

OHS & Workers' Comp Workplace Posting Requirements Checklist ? Nova Scotia



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
Names + contact info of JHSC members (OHS Act, Sec. 37(a))			
Name + contact info for workplace safety rep (OHS Act, Sec. 37(a))			
Minutes of most recent JHSC meeting (OHS Act, Sec. 37(b))			
Current copy of OHS Act (OHS Act, Sec. 38(b)(i))			
Any code of practice required by OHS Act or Regs., including but not limited to for: <ul style="list-style-type: none"> *SCUBA diving at construction or industrial site; *Using rubber gloves instead of hot line tools to handle energized power lines or equipment over 750 volts; *Workplace violence; *Work requiring rope access; *Maintenance, utility or construction work at temporary highway workplaces (OHS Act, Sec. 38(b)(ii))			
Current phone number for workers to report OHS concerns to Division (OHS Act, Sec. 38(b)(iii))			
OHS Policy (if 5 or more employees are regularly employed at site) (OHS Act, Sec. 38(b)(iv))			
Copy of OHS order, compliance notice or notice of appeal or decision (OHS Act, Sec. 39(1)(d))			
Copy of edited OHS order (OHS Act, Sec. 39(3))			
Notice of OHS appeal (OHS Act, Sec. 69(4))			
Copy of Form 301 application for deviation from Regs. (for at least 28 days) (OHS Act, Sec. 83(4)(b))			

Copy of decision on Form 301 deviation application (for at least 7 days) (OHS Act, Sec. 83(11)(a)(i))			
Copy of director's decision authorizing a deviation (for as long as the deviation remains in effect) (OHS Act, Sec. 83(11)(b))			
Names of gases stored and statement banning smoking in compressed gas cylinder storage area (Occup. Safety General Reg., Sec. 47(4))			
Rated load statement of a hoist from the manufacturer or engineer in a place where operator can see it while operating the hoist (Occup. Safety General Reg., Sec. 73(7))			
Maximum number of revolutions per minute of an abrasive wheel and grinder on the wheel or grinder (Occup. Safety General Reg., Sec. 97(1))			
"Danger – High Voltage" sign outside of electrical room where the components are rated at over 750 v phase to phase (Occup. Safety General Reg., Sec. 128(1)(c))			
Currently valid certification of confined space conditions (Occup. Safety General Reg., Sec. 131(3))			
Location of first aid supplies (Workplace Health & Safety Regs., Sec. 4.10.(3)(a))			
Name and location or phone number of first aid attendant(s) for the workplace (Workplace Health & Safety Regs., Sec. 4.13(3)(b))			
List of emergency phone numbers in first aid room (Workplace Health & Safety Regs., Sec. 4.13(1)(f))			
WHMIS placard instead of a WHMIS label OK for a hazardous product that is: (a) not in a container; (b) in a container intended for export; or (c) in a container intended for sale or disposition and is to be appropriately labelled in the employer's normal course of business and without undue delay; (d) in a container intended for use in the workplace and (i) the container is consumed in a production process, and (ii) the container or the hazardous product is identified through the use of colour coding, labels or any mode of identification clearly legible to employees, provided that the placard: A. discloses the information required on a workplace label; B. is of such size and in such a location that the information is conspicuous and clearly legible to employees; and C. is in such a location as to be clearly referable to the hazardous product to which it relates (WHMIS Regs., Secs. 10(1)-10(2))			
WHMIS placard instead of a WHMIS label OK for a hazardous product if employer ensures: (a) the hazardous product is in an area to which the general public and unauthorized employees aren't permitted access; (b) the product's container is identified via use of colour coding, labels or any mode of identification clearly legible to employees, provided that the placard: A. discloses the information required on a workplace label; B. is of such size and in such a location that the information is conspicuous and clearly legible to employees; and C. is in such a location as to be clearly referable to the hazardous product to which it relates (WHMIS Regs., Secs. 10(1) and 10(3))			
Copy of workplace violence prevention statement (Viol. in Workplace Regs., Sec. 9(2))			

Notice listing nearest location where workers can get copy of Workers' Comp Act (Workers' Comp. Gen. Regs., Sec. 34(b))			
Any card, notice or printed info the WCB orders you to post (Workers' Comp. Gen. Regs., Sec. 34(a))			

JHSC: Joint Health + Safety Committee
Safety Rep: Workplace Health + Safety Representative
DSR: Designated Smoking Room