

Workplace Posting Requirements Checklist – Saskatchewan



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
Act or Regs. (or part of them) the Director requires employer to post			
Copy or abstract of Minimum Wages Regs.			
Notice of changes to days or times when employees must or may work or be at employer's disposal(1)			
Notice of written authorization to vary overtime rules(1)			
Notice of cancellation of written authorization to vary overtime rules(1)			
Copy of overtime averaging agreement(1)			
Copy of order requiring employer to take steps after committing reprisals or discriminatory action to rectify situation or compensate employee			

LABOUR RELATIONS

	Yes	No	Comments
Copies of union financial statements (within 6 months of fiscal year statement covers)(1)			
Copy of Form 20 notice of union certification vote		<input checked="" type="checkbox"/>	

OHS (+ WORKERS' COMP)

	Yes	No	Comments
Names of JHSC members or safety rep			
Copy of JHSC meeting minutes			
Copy of compliance undertaking			
Copy of notice of contravention			
Written report of progress made towards correcting a contravention			
Injury + illness statistics for the place of employment			
Notices of OHS exemptions granted by director (at least 2 copies)			

Director decisions + reasons (at least 2 copies)			
Notice of decision by director or OHS tribunal to "stay," i.e., freeze, all or part of an OHS order being appealed (at least 2 copies)			
<u>Prime contractor, if any, must post:</u>			
<ul style="list-style-type: none"> • How to contact prime contractor • Name + contact info of competent person designated to oversee health + safety at site on prime contractor's behalf 			
Copy of workplace harassment policy			
Copy of OHS Act			
Location of first aid station			
<u>Emergency info at first aid station:</u>			
<ul style="list-style-type: none"> • 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 			
Copy of fire safety plan			

Notes:

(1) In Sask., posting is one of several options for communicating required labour standards info to employees (or, in the case of unions, financial statements to members). The others are: i. Personal delivery; ii. Posting online on a secure website to which employee has access; and iii. Providing it in another way that informs the employee.