

Workplace Posting Requirements Checklist – Ontario



The duty to post notices, information and other materials at your workplace for your employees comes from 5 different sets of laws.

Use this checklist to ensure your organization has the required postings.

EMPLOYMENT STANDARDS

	Yes	No	Comments
MOL Form 1 Mass Termination Notice for termination of 50 or more employees	<input type="checkbox"/>	<input type="checkbox"/>	
Any notice or information an MOL officer or the Employment Standards Board orders you to post(1)	<input type="checkbox"/>	<input type="checkbox"/>	

LABOUR RELATIONS

	Yes	No	Comments
Copy of Form A-1 Application for Certification(1)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Notice to Employees of Application for Certification (must be posted adjacent to Form A-1)(1)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Form A-6 Application for Termination of Bargaining Rights(1)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Notice to Employees of Application for Termination of Bargaining Rights (must be posted adjacent to Form A-6)(1)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Decision after certification or termination of bargaining rights vote is held(1)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Notice of Vote(1)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Notice of Hearing(1)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Report of Vote(1)	<input type="checkbox"/>	<input type="checkbox"/>	
Any other notice relating to OLRB proceedings that OLRB orders you to post	<input type="checkbox"/>	<input type="checkbox"/>	

OHS (+ WORKERS' COMP)

	Yes	No	Comments
MOL OHS Poster "Health + Safety at Work: Prevention Starts Here"	<input type="checkbox"/>	<input type="checkbox"/>	
Names + locations of JHSC members	<input type="checkbox"/>	<input type="checkbox"/>	
Annual WSIB summary	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of OHS Act	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of MOL explanatory material on workers' OHS rights, responsibilities + duties	<input type="checkbox"/>	<input type="checkbox"/>	

Copy of OHS policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Records of levels of biological, chemical or physical agents in workplace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Copy of workplace violence policy (if >5 employees at workplace)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Copy of workplace harassment policy (if >5 employees at workplace)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Copy of orders regarding use of biological, chemical or physical agents in workplace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Copy of notices from distributor, supplier or manufacturer of a hazardous physical agent in workplace that identifies + warns of hazardous physical agent in workplace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
OHS orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Notice of compliance with OHS orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
For Construction Project Site:			
• Project notice Form 0175 (posted by constructor)			
• Name of competent worker in charge of blasting operations			
• Emergency procedures for site			
• Constructor notice listing			
- Name + business name of constructor for site			
- Address + phone number of constructor's head office or principal place of business in Ontario			
- Address + phone number of nearest MOL office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
• Notice of location of toilets at site			
• Copy of roof plan (near every entry to roof or top level of building or structure where suspended work platform or boatswain's chair is to be used)			
• Notices explaining how to sound fire alarm			
• Emergency rescue procedures for underground workers (which must be signed by employer + supervisors of underground workers)			
Results of monitoring of airborne concentrations of a designated substance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Notice of workers exposure to airborne concentrations of a designated substance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
WSIB Form 82 "In Case of Injury (1234)" first aid poster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

PAY EQUITY

	Yes	No	Comments
<u>Notice setting out:</u>			
• Employer's duty to create pay equity plan			
• Employer duty to establish + maintain compensation practices providing for pay equity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
• How employees can file complaint or objection under Pay Equity Act			
Copy of pay equity plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Revised version of pay equity plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Notes:

(1) Employer must confirm that it posted the notice by filing a Form A-124 with the OLRB