



Do you know what needs to be posted in the workplace?

The posting of certain information or making other information “readily available” is part of Occupational Health & Safety law in Saskatchewan; but what information is legally required to be posted or made available? The following outlines what sections of the Act & Regulations require exactly that. The red print indicates the information that must be posted or made readily available.

“**Readily available**” means that the employee can access the information without having to ask for it; information locked in a Supervisor’s office is **not** considered readily available.

Saskatchewan Employment Act

Duty to post names

3-25(1) A person who is required to establish an occupational health committee pursuant to section 3-22 or 3-23 [of the Act] or the regulations made pursuant to this Part shall post the names of the members of the committee in a conspicuous location at every place of employment of workers represented by the committee.

3-25(2) An employer who is required to designate an occupational health and safety representative pursuant to section 3-24 [of the Act] shall post the name of the representative in a conspicuous location at every place of employment of workers represented by the representative.

Copy of notice of contravention

3-42 If a person enters into a compliance undertaking or an occupational health officer serves a notice of contravention on any person, the occupational health officer shall:

- (a)** if there is an occupational health committee or an occupational health and safety representative at the place of employment with respect to which the compliance undertaking or notice of contravention applies, provide the occupational health committee or the occupational health and safety representative with a copy of the compliance undertaking or notice of contravention; or

(b) if there is no occupational health committee or occupational health and safety representative at the place of employment with respect to which the compliance undertaking or notice of contravention applies, post a copy of the compliance undertaking or notice of contravention in a conspicuous location at that place of employment.

Saskatchewan Occupational Health & Safety Regulations

Duty of employer or contractor to provide information

15 An employer or contractor shall:

(a) make readily available for reference by workers a copy of:

(i) the Act;

(ii) any regulations made pursuant to the Act that apply to the place of employment or to any work done there; and

(iii) any standards adopted in the regulations that address work practices or procedures and that apply to the place of employment or to any work done there; and

(b) where the information mentioned in clause (a) or in section 9 of the Act will be posted, provide a suitable bulletin board to be used primarily to post information on health and safety related to the place of employment.

Harassment

36(2) An employer shall:

(a) implement the policy developed pursuant to subsection (1); and

(b) post a copy of the policy in a conspicuous place that is readily available for reference by workers.

Violence

37(5) An employer shall make readily available for reference by workers a copy of the policy statement required by section 3-21 of the Act.

[Committee] Minutes

42 A committee shall:

- (a)** record minutes of each meeting in a format provided by the division and keep the minutes on file with the committee;
- (b)** send a copy of the minutes to the division within two weeks after the date of the meeting; and
- (c)** post a copy of the minutes at a location that is readily accessible to workers at the place of employment until all concerns recorded in the minutes are resolved.

First aid register

57 An employer or contractor shall ensure that:

- (a)** each first aid station is provided with a first aid register;
- (b)** all particulars of the following are recorded in the first aid register:
 - (i)** each first aid treatment administered to a worker while at work;
 - (ii)** each case referred for medical attention;
- (c)** a first aid register is readily available for inspection by the committee or representative; and

Smoking

77(8) An employer, contractor or owner shall ensure that in every enclosed place of employment where smoking is prohibited:

- (a)** signs are posted in locations that are clearly visible to those entering the enclosed place of employment that indicate that smoking is prohibited; and
- (b)** no ashtray or other receptacle designed to be used as an ashtray is present within the enclosed place of employment.

Hearing Conservation Plan

114(4) An employer or contractor shall make a copy of a hearing conservation plan readily available for reference by workers

Fall protection plan

116.1(3) The employer or contractor shall ensure that a copy of the fall protection plan is readily available before work begins at a worksite where a risk of falling exists.

Risk from vehicular traffic

133(3) An employer or contractor shall ensure that:

- (a) workers are trained in the traffic control plan developed pursuant to subsection (2); and
- (b) the traffic control plan developed pursuant to subsection (2) is made readily available for reference by workers at the place of employment.

[Confined Space] Entry plan

272(4) An employer shall make a copy of a hazardous confined space entry plan readily available at the entrance to the hazardous confined space.

Accumulations, spills and leaks

310 Where there is a possibility of an accumulation, spill or leak of a chemical substance or biological substance that may be hazardous to the health or safety of a worker at a place of employment, an employer:

- (a) in consultation with the committee, shall develop written emergency procedures to be implemented in the event of an accumulation, spill or leak;
- (b) shall make readily available for reference by workers a copy of the emergency procedures developed pursuant to clause (a);

Flammable, unstable, highly reactive and corrosive substances

314(1) Where the storage at a place of employment of a chemical substance that is flammable, oxidizing, corrosive or dangerously reactive may put at risk the health or safety of a worker, an employer, contractor or owner shall ensure that:

- (a) the substance is stored:
 - (i) in a self-contained enclosure, room or building that is isolated from work-related areas and worksites and is adequately ventilated; and

(ii) protected from conditions, including excessive temperature, shock or vibration, that could reduce the stability or increase the potential hazard of the substance;

(b) subject to sections 319 to 324, a durable, legible sign setting out the harmful characteristics of the substance and the precautions to be taken for storage is posted at each entrance to the enclosure, room or building in which the substance is stored;

Fire safety plan

360 (3) An employer, contractor or owner shall ensure that:

(a) designated persons and workers who have been assigned fire safety duties are adequately trained in, and implement, the fire safety plan;

(b) the fire safety plan [evacuation] is posted in a conspicuous place for reference by workers; and

(c) **a fire drill is held at least once during each 12-month period.**

High voltage switchgear and transformers

462(1) An employer or contractor shall ensure that a place where electrical switchgear or transformers operating at high voltage are housed is:

(a) guarded;

(b) kept free of extraneous material; and

(c) adequately ventilated.

(2) Where high voltage switchgear or transformers are housed, an employer or contractor shall post a warning sign that:

(a) indicates the highest voltage in use; and

(b) states that access is restricted to authorized persons only.

Now you know...