

JHSC Safety Board Requirements

Posters required in the workplace

For employers: Download posters and find out what you must post in the workplace by law.

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Overview

To make sure workers know their rights, most workplaces in Ontario must put up posters and other information.

Workplaces covered by the *Employment Standards Act*

All workplaces covered by the [Employment Standards Act](#) must distribute an employment standards poster to all employees. Employers are no longer required to post it in the workplace. Learn more about this requirement or download the [employment standards poster](#).

Workplaces covered by the *Occupational Health and Safety Act*

All workplaces covered by the [Occupational Health and Safety Act](#) must put up:

- a [health and safety at work poster](#)
- a copy of the [Occupational Health and Safety Act](#)
- the names and locations of your workplace [joint health and safety committee members](#)

If your workplace has more than 5 regularly employed workers you must also prepare, maintain and post [health and safety, workplace violence and workplace harassment policies every year](#).

[Find out if your workplace is covered by OHS](#)

Workplaces covered by the *Workplace Safety Insurance Act*

Employers who are [covered by the Workplace Safety and Insurance Board \(WSIB\)](#) must put up:

- [in case of injury poster](#)

Employment standards in Ontario

Employers are no longer required to post the employment standards poster in the workplace.

This poster:

- describes important rights and requirements under the *Employment Standards Act*
- must be provided to employees who are covered by the ESA within 30 days of their date of hire
- is available in multiple languages

You can:

1. order hardcopies from [ServiceOntario Publications](#) (free)
2. download and print the poster (free):

[English](#)

[French](#)

[Arabic](#)

[Chinese \(Traditional\)](#)

[Chinese \(Simplified\)](#)

[Hindi](#)

[Korean](#)

[Portuguese](#)

[Punjabi](#)

[Spanish](#)

[Tagalog](#)

[Tamil](#)

[Thai](#)

[Urdu](#)

[Vietnamese](#)

Health & safety at work: Prevention Starts Here poster

This poster:

- outlines the rights and responsibilities of workers, supervisors and employers under the *Occupational Health and Safety Act*
- includes a Ministry of Labour telephone number (1-877-202-0008) to report critical injuries, fatalities and work refusals
- can be printed in colour or black and white
- must be displayed in English and the majority language of the workplace
- must be printed on paper that is at least 8.5 × 11 inches (letter size).

You can:

1. order hardcopies from [ServiceOntario Publications](#) (free)
2. download and print the poster (free):

[English](#)/[French](#)/[Arabic](#)/[Chinese \(Traditional\)](#)/[Chinese \(Simplified\)](#)/[Hindi](#)/[Italian](#)/[Korean](#)

[Igbo/\(Nigerian\)](#)/[Oji/Cree](#)/[Polish](#)/[Portuguese](#)/[Punjabi](#)/[Russian](#)/[Spanish](#)/[Tagalog](#)/[Tamil](#)/[Thai](#)/[Urdu](#)/[Vietnamese](#)

In case of injury poster (“1234”)

This poster:

- is from the Workers Safety and Insurance Board (WSIB)
- outlines the steps workers and employers need to take if there is an injury at work
- must be displayed prominently in the workplace

[WSIB poster](#)

Post the *Occupational Health and Safety Act*

You must post a copy of the *Occupational Health and Safety Act* in your workplace.

You may:

1. [download and print the act](#) (free)
2. order hardcopies from [ServiceOntario Publications](#) (\$8 each)

Post names and locations of joint health and safety committee members

In [workplaces that must have a joint health and safety committee](#) (JHSC), you must post the names and work locations of JHSC members in a place where they are easy for employees to find (for example, an employee lunch room).

Post your health and safety policies

Under the *Occupational Health and Safety Act*, you must prepare and review written occupational health and safety, workplace violence and workplace harassment policies **at least once a year**.

You must also create and maintain a program to implement those policies, and post the policies in the workplace. Learn how to prepare a:

- [health and safety policy](#)
- [workplace violence policy](#)
- [workplace harassment policy](#)

If your workplace has five or fewer regularly employed workers you do not need to put the policies in writing, unless ordered by an inspector.

An example of a health and safety policy follows:

Health and safety policy

The employer and senior management of **[insert name of business]** are vitally interested in the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective.

