

LOSS CONTROL BULLETIN

POSTING REQUIREMENTS (PARTIAL)

Loss Control: Activities to Prevent Accidents or Reduce the Cost of Accidents in the Workplace

In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency. The Department of Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday. If you need more than five copies of any posting, or have questions about required postings, e-mail Posting@dir.ca.gov or call (415) 703-5070. You may also fax an order to (415) 703-5074.

Posting	Additional information and quantity needed
Industrial Welfare Commission (IWC) Wage Orders	IWC wage orders regulate wages, hours and working conditions and are numbered by industry or occupation group. Not sure which order you need? Use the alphabetical index of businesses and occupations to make that determination. Labor Code section 1183(d)
Minimum Wage (State)	The Industrial Welfare Commission wage orders contain the minimum wage and are printed in English, so employers with English-speaking workers need not post the minimum wage notice. Employers with workers who speak and read only Spanish must post the minimum wage notice in Spanish.
Payday Notice All Employers	Must specify the regular paydays and the time and place of payment. An employer-developed notice is permitted.
Safety And Health Protection On The Job	Contains pertinent information regarding safety rules and regulations.
Emergency Phone Numbers	Lists emergency responders' phone numbers.
Access To Medical And Exposure Records	Provides information about rights of employees working with hazardous/toxic substances. All employers using hazardous or toxic substances
Notice To Employees--Injuries Caused By Work	Advises employees of workers' compensation benefits. NOTE: Employers may obtain professionally printed copies of the poster and workers' comp claim forms from their claims administrator.
Notice Of Workers' Compensation Carrier And Coverage	States the name of the employer's current compensation insurance carrier, or the fact that the employer is self-insured. Obtained from the employer's workers' compensation insurance carrier.
Whistleblower Protections	Must be prominently displayed in lettering larger than size 14 pica type and include a list of employee rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General .
No Smoking Signage	Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies. Labor Code section 6404.5(c)(1)

Log And Summary Of Occupational Injuries And Illnesses	Form 300 is for logging recordable injuries, form 301 is for collecting details and form 300A is the annual summary form. <i>Employers With 11 Or More Employees In The Previous Year</i>
Farm Labor Contractor Statement Of Pay Rates	Reference DLSE poster 445. Must be displayed prominently where work is to be performed and on all vehicles used by the licensee for transportation of employees. Must be at least 12 inches high and 10 inches wide.
Prevailing Wage Rate Determinations <i>Public Works Awarding Bodies And Contractors</i>	The body awarding any contract for public work or otherwise undertaking any public work shall cause a copy of the prevailing wage determination for each craft, classification or type of worker needed to execute the contract to be posted at each job site.

In addition to postings required by the Department of Industrial Relations, other state and federal agencies have posting obligations. Additional requirements include (this list is not all inclusive):

Posting	Additional information
Harassment Or Discrimination In Employment Is Prohibited By Law	Obtained from the Department of Fair Employment and Housing (DFEH) , reference number 162, available in English and Spanish. (800) 884-1684
Pregnancy Disability Leave	Obtained from the Department of Fair Employment and Housing (DFEH) , reference notice A. (800) 884-1684 <i>Employers of five to 49 employees</i>
Family Care And Medical Leave (CFRA Leave) And Pregnancy Disability Leave	Obtained from the Department of Fair Employment and Housing (DFEH) , reference notice B. (800) 884-1684 <i>All employers with 50 or more employees and all public agencies</i>
Notice to employees	Advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits. Obtained from the Employment Development Department , reference number DE 1857A (916) 322-2835
Notice To Employees: Unemployment Insurance Benefits	Obtained from the Employment Development Department , reference number DE 1857D, available (916) 322-2835
Notice To Employees: Time Off To Vote	Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work..
Equal employment opportunity is the law	Includes Americans with Disabilities Act (ADA) poster. Obtained from the U.S. Equal Employment Opportunity Commission . (800) 669-3362
Minimum Wage (Federal Fair Labor Standards Act)	Obtained from the U.S. Department of Labor , reference number WH 1088. (415) 744-5590
Notice: Employee Polygraph Protection Act	Obtained from the U.S. Department of Labor , reference number WH 1462. Also available in Spanish . (415) 744-5590
Family and Medical Leave Act (Federal FMLA)	Obtained from the U.S. Department of Labor , reference number WH 1420. Also available in Spanish . (415) 744-5590 <i>All employers with 50 or more employees and all public agencies</i>