Fusion Career Services Inc.
www.fusioncareer.com

Phone: (866) 976-9891 Fax: (905) 264-1733

## MANAGERS' GUIDE

## WHAT NEEDS TO BE POSTED IN YOUR WORKPLACE?

All workplaces in Ontario must keep a well maintained and updated Health and Safety and Worker Information Bulletin Board. Below is a list of required items that must be posted in your workplace.

| ESA Poster                      | Ministry of<br>Labour                      | Employment<br>Standards Act              | "What you should<br>know about the<br>Ontario<br>Employment<br>Standards Act" |
|---------------------------------|--|--|---|
| OHSA<br>Poster                  | Ministry of<br>Labour                      | Occupational<br>Health & Safety<br>Act   | "Health and Safety<br>at Work: Prevention<br>Starts Here"                     |
| In Case of<br>Injury<br>Poster* | Workplace<br>Safety and<br>Insurance Board | Workplace<br>Safety and<br>Insurance Act | "In Case of Injury -<br>- 1234"   |
| OHSA                            | Ministry of<br>Labour                      | Occupational<br>Health & Safety<br>Act   | Copy of the OHS Act<br>and any relevant<br>regulations                        |
| H&S<br>Workplace<br>Policies    | Ministry of<br>Labour                      | Occupational<br>Health & Safety<br>Act   | H&S Policy<br>Harassment Policy<br>Violence Policy                            |
| Joint H&S<br>Committee          | Ministry of<br>Labour                      | Occupational<br>Health & Safety<br>Act   | Names Committee<br>Members<br>Meeting Schedule &<br>Minutes                   |
| Hazardous<br>Materials          | Ministry of<br>Labour                      | Occupational<br>Health & Safety<br>Act   | Location of<br>Material Safety<br>Data Sheets                                 |

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## WHAT NEEDS TO BE POSTED IN YOUR WORKPLACE?

| Workplace<br>Inspection  | Ministry of<br>Labour                      | Occupational<br>Health & Safety<br>Act   | Copy of most<br>recent monthly<br>workplace<br>inspection |
|--------------------------|--|--|---|
| Emergency<br>Plan        | Ministry of<br>Labour                      | Occupational<br>Health & Safety<br>Act   | Copy of<br>Emergency Plan                                 |
| Floor Plan               | Ministry of<br>Labour                      | Occupational<br>Health & Safety<br>Act   | Floor Plan of<br>workplace /<br>exits clearly<br>marked   |
| Evacuation               | Ministry of<br>Labour                      | Occupational<br>Health & Safety<br>Act   | Evacuation<br>Meeting Point                               |
| First Aid*               | Workplace<br>Safety and<br>Insurance Board | Workplace<br>Safety and<br>Insurance Act | Names of<br>workers trained<br>in First Aid               |
| First Aid<br>Inspection* | Workplace<br>Safety and<br>Insurance Board | Workplace<br>Safety and<br>Insurance Act | Date of last inspection of first aid station              |
| Human<br>Rights          | Human Rights<br>Commission                 | Ontario Human<br>Rights Code             | Human Rights<br>Policy                                    |

<sup>\*</sup> Workplace Safety and Insurance Act applies to many Ontario workplaces / some workplaces are not covered by this legislation.

The information provided is an overview. Your situation is unique. Refer to the applicable legislation or contact Fusion Career Services for advice.