**WHAT TO POST: WORKPLACES WITH 20-49 EMPLOYEES**

**Important Note:** It is not necessary to purchase posters from independent sellers. Posters can be obtained for free by downloading them from WSPS’ Small Business resource section or by contacting the respective agency. Copies of the OH&S Act and Regulations can be purchased from WSPS.

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<th>WHAT</th>
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| Occupational Health and Safety Act & Regulations for Industrial Establishments Other regulations if applicable:  
• Regulation 414 for Farming Operations  
• Regulation 1101 for First Aid | Visible and accessible location for all employees. For example: bulletin board, employee locker room wall, a tool kit/binder for mobile work spaces, etc. | A consolidated version includes the OH&S Act and common regulations in one book. |
| **Health & Safety at Work – Prevention Starts Here** poster (MOL) | Visible and accessible location for all employees. | Provide poster in English and the language(s) best understood by the workers. See Resource section. |
| **In Case of Injury at Work** poster (WSIB Form 82) | Visible and accessible location for all employees. | See Resource section. |
| Policies  
• Health and safety policy statement  
• Violence policy statement  
• Harassment policy statement | Visible and accessible location for all employees. | Policies may be combined into one document. |
| Joint Health and Safety Committee (JHSC) *  
• Name and work location  
• Meeting Minutes | Visible and accessible location for all employees. |  |
| Monthly Inspection report by worker rep | Visible and accessible location for all employees. | Report is provided to the employer. |
| If applicable: Ministry of Labour Orders and Notice of Compliance | Visible and accessible location for all employees. | Work Orders or Field Visit reports if applicable. |
| If applicable: Occupational hygiene test results | Visible and accessible location for all employees. | Example: Noise level or air quality testing. |

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<td>If applicable: Warning sign at every approach to an area in the workplace where the sound level regularly exceeds 85 dBA.</td>
<td>Clearly visible</td>
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| Emergency Contact Numbers. Examples:  
- Fire, police, ambulance, utility (hydro/gas)  
- Poison control centre: 1-800-268-9017  
- Ministry of Labour: 1-877-202-0008  
- Ministry of Environment: 1-800-268-6060 | Visible and accessible location for all employees.  
Posted at all primary phones. |
| Evacuation procedures, safe room or space (for inclement weather or other events), and fire map | Visible and accessible locations for all employees; specific to work areas. | This document should be created internally; specific to building requirements. |
| First Aid station locations  
Valid First Aid training certificates | Visible and accessible location for all employees.  
Certificates at the First Aid station. |
| Employment Standards in Ontario poster (MOL) | Provide each worker with a copy.  
Visible and accessible location for all employees. | Provide poster in English and the language(s) best understood by the workers.  
See Resource section. |

* For mushroom, greenhouse, dairy, hog, cattle, and poultry farming operations, JHSC certification training is required if there are 50 or more workers.

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