

3.2 Checklist for Posted Health & Safety Materials

In accordance with the *Occupational Health and Safety Act* the following information will be available to all staff in an easily accessible area. The content of the materials will be reviewed and maintained to ensure that the information is current.

Material	Location Onsite	Offsite Link	Date Posted
Occupational Health and Safety Act	Health and Safety Bulletin Board	http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm	
Regulation 851, Industrial Establishments	Health and Safety Bulletin Board	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900851_e.htm	
Employment Standards Act (ESA) Poster	Health and Safety Bulletin Board	http://www.labour.gov.on.ca/english/es/pdf/poster.pdf	
Health and Safety Policy	Health and Safety Bulletin Board		
Workplace Violence and Harassment Prevention Policy	Health and Safety Bulletin Board		
WHMIS Regulation	Health and Safety Bulletin Board	http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900860_e.htm	
Material Safety Data Sheets (MSDS) <ul style="list-style-type: none"> To be stored in an easily accessible area near where the chemicals are being used Must be no more than three years old 			
Health & Safety Explanatory Materials <ul style="list-style-type: none"> Examples: Ministry of Labour (MOL) Guidelines, MOL Alerts, MOL Guide to the Occupational Health & Safety Act, Fact Sheets, Engineering Data 	Health and Safety Bulletin Board	Guide to the OHS Act: http://www.labour.gov.on.ca/english/hs/pubs/ohsa/index.php Fact Sheets, Info Bulletin, Guidelines, Alerts, Engineering Data Sheets, Posters: http://www.labour.gov.on.ca/	

Material	Location Onsite	Offsite Link	Date Posted
Sheets, Duties or applicable		english/hs/pubs/index.php Health and Safety at Work: Prevention Starts Here Poster: http://www.labour.gov.on.ca/english/hs/pubs/poster_prevention.php	
In Case of Injury at Work Poster (Form 82)	First Aid Kit	http://www.wsib.on.ca/files/Content/PosterIn%20Case%20of%20Injury%20Poster_big/7x9posterENG.jpg	
First Aid Regulation 1101	First Aid Kit	http://www.wsib.on.ca/files/Content/DownloadableFileFirstAidRequirementsreg1101/FAEng.pdf	
Emergency Services and Numbers <ul style="list-style-type: none"> • Examples: 911 (if available), fire, police, ambulance, poison control centre, Ministry of Labour, Ministry of Environment, Utilities, Internal contact numbers, [Numbers specific to workplace, i.e. Electrical Contractor] 	Primary Telephones Health and Safety Bulletin Board		
Reports <ul style="list-style-type: none"> • Management, JHSC health and safety inspections • JHSC Member names and work locations • JHSC meeting Minutes • Health and safety assessments and surveys • Ministry of Labour Orders • Workplace Incident summaries 	Health and Safety Bulletin Board		
Other Reports relevant to workplace	Health and Safety Bulletin Board		

Material	Location Onsite	Offsite Link	Date Posted
Examples: <ul style="list-style-type: none"> • Traffic Control • MOE Inspection Reports • Human Resources Canada Information 			

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