



SOLID WASTE INSURANCE MANAGERS

PRESENTS

REQUIRED CAL OSHA POSTINGS

REMEMBER THE CAL OSHA INURY & ILLNESS LOG 300 (SUMMARY) MUST BE
POSTED FROM FEBRUARY 1 THROUGH APRIL 30



The above information is provided to CRRC of Northern California
By: Edward Maghakian, Director of Safety and Technical Services
Solid Waste Insurance Managers, Inc. (A Member of The Rule Company)
Phone 408-353-5588; Fax 408-353-1261; email: emaghakian@verizon.net

- Sweat-Free Code of Conduct
- U.S. Dept. of Labor

Workplace postings

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. Additional posting requirements apply to some workplaces. For a list of available safety and health postings, visit the [Cal/OSHA publications page](#).

[Click here](#) for answers to frequently asked questions about workplace postings.

The database permitting ordering of hard copies of the postings is currently unavailable. All titles below with a direct link to the posting may be downloaded from the Internet. Downloaded posters meet an employer's legal obligation.

If you need more than five copies of any posting, please fax your order to (415) 703-4807.

Posting	Additional information and quantity needed	Who must post
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)	All employers
Minimum wage (state)	Sets forth California's minimum wage and can be downloaded in English and Spanish .	All employers
Payday notice	Must specify the regular paydays and the time and place of payment. An employer-developed notice is permitted. Labor Code section 207	All employers
Safety and health protection on the job	Contains pertinent information regarding safety rules and regulations. Available in English and Spanish . Labor Code section 6328; poster print date: January 2011	All employers
Emergency phone numbers	Lists emergency responders' phone numbers. Title 8, California Code of Regulations, Construction Safety Orders section 1512 (e)	All employers
Access to medical and	Provides information about rights of	All employers using

exposure records	<p>employees working with hazardous/toxic substances. Available in English and Spanish.</p> <p>Title 8, California Code of Regulations, General Industry Safety Order section 3204</p>	hazardous or toxic substances
Operating Rules for Industrial Trucks	<p>Employers using industrial trucks shall post and enforce a set of operating rules. Available in English and Spanish.</p> <p>Poster print date: April 2007</p>	Employers operating forklifts and other types of industrial trucks or tow tractors
Notice to employees -- injuries caused by work	<p>Advises employees of workers' compensation benefits. Claims administrators and employers need to revise the notice they are currently using and send it to the DWC administrative director for review and approval or they may download and use this version. NOTE: Employers may obtain professionally printed copies of the poster and workers comp claim form from their claims administrator.</p> <p>Title 8, California Code of Regulations, Division of Workers Compensation section 9881</p>	All employers
Notice of workers' compensation carrier and coverage	<p>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.</p> <p>Labor Code section 3550</p>	All employers
Whistleblower	Must be prominently	All employers

<p>protections</p>	<p>displayed in lettering larger than size 14 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.</p> <p>The Division of Labor Standards Enforcement has prepared a sample posting that it believes meets the requirements of Labor Code Section 1102.8(a), except for being larger than size 14 type. To view this sample, click here (Pdf) (Word Doc). This sample is not the only option though, as employers are free to develop their own posting.</p> <p>Labor Code section 1102.8</p>	
<p>No smoking signage</p>	<p>Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies.</p> <p>Labor Code section 6404.5(c)(1)</p>	<p>All employers</p>
<p>Log and summary of occupational injuries and illnesses</p>	<p>Form 300 is for logging recordable injuries, form 301 is for collecting details and form 300A is the annual summary form. All three forms are available in various downloadable formats with instructions on the</p>	<p>Employers with 11 or more employees in the previous year</p>

	<p>Cal/OSHA publications page.</p> <p>Title 8, California Code of Regulations, Division of Labor Statistics and Research sections 14300 et seq.</p>	
<p>Farm labor contractor statement of pay rates</p>	<p>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.</p> <p>The downloaded version of this posting may not comply with the law as it may not be at least 12 inches high and 10 inches wide.</p> <p>Labor Code section 1695(7)</p>	<p>Farm labor contractors licensed by the Division of Labor Standards Enforcement (DLSE)</p>
<p>Prevailing wage rate determinations</p>	<p>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.</p> <p>Labor Code section 1773.2</p>	<p>Public works awarding bodies and contractors</p>

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	Who must post
Discrimination and Harassment in Employment are Prohibited by Law	<p>The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), reference number 162, available in English and Spanish. 1 (800) 884-1684</p> <p>Fair Employment and Housing Act, Government Code section 12900 et seq.</p>	All employers
Pregnancy disability leave	<p>The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), reference notice A. 1 (800) 884-1684</p> <p>Title 2, California Code of Regulations section 7291.16(d)</p>	Employers of five to 49 employees
Family care and medical leave (CFRA leave) and pregnancy disability leave	<p>The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), reference notice B. 1 (800) 884-1684</p> <p>Title 2, California Code of Regulations sections 7297.9 and 7291.16(e)</p>	All employers with 50 or more employees and all public agencies
Notice to employees	<p>Advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits.</p>	All employers

	<p>The latest information can be obtained from the Employment Development Department, reference number DE 1857A; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.</p>	
<p>Notice to employees: unemployment insurance benefits</p>	<p>The latest information can be obtained from the Employment Development Department, reference number DE 1857D; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.</p>	<p>All employers</p>
<p>Notice to employees: time off to vote</p>	<p>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, a notice setting forth the provisions of section 14000.</p> <p>Elections Code section 14001 et seq.</p>	<p>All employers</p>
<p>Equal employment opportunity is the law</p>	<p>Includes Americans with Disabilities Act (ADA) poster. The latest information can be obtained from the U.S. Equal Employment Opportunity</p>	<p>All employers</p>

	Commission 1 (800) 669-3362	
Minimum wage (federal Fair Labor Standards Act)	The latest information can be obtained from the U.S. Department of Labor , reference number WH 1088. (415) 744-5590	All employers
Notice, Employee Polygraph Protection Act	The latest information can be obtained from the U.S. Department of Labor , reference number WH 1462. Also available in Spanish. (415) 744-5590	All employers
Family and Medical Leave Act (federal FMLA)	The latest information can be obtained from the U.S. Department of Labor , reference number WH 1420. Also available in Spanish . (415) 744-5590	All employers with 50 or more employees and all public agencies

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