

HEALTH & SAFETY OPERATIONAL GUIDELINE			
Title:	Posting of Information and Hazards		
Section:	DOCUMENTATION	Number:	011-002
Subsection:	Posting Requirements	Date:	January 17, 2008

Definitions

“Act” is the *Occupational Health and Safety Act* and includes associated regulations and standards

“construction” includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine

“industrial establishment” means an office building, factory, arena, shop or office, and any land, buildings and structures appertaining thereto

“post” to fasten a notice, document or sign in a conspicuous place where it can be easily seen

“posting” refers to a notice, document or sign that is fastened in a conspicuous place

“project” means a construction project, whether public or private, including,

- (a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
- (b) the moving of a building or structure, and
- (c) any work or undertaking, or any lands or appurtenances used in connection with construction

“workplace” means any land, premises, location or thing at, upon, in or near which a worker works

“WSIB” is the Workplace Safety and Insurance Board

Purpose and Scope

It is important to ensure that on-going, effective communication and the exchange of information is established and maintained to protect all workers from injury or

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occupational disease. This guideline establishes a procedure for the standardized posting of information and warnings in the workplace.

General

1. Unless specified otherwise, any health safety posting will be posted on a clearly identified, designated health and safety bulletin board in each workplace.
2. At the Municipal Centre, there will be a designated health and safety bulletin board on each of Levels 0, 1 and 2. There will be at least one designated health and safety bulletin board in all other workplaces.
3. Whenever practical, postings will be printed or reproduced on yellow paper
4. Postings that are temporary should be removed after one month
5. Whenever practical, a posting will indicate:
 - a. the posting date
 - b. a date after which it can be removed from the bulletin board

Procedures

1. The following **must** be posted in all workplaces:
 - a) names and work locations of Joint Health and Safety Committee Members
 - b) a copy of the *Act*, regulations applicable to the workplace and explanatory material published by the Ministry of Labour
 - c) minutes of Joint Health and Safety Committee meetings
 - d) a copy of the Health and Safety Policy
 - e) any order, notice, report, requirement or form issued by a Ministry of Labour Director, Inspector, the Ontario Labour Relations Board and the WSIB
 - f) a copy of the annual WSIB summary, if requested by the employer, worker, committee, health and safety representative or trade union
 - g) records pertaining to the monitoring of prescribed biological, chemical or physical hazards or hazardous agents

2. The following **must** be posted at a construction project:
 - a) the constructor's name and if the constructor carries on business in a different name, the business name
 - b) the address and telephone number of the constructor's head office or principal place of business in Ontario
 - c) the address and telephone number of the nearest office of the Ministry
 - d) written emergency procedures

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- e) the location of temporary washroom facilities
 - f) a sign containing the word DANGER in letters 150 mm in height at the following locations:
 - i. adjacent to a hoisting area
 - ii. unders a boatswain's chair, a suspended scaffold or a suspended platform
 - iii. the outlet from a chute
 - iv. a means of access to a place where there may be a noxious gas, vapour, dust or fume, noxious substance or a lack of oxygen, and
 - v. where there is a potential hazard from an energized overhead electrical conductor at more than 750 volts
 - g) signs warning workers of the danger of vehicle and equipment operating in reverse
 - h) signs indicating the specified live loads of a multi-point suspended scaffold
 - i) a sign visible to equipment operators warning of potential electrical hazard
 - j) a notice describing how to sound a fire alarm
 - k) emergency procedures for the rescue of underground workers
 - l) a notice setting out signals for the operation of a hoist
 - m) a notice setting the maximum speed, weight and number of persons for a hoistway that transports persons
3. The following **must** be posted in an industrial establishment:
- a) a warning sign on a door that is located or arranged so that it could be mistaken for an exit door or that leads to a hazardous, restricted or unsafe area
 - b) a warning sign at every approach to an area where the sound level exceeds the prescribed standard

Maintenance/Testing/Inspection

1. Postings will be checked as part of regular workplace inspections
2. In each workplace, a designated health and safety representative is empowered to make sure:
 - c. required postings are in place and replace any that are missing
 - d. postings are legible and not obstructed from view
 - e. postings remain current and are replaced or removed when no longer required or relevant

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THIS GUIDELINE TAKES EFFECT IMMEDIATELY AND REMAINS IN EFFECT UNTIL REPLACED BY A NEW GUIDELINE OR SUPERSEDED BY LEGISLATION/REGULATION

ORIGINAL SIGNED

Employer Co-Chair, JHSC

Worker Co-Chair, JHSC