[insert name of business] will make every effort to provide a safe, healthy work environment. All employers, supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

[insert name of business], as employer, is ultimately responsible for worker health and safety. As president **[or owner/operator, chairperson, chief executive officer, etc.]** of **[insert name of business]**, I give you my personal commitment that I will comply with my duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to

ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Signed: **[name]**

Sample workplace violence policy

The management of **[insert company name]** is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. **(The workplace may wish to insert the *Occupational Health and Safety Act's* definition of workplace violence and to list the sources of workplace violence.)**

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to **(the workplace may wish to list who this policy applies to, especially if it applies to people other than workers such as visitors, clients, delivery persons and volunteers, etc.)**. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. **(The workplace may wish to specify and expand upon the components of the workplace violence program here.)**

[insert company name], as the employer, will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. **(The workplace may wish to provide more information about how to report incidents, and may wish to emphasize there will be no negative consequences for reports made in good faith.)**

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. **(The workplace may wish to provide more information about how incidents and complaints will be investigated and/or dealt with.)**

Signed: **(Signature of the highest management level)**

Date:

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.

6. Examples of measures and procedures for workplace violence programs

The workplace violence program required by section 32.0.2 of the [Occupational Health and Safety Act](#) (OHSA) must include four elements.

This document suggests measures, procedures and processes for each of the mandatory elements. In addition, there are suggestions for additional elements that could be included in the program.

General

The workplace violence program should clearly indicate the roles and responsibilities of employers, supervisors, workers and others in the measures, procedures and processes.

The program should include the workplace violence definition from the OHSA, and should clearly indicate the actions or behaviours that are covered by it.

An assessment of risks arising from the nature of the workplace, type and conditions of work must inform the development of the workplace violence program. The assessment must take circumstances specific to the workplace and common to similar workplaces into account. The risks must be reassessed as often as is necessary to ensure the related policy and program continue to protect workers.

Required element:

Measures and procedures to control the risks of workplace violence identified in the risk assessment as likely to expose a worker to physical injury.

Measures and procedures may include:

- safe work procedures;
- personal protective equipment;
- design or physical layout of the workplace such as doors with clear windows, adequate lighting, location and structure of counters, barriers, etc.;
- emergency procedures that would be relevant to violent or potentially violent incidents, such as designated safe locations for emergency situations or lockdown procedures;
- procedures for informing workers of a person with a history of violence, as appropriate in the circumstances, or potentially violent situations
- worker training on the measures, procedures and processes set out in the workplace violence policy and program;
- worker training on managing a person who may become aggressive or violent.

Required element:

Measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur

Measures and procedures may include:

- equipment to summon assistance such as fixed or personal alarms, locator or tracking systems, phones, cell phones, etc.;
- positioning workers within calling distance of each other;
- emergency telephone numbers and/or e-mail addresses.

Required element:

Measures and procedures for workers to report incidents of workplace violence to the employer or supervisor

Measures and procedures may include:

- how, when and to whom a worker should report incidents or threats;
- forms or other reporting mechanisms (there could be different reporting processes depending on the source of the violence);
- the type of information to be collected (e.g. the details of the incident, names of the workers and others involved in or witness to the incident, date of the incident);
- roles and responsibilities of employers, supervisors, workers, joint health and safety committees, health and safety representatives and others in the incident reporting process;

- when the incident requires external reporting (i.e. to the police, Workplace Safety and Insurance Board, Ministry of Labour, etc.).

Required element:

How the employer will investigate and deal with incidents or complaints of workplace violence

This may include:

- how and when investigations will be conducted;
- information about the roles and responsibilities of employers, supervisors, workers, joint health and safety committees, health and safety representatives and others in the investigation process;
- the type of information that will be collected during an investigation,
- guidance on confidentiality and disclosure of information;
- how the workplace will deal with incidents of workplace violence;
- timeframes for investigations and any corrective actions;
- how records about the incident and investigation will be stored and managed.

Additional workplace violence program elements

In addition to the mandatory elements above, a workplace violence program could also include information to support compliance with requirements in the OHSA, such as:

- measures and procedures for assessing risks of workplace violence;
- procedures for reviewing the workplace violence policy and maintaining the workplace violence program;
- training plans.

A program could also include additional measures, procedures and processes, depending on the circumstances of a particular workplace.

For example, a program could include:

- posting of a code of conduct for anyone in the workplace, setting out expectations on behaviour in the workplace and consequences of violating those expectations;
- information about an Employee Assistance Program (EAP) or a peer helper program and their role in workplace violence situations;
- post-traumatic stress prevention and response procedures;
- domestic or sexual violence response and support plans;
- workplace violence awareness training;
- regular monitoring of the workplace for violence issues.