



# Health and Safety Posting Requirements

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# Health & Safety

## Posting & Employee Information

# Requirements

### Alberta

Updated: Dec 01, 2021

[Occupational Health & Safety Act - s. 3, 55](#)

[Occupational Health & Safety Code - s. 179\(c\), 199.1](#)

Generally, employers must post information in a **conspicuous place** at the work site.

### Basic Information

Employers must make readily available:

- information regarding work site hazards, controls, work practices and procedures; and
- copies of the Act, regulations and OHS code.

### Committees & Representatives

Employers must post the **names and contact information** of the committee members or representative at every work site (or provide this information by other means agreed to by the committee/representative).

### First Aid

Employers must **post signs** (where practicable) indicating the location of first aid services, equipment and supplies. (If posting is not practicable, ensure workers know the location of first aid services, equipment and supplies.)

### Work Area Safety

Employer must ensure that **non-smoking signs** are posted and continuously displayed at entrances and within workplaces such that the public and employees are aware of the prohibition.

### Orders, Reports, Plans & Procedures

Employers must post copies of:

- **orders made under this Act;**

**unless:**

- **copies are available in electronic format** and employees, committees, and/or representatives are so informed and have ready access to them; or

- the **work site is mobile** and posting is impracticable, in which case the employer must ensure that the information is otherwise brought to the workers' attention.

In addition, if a person is required to make a report or plan or develop procedures, they must ensure that any **required reports, plans and procedures** are in writing and a paper or downloaded or stored electronic copy of the report, plan or procedure is readily available for reference by workers, and any committee/representative.

**British Columbia**  
Updated: Mar 21, 2020

[Workers Compensation Act - s. 21, 44, 51, 52, 82, 83, 86, 88, 65](#)

[Occupational Health & Safety Regulation - s. 2.5, 2.6, 2.7, 3.17](#)

Generally, employers must:

- post information at or near the workplace in **one or more conspicuous places** where it is most likely to come to the attention of the workers; and
- if reasonably practicable, ensure at least one posting is at or near the equipment, work or area to which it relates;

unless not reasonably practicable, in which case the employer must adopt other measures to effectively bring the information workers' attention.

Employers must post:

#### **Basic Information**

- a notice advising where a **copy of the Act/regulations** are available for review at each workplace.

#### **Committees & Representatives**

Where a committee/representative is required:

- **names and work locations** of the joint committee members;
- reports of the 3 most recent joint committee meetings; and
- copies of any applicable orders related to committees/representatives for the preceding 12 months;

#### **First Aid**

- first aid procedures;

#### **Government Summaries**

- occupational health and safety information summary (when requested) at the workplaces to which it relates;

#### **Orders, Notices & Reports**

- **inspection reports** (and as applicable, notifications of compliance) for the longer of: 7 days or until compliance has been achieved (unless the report relates to a committee/representative, in which case it must be posted for 12 months);

- any placard issued by the Board titled "Notice to Workers";
- applications and decisions with respect to variance orders;
- accident investigation reports and compliance agreements where there is no committee or representative at the workplace;
- **compliance reports.**

Officers may also post orders and notices at a workplace, or attach them to any product, tool, equipment, machine, device or other thing. These orders can only be removed in accordance with the order, or officer authorization.

## Federal

Updated: Jun 23, 2021

[Canada Labour Code \(Part II\) - s. 125\(1\)\(d\), 125\(1\)\(z.17\), 135\(5\), 145\(3\), 145\(5\), 146.1\(3\)](#)

[Canada Occupational Health and Safety Regulations - s. 1.8, 2.26, 16.6, 17.6, 17.12, 20.3, 20.8](#)

Generally, employers must post information in a **conspicuous place or places** where they are likely to come to the attention of employees.

Information must be provided through an **alternate medium that is accessible to an employee with a special need** (e.g., braille, large print, audio tape, computer disk, sign language or verbal communication).

