OHS & Workers' Comp Workplace Posting Requirements Checklist ? Northwest Territories



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**
JHSC must post copy of its own meeting minutes (OHS Regs., Sec. 43(c))			
Location of first aid station (OHS Regs., Sec. 61(2)(a))			
Emergency phone number list or other instructions to contact nearest police, fire, ambulance, hospital, physician + other appropriate service (to be posted at first aid station) (OHS Regs., Sec. 61(2)(b)(i))			
Written emergency first aid rescue procedure, if any (to be posted at first aid station) (OHS Regs., Sec. 61(b))			
No smoking signs in areas of workplace where smoking is banned (OHS Regs., Sec. 81(5)(e))			

Sign setting out the harmful characteristics of a chemical substance that’s flammable, oxidizing, corrosive or dangerously reactive and the precautions to be taken for storage at each entrance to the enclosure, room or building where the substance is stored (OHS Regs., Sec. 321(1)(b))			
WHMIS placards instead of WHMIS labels OK for a hazardous product that: (a) is not in a container; (b) is in a container or form intended for export; or (c) is in a container intended to contain the hazardous product for sale or disposition, and the container isn’t yet labeled but is soon to be labelled; provided that the placard discloses the information required on a workplace label, and is of is of such size and in such a location that the information contained on it is conspicuous and legible to workers (OHS Regs., Sec. 331)			
Copy of fire safety plan (OHS Regs., Sec. 394(3)(b))			
Warning sign where high voltage switchgear or transformers are housed listing highest voltage in use and restricting access to authorized persons only (OHS Regs., Sec. 457)			
Signs stating “Ethylene Oxide Area, Potential Cancer and Reproductive Hazard, Authorized Personnel Only” at all areas where ethylene oxide is used or stored (OHS Regs., Sec. 474(6))			
Any notices WSCC requires employer to post (Workers’ Comp. Act, Sec. 165)			

JHSC: Joint Health + Safety Committee

Safety Rep: Workplace Health + Safety Representative

DSR: Designated Smoking Room