

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

## Workplace Posters Required by Oregon

### OREGON POSTING REQUIREMENTS

Various agencies in the State of Oregon and the federal government require certain posters to be displayed in a conspicuous place, where employees may regularly view them. Employers with more than one work location are generally required to display posters at each worksite. Certain posters must also be readily available for job applicants to view. These include the federal Polygraph Protection Act Notice; the federal Family and Medical Leave Act poster; the OR-OSHA Job Safety and Health poster ("It's the Law"); and the "Equal Employment Opportunity is the Law" poster.

### STATE REQUIRED POSTERS

<p><b>State Minimum Wage poster</b> (regulated by BOLI)</p> <p><b>Who Must Post?</b> All employers in Oregon, except federal government employers.</p> <p><a href="#">Download</a> the English version of the 2008 Oregon Minimum Wage Poster. <a href="#">Download</a> the Spanish version of the 2008 Oregon Minimum Wage Poster.</p> <p><a href="#">Download</a> the English version of the 2009 Oregon Minimum Wage Poster. <a href="#">Download</a> the Spanish version of the 2009 Oregon Minimum Wage Poster.</p>	<p><b>Agricultural Employees: Your Rights Under Oregon's Minimum Wage Law and Child Labor Law Notice</b> (regulated by BOLI) <b>Who Must Post?</b> All agricultural employers in Oregon.</p> <p><a href="#">Download</a> the English version of the 2008 Oregon Agricultural Minimum Wage Poster. <a href="#">Download</a> the Spanish version of the 2008 Oregon Agricultural Minimum Wage Poster.</p> <p><a href="#">Download</a> the English version of the 2009 Oregon Agricultural Minimum Wage Poster. <a href="#">Download</a> the Spanish version of the 2009 Oregon Agricultural Minimum Wage Poster.</p>
<p><b>Oregon Family Leave Act poster</b> (regulated by BOLI)</p> <p><b>Who Must Post?</b> Employers with 25 or more employees in Oregon.</p> <p><a href="#">Download</a> the English version of the Oregon Family Leave Act poster. <a href="#">Download</a> the Spanish version of the Oregon Family Leave Act poster.</p> <p>To get these posters free of charge, you can download them; pick them up at one of our offices in Portland, Salem, Eugene, or Medford; or contact one of the offices directly via telephone or e-mail.</p>	<p><b>Job Safety and Health poster, "It's the Law"</b> (regulated by OR-OSHA)</p> <p><b>Who Must Post?</b> Employers with one or more employees.</p> <p><a href="#">Download</a> the English version of the Safety and Health poster. <a href="#">Download</a> the Spanish version of the Safety and Health poster.</p> <p>Order forms are available at <a href="#">Resource Center Website</a>.</p>
<p><b>No Smoking poster</b> (regulated by Department of Human Services, Health Department)</p> <p><b>Who Must Post?</b> Required for all businesses under Oregon's Smokefree Workplace Law to prohibit smoking in the workplace and within 10 feet of all entrances, exits, windows and air intake vents.</p> <p><a href="#">Download</a> the Smokefree Workplace Decal (required posting) <a href="#">Download</a> the suggested Smokefree Workplace Brochure and/or Flyer.</p>	<p><b>Workers' Compensation Notice of Compliance</b> (regulated by Workers' Compensation Division of DCBS)</p> <p><b>Who Must Post?</b> All employers with one or more workers.</p> <p>The Workers' Compensation Division issues this notice after it receives the "Guaranty Contract" from the insurer. Employers should receive this notice after purchasing workers' compensation insurance. Employers not receiving the notice or requiring a duplicate notice should call the Workers' Compensation Division.</p>
<p><b>Employment Insurance Notice (Form 11)</b> (regulated by Employment Department)</p> <p><b>Who Must Post?</b> Employers with at least a \$1000 payroll in a calendar quarter and employers with one or more workers during 18 different weeks in a calendar year.</p> <p>The Employment Department automatically sends this notice after an account is set up or reopened, and employers can order a duplicate if necessary. When ordering a duplicate, employers should have their business identification number ready when they call.</p>	
<p><b>BOLI COMPOSITE COMPLIANCE POSTERS</b> <b>Commonly Required Posters in Oregon ("9-in-1") poster</b></p> <p>As a service to employers, the Bureau sells a composite poster ("Commonly Required Postings in Oregon") that includes all the generally required posters. This poster, also known as the "9-in-1" poster, includes the following: 1) Oregon State Minimum Wage poster; 2) Oregon Family Leave Act poster; 3) Oregon's OSHA poster; 4) Federal Minimum Wage poster; 5) Federal Medical Leave Act poster; 6) Addendum to the Federal Medical Leave Act poster regarding Military Family Leave; 7) EEOC's "It's the Law" poster; 8) Federal Polygraph Protection Act Notice; 9) Federal USERRA (military rights) poster; . It's an easy way to stay in compliance. It is the right size (24" x 39") for employee bulletin boards, lunch rooms, and even office doors. It is available in both English and Spanish and costs <b>\$10</b>. <a href="#">Order Form</a></p> <p><b>Please note that the 2009 version will be available for ordering and purchase in early December.</b></p>	<p><b>BOLI COMPOSITE COMPLIANCE POSTERS</b> <b>Agricultural Composite poster ("11-in-1") poster</b></p> <p>The Bureau also sells a poster designed specifically for the Agricultural concern. This poster includes all the state and federal postings most agricultural employers must display. This 25" x 39" poster is laminated and brightly colored for outdoor display. It is English on one side and Spanish on the other and costs <b>\$10</b>. <a href="#">Order Form</a></p> <p><b>Please note that the 2009 version will be available for ordering and purchase in early December.</b></p>

