Each posting requirement that follows includes where you can obtain the poster. AGC of California provides internet links to some forms and posters at www.agc-ca.org, member services, safety and health. AGC does not provide the forms or posters. The California Chamber of Commerce sells a set of two posters that include many of the required postings. Their phone number is (800) 331-8877.

The following required posters are available from the Department of Industrial Relations, P.O. Box 420603, ATTN: Posters/San Francisco, CA 94142-0603 (415) 703-5070.

The following posters are available online at http://www.dir.ca.gov/wp.asp. Some of these may be updated January 2008 so be sure to check the website for updates.

1. Notice to employees— injuries caused by work. 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 from the DIR website. NOTE: Employers may obtain professionally printed copies of the poster and workers’ compensation claim form from their claims administrator. Title 8, California Code of Regulations, Division of Workers’ Compensation section 9810. Revised August 2006. All employers must post this.


3. Minimum Wage. 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. Can be downloaded in English and Spanish. Labor Code section 1183(d). Revised January 2008. All employers must post this.

4. Prevailing Wage Rate Determinations. 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. Labor Code section 1773.2 Public Works awarding bodies and Contractors must post this.

5. Pay Day Notice. Must specify the regular paydays and the time and place of payment. An employer-developed notice is permitted on company letterhead at each jobsite, stating your job name, address, and day of week when employees are paid. The State also provides a form for this


7. Emergency Phone numbers. Lists emergency responders’ phone numbers. Form can be downloaded from Cal/OSHA or employer can use own format. Title 8, California Code of Regulations, Construction Safety Orders section 1512(e). All employers must post this.

8. Notice of Compensation Carrier. States the name of the employer’s current compensation insurance carrier, or the fact that the employer is self-insured. This posting notifies employees of compensation benefits, first aid procedures and emergency telephone numbers. Can be obtained from the employer’s workers’ compensation insurance carrier. Labor Code section 3550. All employers must post this.

9. 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. www.dir.ca.gov Labor Code section 1102.8(a). All employers must post this.

10. 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). All employers must post this.


Other Required Postings

Obtain the following from the Department of Fair Employment and Housing, http://www.dfeh.ca.gov, 1(800)884-1684.

1. Harassment or Discrimination in Employment is Prohibited by Law. This poster describes the California Fair Employment Practice Act and is available in English and Spanish, reference number 162. Fair Employment and Housing Act, Government Code section 12900 et seq. All employers must post this.


3. Family Care and Medical Leave (CFRA) and pregnancy disability leave. Title 2, California Code of Regulations section 7291.16(e) and 7297.9. Updated January 2008. All employers with 50 or more employees and all public Agencies must post this.

4. Notice to Employees of Unemployment Insurance and Disability Insurance. This poster advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits, reference number DE 1857A. Obtain from the Employment Development Department http://www.edd.ca.gov/uirp/uipub.htm or call (916)322-2835. Available in Spanish,
English, Vietnamese and Chinese. Updated January 2008. All employers must post this.

5. Notice to employees time off to vote. Post this not less than 10 days before every statewide election. Elections Code 14001 et seq. All employers must post this.


7. Notice to Employees of Possible Exposure to Toxic Substances. If applicable, reference applicable sections of Title 8, California Code of Regulations.

8. Worksite permits. (height permits, trenching permits, etc.)


10. Notice - Employee Polygraph Protection Act (EPPA). Must be displayed where employees and job applicants can readily see it. WH Publication 1462. Available at Department of Labor website. Revised June 2003. Available in English and Spanish


13. Proposition 65 Warnings. To warn public, visitors and employees of exposure at your jobsite to chemicals. Obtain from local sign company in your area or AGC. Use approved wording.

14. Laser Warning Placard. Must be posted in areas in which lasers are used. Reference Title 8, California Code of Regulations, Section 1801(d).

15. Registration for Asbestos-Related Work. Copy of registration must be posted beside the OSHA poster. An asbestos warning sign must also be posted. Reference Title 8, California Code of Regulations Section 341.10.

