**[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
 |[ ]   |