

# SAFETY

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Meeting Date

Employees Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBJECT OF THE MONTH:     POSTING REQUIREMENTS

Many state and federal agencies, such as OR-OSHA and BOLI, require that employers display certain posters that convey information to employees about their rights. This month's article gives a description of these posters and who to contact in order to obtain them. Most often, they are required to be posted in a "conspicuous place." This means that the posters must be displayed in a readily observable location. Contractors who operate mobile sites and have no single, fixed location should have these posters displayed on **every** jobsite.

## CHECKLIST ITEMS

- |       |   |                                    |
|-------|---|------------------------------------|
| _____ | Electrical Cords Checked & GFCI's to protect employees                  |                                    |
| _____ | Required Jobsite Postings:  |                                    |
|       | (Emergency Phone #'s and "Safety & Health Protection on the Job" Poster |                                    |
| _____ | Fall Protection   | _____ Hazard Communication Program |
| _____ | Emergency Medical Plan  | _____ Tool Guards                  |
| _____ | Fire Protection/Prevention  | _____ First Aid Kit                |

JOBSITE REVIEW: Inspection Notes/Concerns/Action Plan

\_\_\_\_\_  
\_\_\_\_\_

Company Safety Officer: \_\_\_\_\_

## NOTICE OF RESPONSIBILITY

The Oregon Building Industry Association's Central Safety Committee's purpose is to provide safety guidelines, information and resources to help our members work more safely and reduce jobsite accidents. Full and active monthly participation in safety meetings using the Central Safety Committee's agendas, topics and checklists will only meet safety committee requirements. It remains your responsibility to comply with all aspects of safety rules and regulations.

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## POSTING REQUIREMENTS

Submitted by Bob Harris, Loss Control Consultant, Marion-Polk BIA (503) 399-1500

### Safety & Health Protection on the Job poster

**Required by:** OR-OSHA **Summary:** This poster informs employees of their rights under the Safe Employment Act. Not posting this poster can lead to a citation from OR-OSHA. **Obtain:** Nearest OR-OSHA office (call 503-378-3272 for information.) [www.cbs.state.or.us/external/osha](http://www.cbs.state.or.us/external/osha)

### Emergency Phone Numbers/Personnel poster

**Required by:** OR-OSHA **Summary:** You must have the phone numbers posted for the ambulance service you would use in case of an emergency (usually 911). You must also post the name of your qualified first aid person. **Obtain:** Your local Home Builders Association.

### OSHA 300 Log

**Required by:** OR-OSHA for employers with 11 or more employees. **Summary:** Details the work related injuries incurred by your employees during the past year. Although you must maintain this log year round, it must be posted February, March and April. **Obtain:** Nearest OR-OSHA office (call 503-378-3272 for information.) or

[www.cbs.state.or.us/external/osha/standards/recordkeeping.html](http://www.cbs.state.or.us/external/osha/standards/recordkeeping.html)

### Minimum Wage Poster

**Required by:** Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes Oregon law on minimum wage, overtime and lunches/breaks. **Obtain:** Nearest BOLI office (call 503-731-4074 Portland and 503-378-3292 Salem for information.) [www.boli.state.or.us](http://www.boli.state.or.us)

### Family Leave Act Poster

**Required by:** Oregon Bureau of Labor and Industries (BOLI) **Summary:** Summarizes an employee's rights regarding leave. This law (and posting requirement) only applies to those who employ **25 or more employees**. **Obtain:** Nearest BOLI office (call 503-731-4074 Portland and 503-378-3292 Salem for information.) [www.boli.state.or.us](http://www.boli.state.or.us)

### Workers' Compensation. Notice of Compliance

**Required by:** Oregon Department of Insurance and Finance. **Summary:** This notifies employees that you are in compliance with workers' compensation law. **Obtain:** Dept. of Insurance and Finance. (503-945-7885). [www.cbs.state.or.us/worker\\_comp.htm](http://www.cbs.state.or.us/worker_comp.htm)

### Employment Division Law poster

**Required by:** Oregon Employment Division

**Summary:** This yellow card is a notice that you are an employer subject to the Oregon Employment Division Law **Obtain:** Oregon Employment Division (503-378-3524, ext. 222).

## FEDERAL

### Federal Minimum Wage poster

**Required By:** U.S. Department of Labor **Summary:** Details of the provisions of the federal minimum wage law. **Obtain:** U.S. Department of Labor (503-326-3057). [www.dol.gov](http://www.dol.gov)

### Employee Polygraph Protection Act poster

**Required by:** U.S. Department of Labor **Summary:** Summarizes employee's right to be free from polygraph (lie detector) examination during employment screening, or during the course of employment. **Obtain:** U.S. Department of Labor (503-326-3057). [www.dol.gov](http://www.dol.gov)

### Equal Employment Opportunity poster

**Required by:** Equal Employment Opportunity Commission (EEOC) **Summary:** Summarizes the laws related to employment discrimination. **Obtain:** EEOC (800-669-3362).

### Family and Medical Leave poster

**Required by:** U.S. Department of Labor ) **Summary:** Details the provisions for taking leave. For employers with 50 or more workers. **Obtain:** U.S. Department of Labor (503-326-3057) [www.dol.gov](http://www.dol.gov)

Other posters – this is not a complete listing. Additional posting requirements may apply to some contractors. And if you contract with the federal government, or work on property owned by the federal government, you may also be required to have additional posters. You can download all required posters as PDF files through BOLI's website. [www.BOLI.state.or.us/wage/postings.html](http://www.BOLI.state.or.us/wage/postings.html)