POSTING REQUIREMENTS: ALBERTA

**The following is a list of policies/documentation/posters that must be posted in a conspicuous area that workers/employees have easy access to, and in places where it is likely to come to the attention of workers for a business in Alberta:**

| ☐ | **A signed copy of your general Health and Safety Policy/Commitment** |  |
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| ☐ | **Know Your Responsibilities Poster** |  |
| ☐ | The employer must  (a) maintain a record of the names and contact information for the members of the joint health and safety committee or health and safety representative, and  (b) **conspicuously post contact information for the joint health and safety committee or health and safety representative at every work site where workers are represented by the committee or representative**, or by another means as agreed to by the joint health and safety committee or health and safety representative. | The Alberta [OHS Code Sec. 199 (1)](https://www.canlii.org/en/ab/laws/regu/alta-reg-191-2021/latest/alta-reg-191-2021.html) |
| ☐ | **Employers are required under the Alberta Workers’ Compensation Act**, Section 145, to hang the **“When an Injury Happens” poster** in a place where employees can see it.  [When an Injury Happens Poster](https://www.wcb.ab.ca/assets/pdfs/employers/123_english.pdf) (123 Hurt at Work) | Alberta Workers’ Compensation Act, Section 145 |
| ☐ | **A copy of the Alberta Occupational Health and Safety Act**;  (ii) any regulations made pursuant to the Act that apply to the place of employment or to any work done there; and  (iii) any standards adopted in the regulations that address work practices or procedures | [Alberta Occupational Health and Safety Act](https://search-ohs-laws.alberta.ca/legislation/occupational-health-and-safety-act/) |
| ☐ | Every employer must develop and implement **workplace harassment and violence prevention** plans and the plans must be in writing and readily available for reference by workers at the work site, either in paper or electronic formats. | [The Alberta OHS Code](https://www.alberta.ca/workplace-harassment-violence.aspx#jumplinks-5) |
| ☐ | An employer must post, in conspicuous places at the work site, **signs indicating the location of first aid services, equipment and supplies**. The employer must ensure that each worker knows the location of first aid services, equipment and supplies, and ensure that an emergency communication system is in place for workers to summon first aid services. | [The Occupational Health and Safety Code Sec. 179 (c)](https://kings-printer.alberta.ca/documents/OHS/OHSCode_December_2021.pdf) |
| ☐ | Employers must notify their employees of the time that work starts and ends. The employer can do this by posting notices where they can be seen by employees, or by other reasonable methods. | Alberta Employment Standards rules: Notice of Work Times |
| ☐ | An employer shall post a copy of any order that is issued under the Alberta Occupational Health and Safety Act to that employer, and is relevant to the work site. | Alberta [OHS Act 55(1)](https://www.kings-printer.alberta.ca/1266.cfm?page=O02P2.cfm&leg_type=Acts&isbncln=9780779830657) |
| ☐ | 7(1) An employer must ensure that signs indicating that smoking or vaping is prohibited are posted and continuously displayed in accordance with the regulations. | [Section 7(1) of the Alberta  TOBACCO, SMOKING AND VAPING REDUCTION ACT](https://kings-printer.alberta.ca/1266.cfm?page=T03P8.cfm&leg_type=Acts&isbncln=9780779737901) |
| Additional Postings | | |
| ☐ | An employer is required to have a code of practice describing the storage, handling, use and disposal of the hazardous substances. (Flammable, unstable, highly reactive and corrosive substances) | The OHS Code |
| ☐ | If there are any restricted areas in the workplace, the employer must post signage in a conspicuous area which indicates that only authorized persons may enter that area and that eating, drinking and smoking are prohibited in the area. | [The OHS Code Sec. 29 (2)](https://www.canlii.org/en/ab/laws/regu/alta-reg-191-2021/latest/alta-reg-191-2021.html) |
| ☐ | The employer must ensure the posting of suitable warning signs in any work area where the noise level exceeds 85 dBA; | [The OHS Code Sec. 221 (1)](https://www.canlii.org/en/ab/laws/regu/alta-reg-191-2021/latest/alta-reg-191-2021.html) |
| ☐ | An employer must ensure that no worker operates designated radiation equipment unless a registration certificate has been issued by an authorized radiation health registration agency or by a Director for that equipment. The employer must also, if practicable, ensure that a copy or a record of the certificate is posted near the equipment (For ex. X-ray Machines) | [The OHS Code 291.7(6)](https://www.canlii.org/en/ab/laws/regu/alta-reg-191-2021/latest/alta-reg-191-2021.html) |
| ☐ | If a temporary cover is used to protect an opening or hole at the worksite, an employer must ensure a warning sign or marking clearly indicating the nature of the hazard  (a) is posted near or fixed on the cover, and  (b) is not removed unless another effective means of protection is immediately provided. | The OHS Code 314(3) |
| ☐ | A placard 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 that is intended to contain the hazardous product for sale or disposition, and the container is not yet labelled but is to be labelled.  (2) A placard:  (a) must disclose the information that is required to appear on a workplace label; and  (b) must be of an appropriate size and must be placed in an appropriate location to make the information on it conspicuous and clearly legible to workers. | [The OHS Code 401 (1)](https://www.canlii.org/en/ab/laws/regu/alta-reg-191-2021/latest/alta-reg-191-2021.html#sec401_smooth) |
| ☐ | An employer must post signs that clearly indicate that asbestos, silica, coal dust or lead are present in the area. | The OHS Code Sec.29(2) |
| ☐ | Any hazard identified in the workplace must be sufficiently communicated to employees | The Occupational Health and Safety Act Sec.9(2) |
| ☐ | Employers must develop and maintain a fire safety plan in the workplace and ensure it is reviewed at least every 12 months | National Fire Code (Alberta Edition) |
| ☐ | Additional posting requirements are required for Prime Contractors. |  |