### Basic Information

Employers must make readily available in printed and electronic form (if electronic, provide appropriate training or printed copies on request):

- a copy of Part II and related regulations;
- statement of employer's general health and safety policy;
- any other printed material related to health and safety as prescribed or directed by the Head of Compliance and Enforcement.

### Committees & Representatives

Employers must post and keep posted:

- the **names, work telephone numbers and work locations of all members** of work place committees or the health and safety representative (as applicable)

**except** employers who control a single work place:

- where less than 20 employees are normally employed, if all of those employees and the health and safety representative normally work at the same time and in the same location; or
- where only 1 employee is normally employed.

Employers must also post a copy of the work place committee's **annual report** and keep it posted for 2 months. (See s. 9(3) of the Committees Regulation)

Where an employer applies for an **exemption** from a work place committee, the

exemption request must be kept posted until the employees are informed of the Head's decision in respect of the request.

### **First Aid**

Employers must post and keep posted:

- **description of first aid** to be provided for injury/occupational disease/illness and transportation procedures;
- **location** of first aid stations, first aid rooms, health units and medical treatment facilities;
- at every first aid station/room, a **list of first aid attendants** and how to find them;
- near telephones, a list of **emergency telephone numbers**; and

In remote workplaces or motor vehicles, the above information and must be provided/retained with the first aid kit.

### **Emergency Procedures**

Notices setting out the details of **evacuation plans and procedures** must be posted at locations accessible to every employee at the work place.

Where applicable, signs identifying fire hazard areas and prohibiting open flames or other sources of ignition must be posted at all entrances to a fire hazard area.

### **Work Area Safety**

Employer must post:

- contact information for concerns regarding indoor air quality;
- signs informing everyone that smoking is prohibited in the workspace, except for designated smoking areas/rooms (if any);
- COVID-19 posters and signage (e.g., hand hygiene, screening employees/clients, and encouraging 2 metre distance).

### **Directions, Notices & Reports**

Employers must:

- post copies of any Head directions or reports in writing;  
affix Board directions to or near a machine, thing or place, and no person
- may remove the notice unless so authorized by the Board.

The Head may also affix or cause to be affixed a notice of danger to or near a place, machine or thing, and no person may remove the notice unless so authorized by the Head.

Generally, employers must post the information, below, in a **conspicuous or prominent place** at the workplace.

### Basic Information

Employers must provide workers with ready access to the Act, regulations and any applicable code of practice.

### Committees & Representatives

Employers must post:

- **names** of the committee members or representative (as applicable);
- a **bulletin board** for committees/representatives to use in relation to health and safety matters, which includes information on:
  - names of committee members/representatives;
  - terms of office;
  - meeting dates and agenda;
  - minutes (as applicable);
  - improvement orders, reports or any other director orders.

### First Aid

- a list of the **name and work location** of each first aider;

### Policies & Procedures

- a copy of any applicable safe work procedures (e.g., safe work procedures for working alone);
- copies of the **harassment and violence prevention policies**;

### Work Area Safety

- signs identifying slipping and tripping hazards;
- signs indicating the sex of those entitled to use a toilet facility;
- signs indicating that **smoking** is prohibited:
  - at each entrance;
  - inside the place, in such numbers and locations as the proprietor reasonably considers adequate to ensure the public and employees are aware of the prohibition.
- COVID-19 posters and signage;

### Orders, Notices & Reports

- where there is no committee or representative at the workplace, the written report outlining the steps taken (or yet to be taken) to remedy a contravention identified in an improvement order.

[Occupational Health & Safety Act - s. 8.1\(3\), 14\(9\), 17\(4\), 35, 36, 44, 50\(4\)](#)  
[First Aid - s. 5, 7, 13](#)

Generally, employers must post information in a **prominent or conspicuous place** in the workplace.

### Basic Information

Owners/employers must keep posted:

- a copy of this Act and the regulations; and
- any notice which an officer thinks will help employees to understand their rights, liabilities and duties under the Act/regulations;
- a code of practice (where applicable);
- COVID-19 posters and signage.

