OHS & Workers' Comp Workplace Posting Requirements Checklist – Alberta



The duty to post notices, information and other materials at your workplace for your employees comes in 2 basic kinds.

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

Posting Requirements Checklist – Alberta			
	Yes	**No**	**Comments**
1. Name of prime contractor for site, if any (OHS Act, Sec. 10(6))			
2. Govt. OHS order issued to owner, prime contractor or employer for workplace (OHS Act, Sec. 55(1))			
3. Signs in a restricted area indicating that: (a) asbestos, silica, coal dust or lead are present, (b) only authorized persons may enter the area, and (c) eating, drinking and smoking are prohibited in the area (OHS Code, Sec. 29)			
4. Description of signal system used to control movement of a material hoist (at operator's station + on each floor) (OHS Code, Sec. 85(1)(a))			

5. Signs indicating how to contact first aiders and location of first aid supplies, first aid equipment, first aid kits and first aid room for workers (unless posting signs is not reasonably practicable, in which case employer must ensure that each worker is made aware of the info) (OHS Code, Sec. 179(c))			
6. Contact information for the workplace JHSC or health and safety representative (OHS Code, Sec. 199.1(b))			
7. Suitable warning signs in any work area with noise levels over 85 dBA (OHS Code, Sec. 221(h))			
8. Employer that holds a radiation health registration certificate must post certificate near the equipment (or, if posting isn't practicable, communicate the certificate's terms and conditions to the workers who will use the equipment (OHS Code, Sec. 291.7(6))			
9. Code used in communication system in underground shaft hoist (at every landing in shaft + at operator's controls) (OHS Code, Sec. 108(4))			
10. WHMIS placard for a hazardous product that's: (a) not in a container, (b) in a container or in a form intended for export from Canada, or (c) in a container that's (i) intended to contain the hazardous product for sale or other disposition, and (ii) labelled, or is about to be labelled, in an appropriate manner; placard must: A. have the info required for a work site label printed large enough to be read by workers, B. be big enough to be conspicuous, and C. be located in a conspicuous place at the work area where the hazardous product is stored (OHS Code, Secs. 401-402)			

11. Copy of WCB “When an Injury Happens Poster” (Workers’ Comp Act, Sec. 145)			

JHSC: Joint Health + Safety Committee

Safety Rep: Workplace Health + Safety Representative

DSR: Designated Smoking Room