SASKATCHEWAN POSTING REQUIREMENTS

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 Saskatchewan:

SASKATCHEWAN EMPLOYMENT ACT

The following items must be posted in the workplace in accordance with the The Saskatchewan Employment Act. The employer must post and keep posted in a conspicuous place in the employer’s establishment:

* Notice of changes to the work schedule
* Notice of the written authorization for overtime
* Notice of the cancellation of the authorization for overtime
* All or a portion of the [Saskatchewan Employment Act](https://www.worksafesask.ca/wp-content/uploads/2019/06/OHS-Legislation-190611.pdf) (the “Act”), regulations made under the Act, or other documentation considered appropriate for the workplace.
* Any prescribed notice(s)
* Names of the Occupational Health Committee (OHC) members or the Health and Safety Representative
* Compliance undertaking or notice of contravention
* A written report on the progress made towards remedying a contravention of the Act or regulations
* Occupationally related injury and illness statistics for the workplace
* Notices of exemptions granted by the director of occupational health and safety in the workplace (the “Director”)
* Decision(s) by the director and written reasons for it
* Notice of any stay by the director or an adjudicator of all or any portion of a decision

THE OCCUPATIONAL HEALTH AND SAFETY ACT

The following items must be posted in the workplace in accordance with the The Saskatchewan Occupational Health and Safety Act. The employer must post and keep posted in a conspicuous place in the employer’s establishment:

* A copy of the Saskatchewan Occupational Health and Safety Act; and
	+ any regulations made pursuant to the Act that apply to the place of employment or to any work done there; and
	+ any standards adopted in the regulations that address work practices or procedures
* A copy of the OHC/OHSR meeting minutes
* A copy of the workplace harassment policy
* Signs indicating smoking is prohibited in every enclosed place of employment
* Sign setting out the harmful characteristics of any substance used in the workplace and the precautions to be taken for storage (Flammable, unstable, highly reactive and corrosive substances)
* A placard if a hazardous product:
	+ is not in a container;
	+ is in a container or form intended for export; or
	+ 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.
	+ A placard:
		- must disclose the information that is required to appear on a workplace label; and
		- 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.
* Placard indicating the presence and location of the asbestos containing materials (in a conspicuous location as close as possible to the asbestos-containing materials) if necessary.
* The workplace fire safety plan
* Where high voltage switchgear or transformers are housed, a warning sign that:
	+ indicates the highest voltage in use; and
	+ states that access is restricted to authorized persons only
* Where ethylene oxide is used or stored, clearly legible signs that state “Ethylene Oxide Area, Potential Cancer and Reproductive Hazard, Authorized Personnel Only”
* Additional posting requirements are required for Prime Contractors.

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|   | A copy of the workplace harassment policy | The Occupational Health and Safety Regulations, Sec.3-25. |
|   |  | The Occupational Health and Safety Regulations, Sec.4-5. |
|   | Signs indicating smoking is prohibited in every enclosed place of employment | The Occupational Health and Safety Regulations, Sec. 6-14. |
|   | Sign setting out the harmful characteristics of the substance and the precautions to be taken for storage (Flammable, unstable, highly reactive and corrosive substances) | The Occupational Health and Safety Regulations, Sec.21.13. |
|  | 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 Occupational Health and Safety Regulations, Sec.22.9. |
|   | Placard indicating the presence and location of the asbestos containing materials (in a conspicuous location as close as possible to the asbestos-containing materials) | The Occupational Health and Safety Regulations, Sec.23-6. |
|   | The workplace fire safety plan | The Occupational Health and Safety Regulations, Sec.25-2. |
|   | Where high voltage switchgear or transformers are housed:A warning sign that:(a) indicates the highest voltage in use; and(b) states that access is restricted to authorized persons only | The Occupational Health and Safety Regulations, Sec.30-13. |
|  | The employer shall ensure that all areas where ethylene oxide is used or stored are posted with clearly legible signs that state “Ethylene Oxide Area, Potential Cancer and Reproductive Hazard, Authorized Personnel Only”.  | The Occupational Health and Safety Regulations, Sec.31-13. |
|  | Additional posting requirements are required for Prime Contractors.  |  |

Resources:

For posters: <https://www.worksafesask.ca/resources/posters/>