

# OHS & Workers' Comp Workplace Posting Requirements Checklist ? Ontario



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
MOL OHS Act Poster 'Health + Safety at Work: Prevention Starts Here' (OHS Act, Sec. 25(2)(i))			
Names + locations of JHSC members (OHS Act, Sec. 9(32))			
Annual WSIB summary (OHS Act, Sec. 12(2))			
Copy of OHS Act (OHS Act, Sec. 25(2)(i))			
Copy of MOL explanatory material on workers' OHS rights, responsibilities + duties (OHS Act, Sec. 25(2)(i))			
Copy of OHS policy (OHS Act, Sec. 25(2)(k))			
Accurate records of levels of biological, chemical or physical agents in workplace (OHS Act, Sec. 26(1)(f))			
Copy of workplace violence policy (if >5 employees at workplace) (OHS Act, Sec. 32.01(2))			
Copy of workplace harassment policy (if >5 employees at workplace) (OHS Act, Sec. 32.01(2))			
Copy of orders regarding use of biological, chemical or physical agents in workplace (OHS Act, Sec. 33(3))			
Copy of notices from distributor, supplier or manufacturer of a hazardous physical agent in workplace that identifies + warns of hazardous physical agent in workplace (OHS Act, Sec. 41(2))			
Copies of OHS orders (OHS Act, Sec. 57(10)(a))			
Notice of compliance with OHS orders (OHS Act, Sec. 59(3))			

Notice at construction project site listing (OHS Const. Regs., Sec. 13(1)): • Name + business name of constructor for site (OHS Const. Regs., Sec. 13(1)(a)) • Address + phone number of constructor's head office or principal place of business in Ontario (OHS Const. Regs., Sec. 13(1)(b)) • Address + phone number of nearest MOL office (OHS Const. Regs., Sec. 13(1)(c))			
Emergency procedures for construction project site (OHS Const. Regs., Sec. 17(3))			
Location of toilets at construction project site (if it's 'practical' to post such a notice) (OHS Const. Regs., Sec. 29(10)(b))			
Name of competent worker in charge of blasting operations at construction project site (OHS Const. Regs., Sec. 141.2(1))			
Copy of roof plan at construction project site (near every entry to roof or top level of building or structure where suspended work platform or boatswain's chair is to be used) (OHS Const. Regs., Sec. 141.2(2))			
Notices explaining how to sound fire alarm at construction project site (OHS Const. Regs., Sec. 248)			
Written emergency rescue procedures for underground workers at construction project site (which must be signed by employer + supervisor of underground workers) (OHS Const. Regs., Sec. 264(1))			
Notice listing maximum speed, weight carried + number of persons carried for a conveyance transporting persons in a hoistway near each hoistway entrance at a construction project (OHS Const. Regs., Sec. 294)			
Copy of signal code for compressed air work at a construction project near every switch of an electric buzzer or bell system (OHS Const. Regs., Sec. 341(4))			
Copy of decompression tables in each air lock, at the controls outside each air lock + each change room of a construction project (OHS Const. Regs., Sec. 395(5))			
Results of monitoring of airborne concentrations of a designated substance + leave posted at least 14 days (OHS Designated Subs. Reg., Sec. 25(a))			
Notice of workers exposure to airborne concentrations of a designated substance (OHS Designated Subs. Reg., Sec. 25(a))			
WSIB Form 82 'In Case of Injury (1234)' first aid poster (Workers' Comp. Gen. Reg., Sec. 19)			
Sketches showing anchor points posted by building owner near roof entrance of building where a suspended scaffold, boatswain's chair or similar single-point suspension equipment is to be used for window cleaning (Window Cleaning Reg., Sec. 39(3))			
Signs listing the word 'DANGER' written in legible letters at least 150 mm high + banning entry by any unauthorized person to the area where the hazard exists as required in number + location to warn of hazards at a construction project (OHS Const. Regs., Sec. 44)			
Sign near a hoisting area of a construction project (OHS Const. Regs., Sec. 44(3)(a))			