### Committees & Representatives

Employers must post that the **names** of the committee members, representative and minutes of the most recent committee meeting (as applicable).

### First Aid

Employers must post:

- **emergency communication procedure** (or ensure employees are aware of its contents if posting is not practicable);
- signs stating **names of first aid providers** (or ensure employees are aware of their identities if posting is not practicable);
- signs indicating the **location of first aid kits** (or ensure employees are aware of the locations if posting is not practicable).

### Policies & Programs

Employers must make **copies of the health and safety program** and all records available to:

- the committee or health and safety representative (as applicable; and
- on request, employees at the workplace or the Commission.

Also, per s. 374.5(3) of the [General Regulation](#), employers must ensure that copies of the harassment and violence codes of practice are readily available to an officer and employees on request.

### Orders

**If there is a committee/representative**, officers may post a copy of an order (in addition to providing the committee or the representative with a copy). **If there is no committee/representative**, the officer **must post** a copy of the order. No one can remove the copy of the order unless authorized to do so by an officer.



[Occupational Health & Safety Act - s. 36.2, 36, 38, 43](#)  
[Occupational Health and Safety Regulations, 2012 - s. 6, 25](#)

Generally, employers must post the information, below, in a prominent place at the workplace.

### Basic Information

- an occupational health and safety policy;
- a code of practice (if such code is ordered established by the minister);
- escape routes.

### Committees & Representatives

- the names of health and safety committee members or representative or designate (as applicable); and
- minutes of all regular and special committee meetings.

### First Aid

- signs showing the location of first aid kits and if applicable, first aid rooms;
- policy and procedure for reporting injuries ([s. 4 of the First Aid Regulation](#)); and
- near first aid kits or first aid rooms:
  - name of person in charge of first aid kits or first aid room;
  - name of each person trained in first aid; and
  - emergency procedure and telephone list for reaching the nearest police, ambulance, fire station, hospital and physician. ([s. 7 of the First Aid Regulation](#))

### Work Area Safety

- signs informing employees that **smoking is prohibited** in all workspaces except for designated areas and the location of designated areas;
- COVID-19 posters and signage;

### Orders

- stop work orders, which cannot be removed without officer's permission.

[Occupational Health & Safety Act - s. 35, 37, 38, 39, 83\(4\), 83\(11\)](#)  
[Occupational Safety General Regulations - s. 7A](#)

### Basic Information

Employers must make available:

- a copy of **regulations** that relate to the workplace;
- information and reports that an officer believes will help employees to **understand their rights and responsibilities** under the Act/ regulations.

Also, employers must post in prominent place(s) in the workplace (and ensure they remain posted):

- a current copy of **the Act**;
- any **code of practice** required under the Act/ regulations;
- the current **telephone number for reporting** health or safety concerns; and
- where applicable, a copy of the **health and safety policy**.

### Committees & Representatives

Employers must post:

- current **names** of the committee members or the representative (as applicable) and the means of contacting them; and
- **minutes** of the most recent committee meeting and ensure they remain posted until minutes of the next meeting are available.

### First Aid

To the extent reasonably practicable, employers must **post the location** of first aid supplies and the location or phone number of the first aider throughout the workplace. (See s. 4.10 of the Workplace Health & Safety Regulations.)

### Policies & Procedures

Employers must ensure that any policy, procedure, plan or code of practice is:

- made available at applicable work areas at all times;
- reviewed with affected persons before work is undertaken.

Employers must post (and keep posted) a copy of their violence prevention statement in a prominent place in each workplace. (See s. 9 of the Violence in the Workplace Regulations.)

### Orders, Notices & Reports

On request, employers must provide to employees:

- health and safety **inspection reports**;
- health and safety **monitoring or tests** by, or at the request of, an officer or the employer;

Where applicable, employers must post and deliver to any health and safety committee/representative:

- officer **orders**;
- **compliance notices**;
- initiation or disposal of an **appeal**.

Officers may authorize the order to be edited to protect a trade secret, secret manufacturing process or personal information.

