

Workplace Posting Requirements Checklist – Nova Scotia



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
Wage + hour schedule			
Copy of applicable minimum wage order			
Hours that work starts + ends			
Hours that work shifts start + end			

LABOUR RELATIONS

	Yes	No	Comments
Copy of employer's voluntary agreement to let union represent employees			
Copy of Notice to Employees of Application for Certification (for 10 days)		<input checked="" type="checkbox"/>	
Copy of Notice to Employees of Application for Revocation of Certification (for 10 days)			

OHS (+ WORKERS' COMP)

	Yes	No	Comments
Names + contact info of JHSC members or safety rep			
Minutes of most recent JHSC meeting			
Copy of OHS Act			
Code of practice for workplace violence			
Code of practice for SCUBA diving at construction or industrial site			
Code of practice for using rubber gloves instead of hot line tools to handle energized power lines or equipment over 750 volts			
Code of practice for work requiring rope access			
Code of practice for maintenance, utility or construction work at temporary highway workplaces			
Any other code of practice required by OHS Act or Regs.			
Current phone number for workers to report OHS concerns to Division			

OHS Policy (if 5 or more employees regularly employed at site)

Copy of OHS order, edited order, compliance notice or notice of appeal or decision

Application to appeal OHS inspector's order

Notice of appeal

Application for deviation from Regs.

Copy of decision on deviation application

Names of gases stored (must be posted in compressed gas cylinder storage area)

Currently valid certification of confined space conditions

Location of first aid supplies

Location or phone number of first aid attendant(s)

List of emergency phone numbers

Copy of workplace violence prevention statement

Notice listing nearest location where workers can get copy of Workers' Comp Act

Any card, notice or printed info the WCB orders the employer to post