OHS & Workers' Comp Workplace Posting Requirements Checklist ? Saskatchewan



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 of workplace JHSC members (Sask. Emp. Act, Part III, Sec. 3-25(1))			
Name of workplace safety rep (Sask. Emp. Act, Part III, Sec. 3-25(1))			
Copy of JHSC meeting minutes (OHS Regs., Sec. 42(1)(c))			
Copy of compliance undertaking or notice of contravention (if no JHSC or safety rep for workplace'if there is a JHSC or safety rep, you must provide copy to them rather than post) (Sask. Emp. Act, Part III, Sec. 3-42(b))			
Written report of progress made towards correcting a contravention (if no JHSC or safety rep for workplace'if there is a JHSC or safety rep, you must provide report to them rather than post) (Sask. Emp. Act, Part III, Sec. 3-43(a)(ii))			

Injury + illness statistics for the place of employment (Sask. Emp. Act, Part III, Sec. 3-64(5))			
Notices of OHS exemptions granted by Director (at least 2 copies) (Sask. Emp. Act, Part III, Sec. 3-76(1)(a))			
Director’s decision on exemption + reasons (at least 2 copies) (Sask. Emp. Act, Part III, Sec. 3-76(1)(b))			
Notice of decision by Director or OHS tribunal to ‘stay,’ i.e., freeze, all or part of an OHS order being appealed (at least 2 copies) (Sask. Emp. Act, Part III, Sec. 3-76(1)(a))			
Prime contractor, if any, must post notice listing: • How to contact prime contractor (OHS Regs. Prime Contractors, Sec. 5(a)) • Name + contact info of competent person designated to oversee health + safety at site on prime contractor’s behalf (OHS Regs. Prime Contractors, Sec. 5(a))			
Copy of workplace harassment policy (OHS Regs., Sec. 36(2)(b))			
Copy of Sask. Employment Act, Part III (OHS)			
Location of first aid station (OHS Regs., Sec. 56(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. 56(2)(a)(i))			
Written emergency first aid rescue procedure, if any (to be posted at first aid station) (OHS Regs., Sec. 56(2)(a)(ii))			
Copy of fire safety plan (OHS Regs., Sec. 360(3)(b))			

No-smoking signs in enclosed places of employment (OHS Regs., Sec. 77(8)(a))			
Signs listing harmful characteristics of a flammable, oxidizing, corrosive or dangerously reactive substance + the precautions to be taken for storage at entrance to each room, enclosure or building in which substance is stored (OHS Regs., Sec. 314(1)(b))			
Placard warning of the presence + listing location of asbestos-containing materials as close as possible to the asbestos-containing materials (OHS Regs., Sec. 335(1)(b))			
Signs in locations where high voltage switchgear or transformers are housed that: (a) indicate the highest voltage in use; and (b) state that access is restricted to authorized persons only (OHS Regs., Sec. 462(2))			
Signs stating ‘Ethylene Oxide Area, Potential Cancer and Reproductive Hazard, Authorized Personnel Only’ in all areas where ethylene oxide is used or stored (OHS Regs., Sec. 477(5))			
Placard listing hazard information normally required in a WHMIS label if a hazardous product: (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 + the container isn’t yet labelled but is to be labelled (WHMIS Reg., Sec. 10)			

JHSC: Joint Health + Safety Committee

Safety Rep: Workplace Health + Safety Representative

DSR: Designated Smoking Room