Where an employer applies for a **deviation (variance)** from regulations, they must provide a copy of the application to a committee/representative (as applicable), post

it and ensure it remains posted for at least 28 days. The Director's decision regarding the application must be posted for at least 7 days and if the deviation is approved, for the duration it is in effect.

**This provision is affected by the following amendment:**

[Nova Scotia N.S. Reg 42/2022-45/2022](#)

Introduction/Announcement: March 15, 2022

In Force: Effective as of June 13, 2022

## Ontario

Updated: Mar 21, 2020

[Occupational Health & Safety Act - s. 9\(32\), 12\(2\), 25\(2\), 32.0.1\(2\), 32.01.1\(3\), 33, 41, 55.1, 57, 59, 61\(3.13\)](#)

Employers must **post** the following in the workplace:

### Basic Information

- a copy of the **Act**;
- any [regulatory guidance](#) explaining workers' rights, responsibilities and duties - in English and the majority language of the workplace;

### Committees

- at workplaces where a committee is required, the **names and work locations of the committee members** in a conspicuous place or places where they are most likely to come to the attention of the workers;

### First Aid

- poster (known as [Form 82](#)) regarding the necessity of reporting all accidents and receiving first aid treatment, in a conspicuous place (per [First Aid Regulation](#));

### Policies & Procedures

- copy of the general **occupational health and safety policy** in a conspicuous location in the workplace;
- copies of the **workplace harassment and workplace violence policies** in a conspicuous location in the workplace (except at workplaces with 5 or less employees, unless an inspector orders otherwise);
- a copy of the **COVID-19 Safety plan**;

### Work Area Safety

- signs regarding **prohibition of smoking/e-cigarettes** throughout the enclosed workplace, place or area including at each entrance and exit and in washrooms;
- COVID-19 posters and signage;

### Government Summaries

- where provided, a copy of the **Workplace Safety and Insurance Board's annual summary** of a workplace's fatalities, lost work days, non-fatal cases that required

medical aid without lost work days, occupational injuries and occupational illnesses, in a conspicuous place or places at the workplace where it is most likely to come to the attention of the workers;

### Orders, Notices & Reports

- where an **inspector makes an order\*** with respect to a contravention of the Act, a copy of the order in a conspicuous place in the workplace;
- where an employer submits a **notice of compliance in response to an order**, it must be posted (along with the order) for 14 days where it is most likely to come to the attention of workers;
- where an **order is under appeal**, the Ontario Labour Relations Board may enter a workplace and post any notice that it considers necessary to bring to the attention of persons having an interest in the appeal.

\*Inspectors may also affix orders of non-compliance in the workplace, including to any equipment, machine, device, article or thing, and only inspectors, or those authorized by an inspector, can remove them.

## Prince Edward Island

Updated: Mar 06, 2021

[Occupational Health & Safety Act - s. 45, 8, 27](#)

[General Regulations - s. 9.5, 9.13, 9.14](#)

Generally, employers must post information at or near the workplace in a **prominent place** where it is most likely to come to the attention of the workers unless not reasonably practicable, in which case the employer must adopt other measures to effectively bring the information to the workers' attention.

### Basic Information

Employers must post:

- a copy of the Act and regulations;
- a code of practice required under the Act or regulations;
- a telephone number for reporting health or safety concerns;
- a copy of the health and safety policy (if applicable).

### Committees & Representatives

Where a committee/representative is required, the following must be posted:

- **names** of current committee members or representatives and contact information; and
- the minutes of the most recent committee meetings.

### First Aid

Employers must post:

- **signs** indicating the location of **first aid kits**;
- identity and phone number of designated first aider(s); and

- if there is a first aid room, emergency numbers must be posted.

### Policies & Procedures

Employers must make a copy of the **harassment policy** readily available to workers. (See s. 4(3) of the Workplace Harassment Regulations.)

### Work Area Safety

Employers must post and keep posted signs (including near entrances) that indicate **smoking is not permitted** on the premises or outside of a designated smoking area, and that identify designated smoking areas.

