FEDERAL POSTING REQUIREMENTS

Canada’s Federal employment laws require employers to post essential information related to workers' rights, employment standards, health and safety. By having these posters and information
readily available, employers fulfil their responsibility to ensure that workers are aware of their rights.

CANADA LABOUR CODE

The following items must be posted in the workplace in accordance with the Canada Labour Code (CLC). The employer must post and keep posted in a conspicuous place in the employer’s establishment:

* [A copy of Part II of the Canada Labour Code and a copy of the regulations that apply to the workplace.](https://www.canlii.org/en/ca/laws/stat/rsc-1985-c-l-2/latest/#:~:text=(d)%C2%A0make%20readily%20available%20to%20employees%2C%20in%20printed%20and%20electronic%20form%2C)
* A statement of the employer's general health and safety policy.
* Any other information related to health and safety that is prescribed or that may be specified by a health and safety officer.
* Names, workplace phone numbers, and work locations of all of the members of the workplace committee (if there are 20 or more employees) or of the health and safety representative (fewer than 20 employees).
* Notice of danger affixed to or near the place, machine, thing, or area that has been deemed dangerous by the Head of Compliance and Enforcement/health and safety officer.
* A copy of any direction or report from a health and safety officer.
* When creating, changing, or cancelling a work schedule, the employer must post a notice of the new schedule or changes in places easily seen by affected employees for at least thirty days before it takes effect.

CANADA OCCUPATIONAL HEALTH AND SAFETY REGULATIONS

The following items must be posted in the workplace in accordance with the Canada Occupational Health and Safety Regulations (COHSR). The employer must post and keep posted in a conspicuous place in the employer’s establishment:

* The phone number of a contact person to whom health or safety concerns regarding the indoor air quality in the workplace can be directed.
* A legible sign with the words “Danger-High Voltage” and “Danger-Haute Tension” in letters that are not less than 50 mm in height on a contrasting background shall be posted in a conspicuous place at every approach to live high voltage electrical equipment.
* Signs to advise employees of the hazards and required precautions in service work areas where friction material is handled or dust arising from that material is generated.
* A copy of the test results of an air sampling test for asbestos (if needed).
* Warning signs to be posted, or a signaller to be in control, at the approaches to any materials handling area while materials handling operations are in progress.
* The details of all emergency evacuation plans and procedures.
* First Aid Information:
	+ a description of the first aid to be rendered for any injury, occupational disease or illness;
	+ information regarding the location of first aid stations, first aid rooms, health units and medical treatment facilities;
	+ at every first aid station and first aid room, a list of first aid attendants, and information on how they may be located;
	+ near the telephones, a list of telephone numbers kept up-to-date for use in emergencies; and
	+ a description of the transport procedures for injured employees.