

Posting Requirements

Occupational Health and Safety Division



The following information is required to be posted under the Occupational Health and Safety Act and its regulations. This summary is provided for ease of reference and does not replace the official materials.

Posting means physically displaying the required information in a location that is clearly visible and easily accessible to employees. Posting to a computer network or intranet is also acceptable, provided employees know where to find the information, have access to it, and the system is functioning properly.

When information is required to be made available, it does not need to be posted. Instead, it may be kept by a supervisor or manager and provided upon request. This applies, for example, to any regulations relevant to the worksite.

Occupational Health and Safety Act

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

1. The names and contact information of the current Joint Occupational Health and Safety Committee (JOHSC) members or the Health and Safety Representative [s. 37(a)]
2. The most recent minutes for all Joint Occupational Health and Safety Committee (JOHSC) meetings until the next meeting minutes are posted [s. 37(b)]
3. The most up-to-date version of the Occupational Health and Safety Act [s. 38(1)(b)(i)]
4. The current telephone number (1-800-9LABOUR or 902-424-5400) for reporting any occupational health or safety concerns to the Occupational Health and Safety Division of the government of Nova Scotia [s. 38(1)(b)(iii)]
5. The workplace's occupational health and safety policy, if the workplace must have one [s. 38(1)(b)(iv)]
6. Any order, compliance notice, notice of appeal, deviation or decision relating to the workplace and employer [s. 39(1)(d), s. 39(3), s. 69(4), s. 83(4), s. 83(11)] and any code of practice required by the Act or the regulations [s. 38(1)(b)(ii)]

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

1. All regulations related to the workplace and work performed [s. 38(1)(a)(i)]
2. Information and reports about rights and responsibilities that OHS officers ask to be made available to employees [s. 38(1)(a)(ii)]
3. A list of all chemical substances in the workplace [s. 59(3)]

In addition to the Act, the following regulations include posting requirements that employers must follow if applicable to their workplace.

Blasting Safety Regulations

The employer must post:

1. Post warning signs on public roads near the blasting area as well as those leading to and from the blasting area. Keep a record of the warning signs in the blast log [s. 14(2), (3) and (5)]
2. The warning procedure and blasting signal code for blasting operations at a surface mine or quarry in an easily accessible area [s. 67(2)]

Occupational Diving Regulations

The employer must post:

1. A notice, clearly setting out the boundaries of a dive site, on the bridge of each vessel at the dive site [s. 29(3)]
2. Warning signs on any building or structure used to store oxygen at the dive site [s. 40(b)]
3. A contaminant management plan at the dive site where the dives are in a contaminated environment [s. 80(4)]

Occupational Safety General Regulations

The employer must post:

1. No smoking signs and the names of the gases in the storage areas for portable compressed gas cylinders [s. 47(4)]
2. The rated load of a hoist [s. 73(7)] or a revised statement of the hoist's rated load from the manufacturer or an engineer following any repairs or other work that could affect the original rated load [s. 73(9)]
3. Outside electrical rooms where the components are rated at more than 750 v phase to phase, a sign that clearly states "Danger - High Voltage" [s. 128(1)(c)]
4. A currently valid copy of the confined space's certification, outside the entrance to the confined space while workers are in that space [s. 131(3)]

Underground Mining Regulations

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

Violence in the Workplace Regulations

The employer must post:

1. Prominently post a copy of the workplace violence prevention statement in each workplace location, ensuring it is easily accessible to all employees, in accordance with [s. 9(2)]

Workplace Health and Safety Regulations

The employer must post:

First Aid [s. 4]

1. The location of first aid supplies, and the name and location or phone number of the workplaces' first aiders [s. 4.10(3)]
2. Emergency telephone numbers prominently posted and accessible where there is a first aid room at the workplace [s. 4.13(1)(f)]

Contact Information

Safety Branch

Department of Labour, Skills and Immigration

1-800-9LABOUR (1-800-952-2687)

SafetyBranch@novascotia.ca

For more information, visit: safetybranch.ca