

Workplace Posting Requirements Checklist -Prince Edward Island



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
All applicable minimum wage orders			
Copy of govt. orders relating to wages, work hours or other employment conditions governed by ESA and Regs.			

LABOUR RELATIONS

	Yes	No	Comments
Copy of employer's voluntary agreement to let union represent employees			
Copy of Form 3 union application for certification		<input checked="" type="checkbox"/>	
Copy of Form 4 notice of application for certification			
Copy of Form 8 notice of application for revocation of a certification order			
Copy of Form 9 application for revocation of a certification order			
Copy of Form 23 application for transfer of business			
Copy of Form 24 application for merger of trade unions			

OHS (+ WORKERS' COMP)

	Yes	No	Comments
Stop work + other orders for workplace issued by OHS inspector			
Names + contact info of JHSC members or safety rep			
Minutes of most recent JHSC meeting			
Workplace Violence Code of Practice			
Workplace Harassment Code of Practice			
Any other Code of Practice required by OHS Act or Regs.			
Current phone number for workers to report OHS concerns to WCB			
Copy of OHS policy (if 5 or more regularly employed workers at site)			
Names + phone numbers of first aid providers			

Emergency phone numbers			
Location of first aid kits in workplace (by posting sign)			
Names of persons designated to handle dynamite or other high explosives			