Sign under a boatswain's chair or a suspended work platform at a construction project (OHS Const. Regs., Sec. 44(3)(b))			
Sign at the outlet from a chute at a construction project (OHS Const. Regs., Sec. 44(3)(c))			
Sign at a means of access to a place where there may be a noxious gas, vapour, dust or fume, noxious substance or a lack of oxygen at a construction project (OHS Const. Regs., Sec. 44(3)(d))			
Sign where there's a potential hazard from an energized overhead electrical conductor at more than 750 volts at a construction project (OHS Const. Regs., Sec. 44(3)(e))			
Signs warning workers of the danger where equipment must operate in reverse at a construction project (OHS Const. Regs., Sec. 105(6))			
Rated platform capacity of a suspended work platform, work platform module or boatswain's chair on the suspended work platform, work platform module or boatswain's chair at construction project (OHS Const. Regs., Sec. 142)			
Signs listing the specified live loads in conspicuous places on a multi-point suspended work platform at a construction project (OHS Const. Regs., Sec. 142.6(2))			
Warning sign at operator's station of a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment is operated on a construction project near an energized overhead electrical conductor (OHS Const. Regs., Sec. 188(5)(3))			
Notice listing signals used for a hoist in location that's readily visible to the hoist operator + at each landing of hoistway on a board or metal plate at least 450 mm by 450 mm + written in letters at least 13 mm high at construction project (OHS Const. Regs., Sec. 275(5) + (6))			
Signs at Type 2 or Type 3 operations stating in large clearly visible letters that: i. there's an asbestos dust hazard; + ii. access to work area is restricted to persons wearing protective clothing + equipment (Designated Substance'Asbestos on Const. Projects + in Buildings + Repair Operations Regs., Sec. 15)			
Warning sign on any door, corridor or stairway at a health care facility: (a) that's not a means of egress but is located or arranged so that it could be mistaken for one; or (b) that leads to a hazardous, restricted or unsafe area (OHS Health Care & Residential Facilities Regs., Sec. 16)			
Sign warning that surface of health care facility is slippery when a work surface being cleaned or polished poses slipping hazards (OHS Health Care & Residential Facilities Regs., Sec. 34(2))			
Warning sign if a flammable or infectious material is being centrifuged at health care facility in the area where centrifuge is being operated (OHS Health Care & Residential Facilities Regs., Sec. 59(4))			
Operating + emergency instructions of an autoclave or sterilization machine used at health care facility posted adjacent to machine (OHS Health Care & Residential Facilities Regs., Sec. 60(1))			

Sign banning smoking in area of health care facility where compressed gas cylinders are stored (OHS Health Care & Residential Facilities Regs., Sec. 74(4))			
Warning sign identifying any door: (a) that's not an exit door but is located or arranged so that it could be mistaken for one; or (b) that leads to a hazardous, restricted or unsafe area (OHS Indust. Estab. Regs., Sec. 16)			
Where 'practicable', warning sign at every approach to area in workplace where sound level regularly exceeds 85 dBA (Noise Reg., Sec. 2(7))			
If 'practicable', signs containing words 'Danger ' Work Overhead' to warn pedestrians that window cleaning is being carried out overhead (Window Cleaning Reg., Sec. 12)			
Placard identifiers may be used in lieu of WHMIS workplace labels to communicate required information about a hazardous product (WHMIS Reg., Sec. 12(b))			
X-ray warning signs or warning devices in any workplace where an X-ray source is used (X-ray Safety Regs., Sec. 11(1))			
No-smoking signs 1 and 2, or sign 3, accessible via Govt. of Ontario website: <ul style="list-style-type: none"> <li>• Sign 1: At least 10 cm high and 10 cm wide copy of 'Tobacco Sign for Employers'</li> <li>• Sign 2: At least 10 cm high and 10 cm wide copy of 'Electronic Cigarette Sign for Employers'</li> <li>• Sign 3: At least 15 cm high and 20 cm wide copy of 'Tobacco and Electronic Cigarette Sign for Employers'</li> </ul> (Smoke-Free Ontario Reg., Sec. 15)			

JHSC: Joint Health + Safety Committee

Safety Rep: Workplace Health + Safety Representative

DSR: Designated Smoking Room