Employers should also post COVID-19 posters and signage.

### Order, Notices & Reports

Employers must post:

- an **officer's order** that is posted in a workplace, attached to a device, material, equipment or machinery must not be removed by any person unless authorized by an officer; and
- where an officer makes an order or issues a report of an inspection to an employer or a person in charge of the workplace, the order must be posted without delay in a prominent place where it will most likely be seen by the workers.

Note: Where the order is in relation to workplace harassment and includes identifying information regarding a person in the workplace it is not to be posted.

## Quebec

Updated: Oct 06, 2021

[Act respecting occupational health and safety - s. 51, 80, 183](#)

[First-aid Minimum Standards Regulation - s. 13, 14](#)

Generally, employers must post information in a **conspicuous place** in the establishment, easily accessible to workers.

### Basic Information

Employers must post all **information transmitted by the Commission**, the agency and, as applicable, the physician in charge.

### Committees, Representatives & Other Health & Safety Personnel

Employers must:

- designate and post the **names** of personnel responsible for health and safety matters;
- post the names of the members of any health and safety committee.

Where a vote is require to select a committee representative of non-union workers, notice of the vote and the meeting for nominations must be posted up in the establishment at least 5 days before the vote/meeting take place. (See ss. 13, 15 & 16 of the [Committees Regulation](#).)

### First Aid

Establishments must post **signs** indicating:

- how to easily find **first-aid kits**, equipment and communications system required for immediate communication with emergency services;
- the work location, job, family and given **names of the first-aiders** or first-aiders working in the establishment.

### Orders, Notices & Reports

Where an inspector communicates the findings of an investigation or inspection and provides a copy of any remedial order, the employer must post copies of the **order** if **there is no health and safety committee**.

**This provision is affected by the following amendment:**

[Bill 59, An Act to modernize the occupational health and safety regime](#)

Introduction/Announcement: October 27, 2020

Royal Assent: October 6, 2021

In Force: To be proclaimed

Updated references to include the new the integrated health and social services centre.

**Saskatchewan**  
Updated: Apr 01, 2021

[The Saskatchewan Employment Act - s. 3-16, 3-17, 3-18, 3-25, 3-42, 3-43, 3-64, 3-76](#)

[The Occupational Health and Safety Regulations, 2020 - s. 3-4, 3-25\(2\), 3-26\(5\), 4-5, 6-14\(8\), 25-2\(3\)](#)

Generally, employers must post information in a conspicuous place or places.

### Basic Information

Employers must make readily available for workers (or post on a health and safety bulletin board):

- **copies** of the Act, and applicable regulations and standards;
- where there is no committee or representative, any **information** that the employer knows or would reasonably be expected to know:
  - may **affect worker health or safety**; or
  - is necessary to **identify and control existing or potential hazards** regarding any process, procedure, biological substance or chemical substance used at the workplace.

Note: Employers may seek an exemption from certain information requirements

where they contain trade secrets, except where the information is required by a physician or registered nurse to treat a worker in an emergency.

### Committees & Representatives

Committees must post a copy of the **minutes** until all concerns recorded in the minutes are resolved.

Employers must post the **names** of committee members or the name of the health and safety representative (as applicable) at every workplace.

### Policies & Procedures

Employers must:

- post a copy of the **harassment policy**;
- make a copy of the **violence policy statement** available to workers;
- post a fire safety plan.

### Work Area Safety

Employers must post signs clearly visible to those entering an enclosed workplace indicating that **smoking** is prohibited. Employers should also post COVID-19 posters and signage.

### Orders, Notices & Reports

Where an employer is required to compile **statistics** as a part of an officer inspection/investigation, the employer must post them for workers

Where there is no committee/representative:

- an officer must post a copy of any **compliance undertaking or notice of contravention**; and
- the person subject to the compliance undertaking or notice of contravention must post the written **progress report** regarding remedying each contravention.

Also, the director must ensure that any **exemption and appeal decision** is posted in at least two conspicuous locations at the place.