

WHAT TO POST: WORKPLACES WITH 6-19 EMPLOYEES

Important Note: It is not necessary to purchase posters from independent sellers. Posters can be obtained for free by downloading them from WSPS' Small Business resource section or by contacting the respective agency. Copies of the OH&S Act and Regulations can be purchased from WSPS.

✓	WHAT	WHERE DO I POST IT?	NOTE
	Occupational Health and Safety Act & Regulations for Industrial Establishments Other regulations if applicable: <ul style="list-style-type: none"> ▪ Regulation 414 for Farming Operations ▪ Regulation 860 for WHMIS ▪ Regulation 1101 for First Aid ▪ Designated Substance Regulation 	Visible and accessible location for all employees. For example: bulletin board, employee locker room wall, a tool kit/binder for mobile work spaces, etc.	A consolidated version includes the OH&S Act and common regulations in one book.
	Health & Safety at Work – Prevention Starts Here poster (MOL)	Visible and accessible location for all employees.	Provide poster in English and the language(s) best understood by the workers. See Resource section.
	In Case of Injury at Work poster (WSIB Form 82)	Visible and accessible location for all employees.	See Resource section.
	Policies <ul style="list-style-type: none"> ▪ Health and safety policy statement ▪ Violence policy statement ▪ Harassment policy statement 	Visible and accessible location for all employees.	Policies may be combined into one document.
	Worker H&S Rep <ul style="list-style-type: none"> ▪ Name and work location 	Visible and accessible location for all employees.	
	Monthly Inspection report by worker rep	Visible and accessible location for all employees.	Report is provided to the employer.
	If applicable: Ministry of Labour Orders and Notice of Compliance	Visible and accessible location for all employees.	Work Orders or Field Visit reports if applicable.
	If applicable: Occupational hygiene test results	Visible and accessible location for all employees.	Example: Noise level or air quality testing.
	If applicable: Designated substance* assessment	Visible and accessible location for all employees.	

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	If applicable: Warning sign at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.	Clearly visible	
	Emergency Contact Numbers. Examples: <ul style="list-style-type: none"> ▪ Fire, police, ambulance, utility (hydro/gas) ▪ Poison control centre: 1-800-268-9017 ▪ Ministry of Labour: 1-877-202-0008 ▪ Ministry of Environment: 1-800-268-6060 	Visible and accessible location for all employees. Posted at all primary phones.	
	Evacuation procedures, safe room or space (for inclement weather or other events), and fire map	Visible and accessible locations for all employees; specific to work areas.	This document should be created internally; specific to building requirements.
	First Aid station locations Valid First Aid training certificates	Visible and accessible location for all employees. Certificates at the First Aid station.	Applies to firms covered under the WSI Act
	Employment Standards in Ontario poster (MOL)	Provide each worker with a copy. Visible and accessible location for all employees.	Provide poster in English and the language(s) best understood by the workers. See Resource section.

*Designated Substances are substances which have been designated as hazardous by the MOL. They include: acrylonitrile, arsenic, asbestos, benzene, coke oven emissions, ethylene oxide, isocyanates, lead mercury, silica and vinyl chloride.

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Revised: August 2017

Questions? **1 877 494 WSPS (9777)**

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