POSTING REQUIREMENTS CHECKLIST (FEDERAL)

**The following checklist outlines the items that must be posted in an accessible/conspicuous place within your workplace if you are Federally regulated:**

Policies and Legislation:

* A copy of Part II of the *Canada Labour Code*
* Post the following H&S policies:
  + A signed copy of your organization’s General Health and Safety policy
  + Workplace Violence Prevention Program and emergency notification procedures on how to obtain immediate help if is needed due to workplace violence

Emergency Information:

* An up-to-date list of phone numbers to be used in an emergency
* The details of your organization's evacuation plan and procedures
* Information about where to transport injured workers
* If you have a WorkPlace Safety Committee or Representative the names, workplace phone numbers and work locations of all of the members

First Aid Information:

* + The location of first aid stations and first aid rooms
  + A list of all first aid trained employees and where they are located
  + Up-to-date written instructions that provide for the prompt rendering of first aid to an employee for an injury, an occupational disease or an illness
    - A copy of these instructions must be kept available at all times for consultation by employees.

Other:

* Any reports or directions from a health and safety officer (post a copy)
* Any other printed material related to health and safety that may be directed by a health and safety officer or that's prescribed
* A report that an employee is likely to be exposed to a noise exposure level (Lex,8) equal to or greater than 84 dBA
* \*Note that there are additional posting requirements if the workplace adopts an averaging of hours for all employees, a change to the maximum hours of work under the terms of a ministerial permit, if the workplace employees decide to change the date of a General Holiday; those notices must be posted as well

(Sourced from the CCOHS and the *Canada Labour Code*)