



Labour and Advanced Education
Occupational Health and Safety Division

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OCCUPATIONAL HEALTH AND SAFETY and SMOKE FREE PLACES POSTING REQUIREMENTS

The following is the information that must be posted under the Occupational Health and Safety Act and Regulations. This information sheet is provided for the ease and convenience of the user and is not intended to replace the material noted. Note: posting requirements under the regulations are in addition to those needed under the Act, and apply if your business operates under those regulations. Posting requirements for the Smoke free Places Regulations are also included here.

We understand posting to mean physically placing the material so that it is easily visible in an area where employees have free and easy access. Posting a computer network or intranet is acceptable if employees have access, know where to find the information and the computer works.

A requirement to make information available does not mean posting. This information may be kept by a manager or supervisor and would be available upon request; for examples any regulations that apply to the worksite.

Occupational Health and Safety Act

Material to be posted under the Act by the employer includes:

1. The names of the current occupational health and safety committee members or the representative and how they may be contacted. s37(a)
2. The minutes of the occupational health and safety committee meeting where there is one. s37(b)
3. A current copy of the Occupational Health and Safety Act. s38(b)(I). Access a copy of the [Act](#) .
4. The telephone number for reporting occupational health or safety concerns to the Occupational Health and Safety Division. s38(b)(iii).
5. A copy an occupational health and safety policy where is one required. s38(b)(iv)

6. Any order, compliance notice, notice of appeal, deviation or decision relating to the workplace and employer. s39(1)(d), s67(2), s69(4), s83(4), s83(11) and any code of practice required by the Act or the regulations, s38(b)(ii)

The following does not need to be posted but the employer will make it available at the workplace:

1. Any regulations that relate to the workplace. s38(a)(I). [OHS Regulations](#)
2. Any information and reports that an officer asks to be made available to employees. s38(a)(ii), and
3. A listing of chemical substances in the workplace. s59(3),

In addition to the Act, the following regulations have posting requirements an employer will need to follow if it applies to them.

Blasting Safety Regulations

The employer is to post:

1. Warning signs are posted on all public roads into and out of a blasting operation. s14(2), (3), and (5)
2. The warning procedure and blasting signal code at fixed blasting operations. s67(2)

First Aid Regulations

The employer is to post:

1. The location of first aid supplies and the location or phone number of the first aid attendant throughout the worksite so all persons at the worksite may easily see them signs. s9(2)
2. Emergency telephone numbers, where there is a first aid room at the workplace, FAR s17(2)(d).

Occupational Diving Regulations

The employer is to post:

1. A notice, clearly setting out the boundaries of a dive site, on the bridge of each vessel at the dive site. s29(3)
2. Warning signs on any building or structure used to store oxygen at the dive site. s40(1)(b)
3. A contaminant management plan at the dive site where the dives are in a contaminated environment. s80(4)

Occupational Safety General Regulations

The employer is to post:

1. The names of the gases stored and signs prohibiting smoking in any storage area for portable compressed gas cylinders. s87(4),
2. A readable statement of a hoist's rated load so the operator is able to see it when using the hoist. s73(7)
3. The maximum number of revolutions per minute of an abrasive wheel and a grinder on the wheel and grinder. s97(1)
4. A sign on the outside of a room where electrical components are rated at more than 750 v phase to phase, that legibly states "Danger - High Voltage". s128(1)
5. The current, valid certification at the entrance of a confined space for however long the confined space is occupied. s131(3)

Underground Mining Regulations

Persons operating underground mines are directed to the regulations for the posting.

[Underground Mining Regulations](#)

Violence in the Workplace Regulations

The employer is to:

1. Prominently post a copy of their workplace violence prevention statement, in each of their workplaces, so it can be easily accessed by employees. s9(2).

Posting Requirements under the Smoke-free Places Act

Smoke-free Places Regulations

The owner is to post:

1. A “Designated Smoking Room” sign near each entrance of a designated smoking room. s7(2)(a)

Additional Useful Information

Follow this link if you would like information on the [Appeal Process](#)

Follow this link if you would like information regarding [Deviations from Regulations](#) s 83. This is the [Application Form for a Deviation](#).