**Federal Posters Are Also Available At No Charge**  
[Workplace Posters Required by U.S. Department of Labor](#)

POSTER	WHO MUST POST	CITATIONS / PENALTY	OTHER INFORMATION
<p><a href="#">JOB SAFETY AND HEALTH PROTECTION</a> Occupational Safety and Health Administration. 29 USC 657(c), 29 CFR 1903.2</p> <p align="center"><a href="#">En Español</a></p>	<p>Private employers engaged in a business affecting commerce. Does not apply to federal, state or political subdivisions of states.</p>	<p>Any covered employer failing to post the poster may be subject to citation and penalty.</p>	<p>Employers in states operating OSHA-approved state plans should obtain and post the state's equivalent poster.</p>
<p><a href="#">EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW</a> Employment Standards Administration, Office of Federal Contract Compliance Programs. Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; 38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; 41 CFR Chapter 60-1 .42; 41 C.F.R 60-250.4(k); 4 1 C.F.R. 60-74 1.5(a)4</p> <p align="center"><a href="#">En Español</a></p>	<p>Entities holding federal contracts or subcontracts or federally assisted construction contracts of \$10,000 or more; financial institutions which are issuing and paying agents for U.S. savings bonds and savings notes; depositories of federal funds or entities having government bills of lading.</p> <p>Please note that the <a href="#">EEOC*</a> may provide additional posting requirements at Section 2000e-10 [§711].</p>	<p>Appropriate contract sanctions may be imposed for uncorrected violations.</p>	<p>Post copies of the poster in conspicuous places available to employees, applicants for employment, and representatives of labor organizations with which there is a collective bargaining agreement. Also, non construction contractors or subcontractors with 50 or more employees and a contract of \$50,000 or more [otherwise required by 41 CFR 60-2.1 (a)] should develop an equal opportunity policy as part of an affirmative action plan and post the policy on company bulletin boards. 41 CFR 60-2.2 1 (a)(9).</p>
<p><a href="#">Fair Labor Standards Act (FLSA)</a> Minimum wage poster Employment Standards Administration, Wage and Hour Division</p> <p align="center"><a href="#">En Español</a></p> <p align="center"><a href="#">In Chinese (PDF)</a></p> <p><b>Specific posters for:</b></p> <p align="center"><a href="#">State &amp; Local Gov't Employees (PDF)</a></p>	<p>Every private, federal, state and local government employer employing any employee subject to the Fair Labor Standards Act, 29 USC 211, 29 CFR 516.4 posting of notices.</p>	<p>No citations or penalties for failure to post.</p>	<p>Any employer of employees to whom sec. 7 of the Fair Labor Standards Act does not apply may alter or modify the poster legibly to show that the overtime provisions do not apply.</p>

