



## Posting Requirements of Ontario Workplaces

To ensure that workers are aware of their rights, employers in Ontario are required by law to post certain documents in the workplace. These documents need to be posted in a conspicuous place where workers will be most likely to see it. Therefore, many employers post these documents on a bulletin board in a common employee area such as a lunchroom. Many of the mandatory posters and documents can be also downloaded from the [Ministry of Labour Website](#).

### What documents need to be posted and/or shared with employees?

1. The Minister of Labour's [poster](#) titled "Employment Standards in Ontario"

This is no longer required to be posted but we encourage it and therefore have it included it here. The most recent version of the poster is still required to be given to all employees within 30 days of their hire.

2. The "Health & Safety at Work: Prevention Starts Here" [Poster](#)

Under the Occupational Health & Safety Act (OHSA), all provincially regulated workplaces must display this poster. It outlines the rights and responsibilities of workers, supervisors, and employers on the job.

3. The Occupational Health and Safety Act (the little green book)

Under the Occupational Health & Safety Act (OHSA), employers are required to post a copy of this [Act](#) in the workplace and any regulations pertaining to your industry.

4. \*Your Organization's Health & Safety Policy

The OHSA requires employers with *six or more regularly employed workers* to prepare and review annually a written occupational health and safety policy, and to develop and maintain a program to implement that policy. The policy must be posted in the workplace with the Owner/President's signature.

\*Policy does not need to be written or posted in workplaces with fewer than 6 employees but still highly recommended.

5. \*Your Organization's Workplace Violence & Workplace Harassment Policies (including sexual harassment)

Employers are also required under the OHSA to prepare, post, and review annually their *written* policies that address workplace violence and harassment, and to implement programs that support

those policies. This requirement is for workplaces with *six or more regularly employed workers*. The policy must be posted in the workplace with the Owner/President's signature.

Although not specifically required by the Ontario Human Rights Code, an *Anti-Discrimination Policy* is also highly recommended for employers of all sizes.

\*Policy does not need to be written or posted in workplaces with fewer than 6 employees but still highly recommended.

## 6. Health & Safety Representative (HSR) or Joint Health & Safety Committee (JHSC)

For workplaces that require a Health & Safety Representative (6-19 workers), post the name and contact information of that worker Representative. The HSR must be selected by the workers who do not exercise managerial functions.

Workplaces with 20 or more employees require a Joint Health & Safety Committee. The names and work locations of all members must be posted, in addition to the schedule of meetings, meeting agendas, and meeting minutes.

## 7. [In Case of Injury Poster](#) (Form 82)

\*Only for employers covered by the WSIA (WSIB)

## 8. First Aid Station and First Aid Posting Requirements

\*Only for employers covered by the WSIA (WSIB)

A First Aid Station is required for employers with under 200 employees and must include a First Aid Kit, Kit Inspection Card, and the First Aid Certificates of those trained. This is typically found on the same board as the other posters or close by. For more information on the content of First Aid Kits, First Aid Stations, etc. please see the [First Aid Regulation 1101](#).

## 9. WHMIS

Employers that use or store hazardous products at their worksites need to ensure that hazardous products are labeled and identified; that there are Material & Safety Data Sheets (MSDS) posted for those hazardous products; and that workers are educated on how to use and store the hazardous products.

## 10. Emergency Plan/Map

Employers must post their emergency plan and map indicating their evacuation meeting place, emergency phone numbers, and the name and location of the nearest hospital.

## 11. Smoke-Free / Vape-Free Zone

As mandated by the Smoke-Free Ontario Act, 2017, employers or owners of enclosed workplaces must post this [sign](#) at all entrances, exits, and washrooms so that employees and the public know they can't smoke tobacco or cannabis, nor vape, in the enclosed workplace.



## 12. COVID-19 Safety Plan

During the COVID-19 Pandemic, employers are required to develop a [Pandemic Safety Plan](#) and train their employees on the plan and safety protocols. This can be posted on the board with other health & safety policies and documents.

## 13. Accessibility Policies/Plans

All employers in Ontario are required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Under the Accessibility for Ontarians with Disabilities Act, employers with 20 or more employees are required to make their policies and plans available to the public. Accessibility compliance reports must be filed with the government every 3 years except for employers with less than 20 employees.

## 14. Pay Equity

Ontario's Pay Equity Act requires every provincially regulated Ontario employer with 10 or more employees to achieve pay equity. Some employers (subject to Part II of the Pay Equity Act) must prepare and post Pay Equity Plans.