

Workplace Posting Requirements Checklist – Northwest Territories



The duty to post notices, information and other materials at your workplace for your employees comes from 3 different sets of laws. Use this checklist to ensure your organization has the required postings.

EMPLOYMENT STANDARDS

	Yes	No	Comments
Any notice Employment Standards Officer requires employer to post			

OHS (+ WORKERS' COMP)

	Yes	No	Comments
Copy of JHSC meeting minutes			
Location of first aid station			
Emergency info at first aid station:			
• Emergency phone number list or other instructions to contact nearest police, fire, ambulance, hospital, physician + other appropriate service			
• Written emergency first aid rescue procedure, if any			
Any notices the WSCC requires employers to post			