

# Workplace Posting Requirements Checklist – Quebec



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
Any LSA document CNESST requires or gives to employer to post			
Notice of collective dismissal of 10 or more employees within 2 months			

## LABOUR RELATIONS

	Yes	No	Comments
Copy of union petition of certification (+ keep posted at least 5 days)			
Notice of Labour Tribunal hearing on certification (+ keep posted at least 5 days)		<input checked="" type="checkbox"/>	

## OHS (+ WORKERS' COMP)

	Yes	No	Comments
Names + numbers of employer personnel responsible for health + safety matters			
All OHS info transmitted by CNESST + physician in charge			
Names of JHSC members			
Notice of meeting to nominate JHSC members (at least 5 days before meeting)			
Notice of votes to elect JHSC members (at least 5 days before vote)			
Copies of remedial orders issued to company			
Notice of exposure to hazardous sound levels indicating hearing protection is required (near room or work station where worker is assigned)			
Poster requiring vehicle motors to be turned off + banning smoking during fueling (near gasoline pumps)			
Name, work location + job of all first aiders in workplace			
Signs indicating how to access first aid kits + emergency communication system			
Notice saying employer has provided CNESST wage statements + reports required by Workers' Comp Act			

**PAY EQUITY**

	Yes	No	Comments
All pay equity info documents CNESST gives to employer			
Copy of notice to CNESST of employer's intent to create pay equity plan alone without a pay equity committee			
Copy of pay equity plan			
<u>Within 60 days of deadline for pay adjustments or completion of pay equity plan:</u> <ul style="list-style-type: none"><li>• Summary of pay equity process</li><li>• List of predominantly female job classes identified in enterprise</li><li>• List of predominantly male job class classes used as comparators</li><li>• For each female job class, percentage or amount of compensation adjustments to be paid + terms + conditions of payment (or notice stating that no adjustments are required)</li></ul>			
Results of each stage of pay equity process (+ keep posted at least 60 days from completion date)			
<u>After completion of 5-year pay equity audit:</u> <ul style="list-style-type: none"><li>• Summary of pay equity process</li><li>• List of events leading to compensation adjustments</li><li>• List of predominantly female job classes entitled to compensation adjustments</li><li>• Percentage or amount of compensation adjustments to be paid</li><li>• Information about employees' rights to question audit + adjustment</li></ul>			