OHS & Workers' Comp Workplace Posting Requirements Checklist ? Prince Edward Island



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 stop work + other orders for workplace issued by OHS inspector (OHS Act, Sec. 8(5))			
Names + means of contacting JHSC members (OHS Act, Sec. 27(7)(a))			
Names + means of contacting workplace safety rep (OHS Act, Sec. 27(7)(a))			
Minutes of most recent JHSC meeting (OHS Act, Sec. 27(7)(b))			
Workplace Violence Code of Practice (OHS Act, Sec. 27(8)(b)(i))			
Workplace Harassment Code of Practice (OHS Act, Sec. 27(8)(b)(i))			
Any other Code of Practice required by OHS Act or Regs. (OHS Act, Sec. 27(8)(b)(i))			

Current phone number for workers to report OHS concerns to WCB (OHS Act, Sec. 27(8)(b)(ii))			
Copy of OHS policy (if 5 or more workers regularly employed at site) (OHS Act, Sec. 27(8)(b)(iii))			
List of emergency phone numbers (OHS Gen. Regs., Sec. 9.14(2))			
Names + phone numbers of first aid providers (OHS Gen. Regs., Sec. 9.5(2))			
Names of persons designated to handle dynamite or other high explosives (OHS Gen. Regs., Sec. 26.2(b))			
Warning signs in noise hazard areas (OHS Gen. Regs., Sec. 8.7(1)(c))			
Signs in controlled areas which allow only restricted occupancy listing maximum occupancy periods (OHS Gen. Regs., Sec. 10.5)			
Sign listing location of first aid kits at workplace (OHS Gen. Regs., Sec. 9.13(1)) (exception: if not practicable to post a sign, can ensure workers are otherwise made aware of the info)			
Warning signs to designate controlled areas which allow only restricted occupancy due to non-ionizing radiation (OHS GenRegs., Sec. 10.5).			
Warning signs posted in both directions no less than 225 m (738 ft.) from the worksite, + at any intersection between the warning signs where construction work is being carried out which interferes with flow of traffic (OHS. Gen. Regs., Sec. 12.12(2))			
Safe load carrying capacity of hoisting apparatus posted on apparatus where operators can see it when in their operating position (OHS Gen. Regs., Sec. 34.3(2))			

Signs at access routes to work areas where employees may be exposed to oxygen deficient atmosphere or harmful concentrations of air contaminants specifying (a) required personal protective equipment; (b) the areas + hazards involved (OHS Gen. Regs., Sec. 45.20)			
Signs at exterior of total enclosure created for asbestos work indicating: (i) an asbestos hazard is present; (ii) cancer + lung disease hazard; (iii) entry restricted to authorized personnel only; (iv) respiratory protection + protective clothing required (OHS Gen. Regs., Sec. 49.21(g))			
‘Signaller Ahead’ signs in advance of each signaller’s station (OHS Gen. Regs., Sec. 50.17)			
Warning signs notifying workers of overhead hazard in work area below a suspended scaffold (Scaffolding Regs., Sec. 14(22))			
Rated capacity of power elevating work platform + direction of machine movement for each operating control of the work platform (other than for a boom-type elevating work platform) posted securely at work platform controls (Scaffolding Regs., Sec. 19(6))			

WHMIS placard instead of a WHMIS label that discloses the information required on a workplace label and is of a size and in a location that the information on the placard is conspicuous and clearly legible to workers, if the hazardous 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 is to be appropriately labelled for sale or distribution within the normal course of employer's business, without undue delay (WHMIS Regs., Sec. 11)			
Signs banning smoking (except in DSR) must: • Be posted conspicuously near every workplace entrance • Be at least 21 cm (8.5 inches) wide + 28 cm (11 inches) high • Not be obstructed by other signs, ads or anything else (Smoke-free Places Act Gen. Regs., Sec. 2)			

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