

## SAMPLE using TEMPLATE 2


Title: 3.1 (a through k) Posted Health & Safety material	Date of Issue: 15 April 2005
Approved by: John Idnc	Review / Revise Date: April 2006
Location: Health & Safety Boards, Health & safety office – 2 <sup>nd</sup> floor warehouse – employer entrance	

It is the responsibility of the Supervisor to ensure the following health & safety material will be posted and /or be available in the workplace. It must be kept current.

The Joint Health & Safety committee members conducting the monthly inspections will check the health and safety board for compliance.

Item	Date of Issue
Occupational Health & Safety Act	Most current
- Industrial regulation (see Important Reminder)	Most current
WHMIS regulation	Most current
Material Safety Data sheets	Not more than 3 years old
Designated substances	If applicable - most current
Ministry of Labour – explanatory material - Guide to the OHS - Guide to JHSC - Guidelines for Safe operation of Lift Trucks - Hazard Alert for Guarding	As released
Form 82 – In case of injury poster	First aid stations: 2 <sup>nd</sup> floor – lunch room 1 <sup>st</sup> floor – lunch room
First aid Regulation (1101)	First aid stations: 2 <sup>nd</sup> floor – lunch room 1 <sup>st</sup> floor – lunch room
Emergency Services and numbers	Placed by all primary phones Designated personnel list on Health & Safety board
Reports - Joint Health & Safety Committee - Ministry of Labour - Injury / Incident summary - Inspections	Health & Safety office – 2 <sup>nd</sup> floor warehouse – employer entrance Originals with Health and Safety Director
Other - Emergency plan	Floor plans must be posted by all emergency exit doors Both lunchrooms

Approval signature: <i>John Idnc</i>	
Distribution to: Health & Safety boards	Document to be posted: <b>Yes</b>

 Important Reminder

As an employer you are required to know which Acts and / or regulations apply to your workplace. Your employees must be able to access any applicable legislation that might apply. This accessibility must be provided to those employees on-site and off-site.

Your local Building Code and / or Fire Code may have requirements for items to be posted. Ensure you know of and comply with any requirements. For example: floor plans, exits, pull stations, alarm systems and emergency equipment (fire extinguisher signs, fire hose signs).