

# OHS & Workers' Comp Workplace Posting Requirements Checklist ? Newfoundland and Labrador



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.

INFORMATION			
	Yes	No	Comments
Copy of any code of practice required by OHS Act or Regs. (OHS Act, Sec. 36(3))			
OHS policy (if workplace has <10 workers) (OHS Act, Sec. 36.2(2))			
Names of JHSC members (OHS Act, Sec. 38(7))			
Name of workplace safety rep or designate (OHS Act, Sec. 43)			
Minutes of all JHSC meetings (OHS Regs., Sec. 25(2))			
Stop work orders for workplace (OHS Regs., Sec. 6(1)(a))			
Info about escape + evacuation routes (OHS Regs., Sec. 38(4))			
Warning signs at entrances to or on periphery of areas where persons are exposed to high noise levels over the threshold limit (OHS Regs., Sec. 68(5))			
Signs or placards warning workers of hazards within work area or enclosure where hazardous materials are handled or used and stating the precautions required for entry (OHS Regs., Sec. 69(4))			
Group lockout procedure in use (OHS Regs., Sec. 134(7))			
Rated load capacity of a crane or hoisting equipment (OHS Regs., Sec. 291(3))			
Confined space entry permit (OHS Regs., Sec. 512(17))			
Mine rescue, firefighting + evacuation procedure (OHS Regs., Sec. 541(b))			

WHMIS placard instead of a WHMIS label near a hazardous product OK if product is: (a) not in a container; (b) in a container or form intended for export; or (c) in a container intended to contain the hazardous product for sale or distribution and the container (i) isn't about to be appropriately labelled, and (ii) is to be appropriately labelled within the normal course of the employer's business and without undue delay, as long as the placard: A. discloses the information required for a workplace label, and B. is of a size and in a location at the storage place that the information is conspicuous and clearly legible to workers (WHMIS Regs., Sec. 11)			
Written notice of policies + procedures for reporting injuries (First Aid Regs., Sec. 4(2))			
Name of person in charge of first aid room or kit (First Aid Regs., Sec. 7(a))			
Name + qualifications of each person trained to give first aid (First Aid Regs., Sec. 7(b))			
The emergency procedure and a list of phone numbers + contact instructions for police, ambulance, fire station, hospital or physician (First Aid Regs., Sec. 7(c))			
Signs around the outermost entrances to the work area warning of the asbestos hazard within, and stating that only authorized personnel may enter (Asbestos Abatement Regs., Sec. 12(17))			

JHSC: Joint Health + Safety Committee

Safety Rep: Workplace Health + Safety Representative

DSR: Designated Smoking Room