<p><a href="#">Agricultural Employees (PDF)</a></p> <p><a href="#">American Samoa (PDF)</a></p> <p><a href="#">Northern Mariana Islands (PDF)</a></p>			
<p><a href="#">Employee Right for Workers with Disabilities/Special Minimum Wage Poster</a> Employment Standards Administration, Wage and Hour Division. 29 CFR 525.14</p> <p><a href="#">En Español</a></p>	<p>Every employer having workers employed under special minimum wage certificates authorized by section 14(c) of the Fair Labor Standards Act.</p>	<p>No citations or penalties for failure to post.</p>	<p>Where an employer finds it inappropriate to post such a notice, the employer may provide the poster directly to all employees subject to its terms.</p>
<p><a href="#">YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT</a> Employment Standards Administration, Wage and Hour Division. 29 CFR 825.300, .402</p> <p><a href="#">En Español</a></p>	<p>Public agencies (including state, local, and federal employers), public and private elementary and secondary schools, as well as private sector employers who employ 50 or more employees in 20 or more work weeks and who are engaged in commerce or in any industry or activity affecting commerce, including joint employers and successors of covered employers.</p>	<p>Willful refusal to post may result in a civil money penalty by the Wage and Hour Division not to exceed \$100 for each separate offense.</p>	<p>Where an employer's workforce is not proficient in English, the employer must provide the notice in the language the employee speaks. The poster must be posted prominently where it can be readily seen by employees and applicants for employment.</p>
<p><a href="#">Uniformed Services Employment and Reemployment Rights Act</a> (Notice for use by all employers.)</p> <p>Veterans' Employment and Training Service 38 U.S.C. 4334, 20 CFR 1002.</p>	<p>The full text of the notice must be provided by each employer to persons entitled to rights and benefits under USERRA.</p>	<p>No citations or penalties for failure to notify. An individual could ask USDOL to investigate and seek compliance, or file a private enforcement action to require the employer to provide the notice to employees.</p>	<p>Employers may provide the notice by posting it where employee notices are customarily placed. However, employers are free to provide the notice in other ways that will minimize costs while ensuring that the full text of the notice is provided (e.g., by distributing the notice by direct handling, mailing, or via electronic mail).</p>
<p><a href="#">NOTICE TO ALL EMPLOYEES WORKING ON FEDERAL OR FEDERALLY FINANCED CONSTRUCTION</a></p>	<p>Any contractor/subcontractor engaged in contracts in excess of \$2,000 for the actual construction, alteration/repair of a public building or public</p>	<p>No citations or penalties for failure to post.</p>	<p>The contractor or subcontractor is required to insert in any subcontract the poster requirements</p>

<p><a href="#">PROJECTS</a> (Davis-Bacon Act) Employment Standards Administration, Wage and Hour Division. 29 CFR 5.5(a)(l)</p>	<p>work or building or work financed in whole or in part from federal funds, federal guarantee, or federal pledge which is subject to the labor standards provisions of any of the acts listed in 29 CFR 5.1.</p>		<p>contained in 29 CFR 5.5(a)(l). The poster must be posted at the site of work, in a prominent and accessible place where it can easily be seen by workers.</p>
<p><a href="#">NOTICE TO EMPLOYEES WORKING ON GOVERNMENT CONTRACTS</a> (Service Contracts Act) Employment Standards Administration, Wage and Hour Division. 29 CFR 4.6(e), .184  <a href="#">En Español</a></p>	<p>Every contractor or subcontractor engaged in a contract with the United States or the District of Columbia in excess of \$2,500 the principal purpose of which is to furnish services in the U.S. through the use of service employees.</p>	<p>No citations or penalties for failure to post.</p>	<p>Contractors and any subcontractors engaged in federal service contracts exceeding \$2,500 shall notify each service employee or post the minimum monetary wage and any fringe benefits required to be paid pursuant to the contract.</p>
<p><a href="#">NOTICE: EMPLOYEE POLYGRAPH PROTECTION ACT</a> Employment Standards Administration, Wage and Hour Division. 29 CFR 801.6  <a href="#">En Español</a></p>	<p>Any employer engaged in or affecting commerce or in the production of goods for commerce. Does not apply to federal, state and local governments, or to circumstances covered by the national defense and security exemption.</p>	<p>The Secretary of Labor can bring court actions and assess civil penalties for failing to post.</p>	<p>The Act extends to all employees or prospective employees regardless of their citizenship status. Foreign corporations operating in the United States must comply or will result in penalties for failing to post. The poster must be displayed where employees and applicants for employment can readily observe it.</p>
<p><a href="#">NOTICE MIGRANT AND SEASONAL AGRICULTURAL WORKER PROTECTION ACT</a> Employment Standards Administration, Wage and Hour Division. 29 CFR 500.75, .76  <a href="#">In English/En Español</a>  <a href="#">In English/An Ereyôl</a></p>	<p>Agricultural employers, agricultural associations and farm labor contractors.</p>	<p>A civil money penalty may be assessed.</p>	<p>Each employer covered by the Act who provides housing to migrant agricultural workers shall post in a conspicuous place, throughout the occupancy period, information on the terms and conditions of occupancy of such housing.</p>