

To protect the health and safety of workers, Island workplaces are required by law to post certain documentation and signage. The specific posting requirements depend on the nature of the workplace and are set out in the *Occupational Health and Safety (OHS) Act*, *OHS General Regulations*, *Scaffolding Regulations* and the *Smoke-Free Places Act*. This document is a quick reference to assist workplaces in determining their posting obligations. Please note that this is a guide only and is not meant to be a substitute for the legislation. All Acts and Regulations can be viewed online at www.wcb.pe.ca.

All workplaces are required to post the following:

Item to be posted	Legislative Reference
Occupational Health and Safety Documentation	
Occupational Health and Safety Act	OHS Act - Section 45(a)
Occupational Health and Safety Regulations (all workplaces except farms)	OHS Act – Section 27(8)(b)(i)
Current telephone number for reporting occupational health or safety concerns to WCB	OHS Act - Section 27(8)(b)(ii)
Compliance Orders by an Officer	OHS Act - Section 8(7)(a)
Names & contact info of first aid providers	OHS General Regulations – Section 9.5(2)
Signs indicating where first aid kits are located	OHS General Regulations – Section 9.13(1)
**Smoke Free Places Act Documentation	
Compliance Orders by an Officer	Smoke Free Places Act – Section 16(4)(a)
Signs indicating where smoking is and is not permitted	Smoke Free Places Act – Section 12
<i>**While the Smoke-Free Places Act pertains to all public places, the WCB Occupational Health and Safety Officers have jurisdiction to enforce this Act where it pertains to workplaces.</i>	

There are additional OHS documentation and signage posting requirements depending on the size of the workplace and the nature of the work:

Size of workplace	Item to be posted	Legislative Reference
5 or more workers	The employer's OH&S Policy	OHS Act - Section 27(8)(b)(iii)
5-19 workers	Name of the OHS Representative and means of contact	OHS Act – Section 27(7)(a)
20 or more workers	Names of the current committee members and means of contact	OHS Act - Section 27(7)(a)
	Minutes of the most recent safety committee meeting	OHS Act - Section 27(7)(b)
100+ workers per shift (requiring a first aid room)	Any necessary emergency phone numbers in the first aid room	OHS General Regulations – Section 9.14(2)(d)
Nature of the work	Item to be posted	Legislative Reference
All farm workplaces	Farm Safety Code of Practice	OHS Act - Section 27(8)(b)(i)
Workplaces where explosives are to be used	Names and persons designated to handle explosives	OHS General Regulations 26.2(b)
Signage		
Construction workplaces where traffic is impeded	Warning signs for impeded traffic flow	OHS General Regulations – Section 12.12(2)
Workplaces where signalers are used on roadways*	Road sign indicating signalers are ahead during restricted traffic flow	OHS General Regulations – Section 50.17
Workplaces with excessive noise areas	Warning signs for noise	OHS General Regulations – Section 8.7(1)(c)
Workplaces where blasting operations are used.	Warning signs restricting radio transmitter use	OHS General Regulations – Section 26.64
Workplaces using a hoisting apparatus	Sign on hoist indicating safe load carrying capacity	OHS General Regulations – Section 34.3(2)
Workplaces with oxygen deficient atmosphere or air contaminants	Signs indicating the required respirator and locations of hazardous areas	OHS General Regulations – Section 45.20(1)
Workplaces where asbestos handling is taking place	Sign indicating restricted personnel in asbestos areas	OHS General Regulations – Section 49(21)(f)
Workplaces providing a power-operated elevating work platform	Rated capacity and direction of machine movement for operating controls of work platform	Scaffolding Regulations – Section 19(6)

*See PEI Temporary Workplace Traffic Control Manual (2005) for complete signage requirements during construction, maintenance, and utility operations on PEI highways and streets.

For more information about safe workplaces, visit the Workers Compensation Board website at www.wcb.pe.ca, or contact the WCB Occupational Health & Safety Division at 902-368-5680 or 1-800-237-5049 (Toll free in Atlantic Canada)