**[Farm Name] Communication Checklist**

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| Information to Post or Make Available |  | Comments |
| Required |  |  |
| 1. Current Nova Scotia Occupational Health & Safety Act & Regulations    1. Easily accessible by employees    2. Place in prominent locations    3. Legible | ☐ |  |
| 1. Information and Reports as directed by an officer |  |  |
| 1. Codes of Practice as required pursuant to the OHS Act & Regulations |  |  |
| 1. Current telephone number for reporting OHS concerns to the Department of Labour and Advanced Education |  |  |
| 1. Company Occupational Health and Safety Policy, as required by the Act |  |  |
| 1. Compliance Orders as issued by the Department of Labour and Advanced Education |  |  |
| 1. Current telephone number and/or additional contact information for reporting incidents and injuries |  |  |
| 1. Current telephone number and/or additional contact information for the Health and Safety Representative or Committee Members |  |  |
| 1. Health and Safety Representative or Committee Meeting Minutes |  |  |
| Other |  |  |
| 1. Map of the farm to include labeled outbuildings, locations of emergency equipment, chemicals, fuel, emergency shut off (power & machinery), or other notable hazards and emergency equipment. |  |  |
| 1. Emergency Phone Numbers List |  |  |
| 1. List of First Aiders and Location of First Aid Supplies |  |  |
| 1. Safety Data Sheets for Chemicals/Hazardous Products |  |  |
| 1. Warning signs for any areas of danger or high-risk hazard areas such as chemical storage, high voltage electricity, confined space, etc… |  |  |
| 1. Load Rate Chart for Hoisting Equipment |  |  |
| 1. Maximum Revolutions per minute for abrasive wheels or grinders |  |  |