance with the posting rules)			
Notice of Vote for union certification or revocation (stays up until vote is done)		<input checked="" type="checkbox"/>	
Any other notice relating to Board proceedings that Board orders you to post			

OHS (+ WORKERS' COMP)

	Yes	No	Comments
Code of practice required by OHS Act or Regs.			
OHS policy (if workplace has <10 workers)			
Names of JHSC members or safety rep or designate			
Minutes of all JHSC meetings			
Stop work orders for workplace			
Info about escape + evacuation routes			
Confined space entry permit			
Mine rescue procedure			
Written notice of policies + procedures for reporting injuries			
Name of person in charge of first aid room or kit			
Name + qualifications of each person trained to give first aid			
Emergency procedure			
List of phone numbers + contact instructions for police, ambulance, fire station, hospital or physician			
Written group lockout procedures			

Procedures for fighting a fire underground +
evacuation plan