16. Citations, Special Orders, Orders to Take Special Action and Notices of No Violation. Posted at or near site of violation for three working days or until unsafe condition abated (whichever is longer). Reference Title 8, California Code of Regulations, Section 332.3.

17. Notice of Verification of Abatement of citation. Cal/OSHA Form 4-D. Posted at or near site of violation for three working days ñ Reference Labor Code Sec. 6318(b).


Federal Department of Labor (DOL) Postings
Some of the statutes and regulations enforced by agencies within the Department of Labor (DOL) require that notices be posted in the workplace. The Department provides electronic copies of the required posters at http://www.dol.gov/osbp/sbrefa/poster/main.htm. Some of DOL’s posters are available in languages other than English. Please note that posting requirements vary by statute; that is, not all employers are covered by each of DOL’s statutes and thus may not be required to post a specific notice. For example, some small businesses may not be covered by the Family and Medical Leave Act and thus would not be subject to the Act’s posting requirements. For information on coverage, eLaws Poster Advisor (http://www.dol.gov/elaws/posters.htm) is a good starting point and will provide links to pages containing more detailed information.
Posting for Mobile Crews

The Law clearly states that an employer must post the required State, Federal and OSHA postings in the workplace where employees have access to see them on a daily basis. What do you do if your crews are moving from one job to the other and do not have the opportunity to go by the main office or the project itself does not require a field office because of size or practicality. A Mobile Posting Package is the Answer! A Mobile posting package is all your State, Federal and OSHA postings that are placed in an 8 1/2" X 11" binder. There are a few companies that produce the entire required posting in that particular format for a cost of about $30-$40. To complete the package you must:

Create a custom cover for your Mobile Postings pack including a vertical cover for the binder edge. (Binders come with clear view end and side pocket)

Include an employee acknowledgment (to be completed by the employer & employee prior to the start of work at that particular location). This can be also custom made. Be sure to provide copies to other departments such as human resources.

Provide all required postings as listed in this bulletin, including the following:

Company information: main office address and phone number including contractors licenses, employer federal identification number. Insurance information should also be included along with your Safety Officer contact information.

Attention: All (Company Name) Employees.

Subject: Payday schedule and Workers Compensation information. Provide site-specific information as it applies to these headings. Include also clear and concise directions and a map to the nearest Urgent Care Facility and closest Hospital. Provide accident reporting procedures and contacts.

Additional Emergency phone numbers such as Fire-rescue and Police along with the local Cal/OSHA enforcement.

Access to Medical and Exposure Records is another piece of information that must be included in your jobsite postings that provides your employee with not only the contact information and where the records are kept.

Get with your Project leader to determine the Safety Awareness Statement as well as the time that has been established for weekly tailgate/safety meetings.

Provide information on Hazardous Materials (employee right to know), where the MSDS binder is located (must be easily accessible) and the poison control center number.

Determine the most accessible location and post a Notice Identifier either at the location where the posting book is kept. Place the notice in the windshield of the Superintendents Truck, the outside of the Con-X job box or small trailer. It must state: NOTICE!! All required bulletin board postings are located in the Superintendents Truck, all new employees must review prior to start of work (Then provide the name of the Superintendent). Laminate these notices so they last throughout the project duration and can be used again and again. Compliance Poster offers a mobile posting package at http://www.complianceposter.com/

Thank you to Scott DuPriest of John F. Otto, Inc. for his mobile posting article.
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Sacramento (916) 263-2803
San Francisco (707) 576-2419
Van Nuys/Los Angeles (818) 901-5730

Cal/OSHA District Offices:
Anaheim: (714) 939-0145
2100 E. Katella Ave., Suite 140  CA 92806

Concord: (925) 602-6517
1465 Enca Circle, Bldg. E Suite 900  CA 94520

Fresno: (559) 445-5302
2550 Mariposa St., Room 4000  CA 93721

Foster City: (650) 573-3812
1065 E. Hillsdale Blvd., Suite 110  CA 94404

Los Angeles: (213) 576-7451
320 West 4th Street, Suite 850  CA 90013

Oakland: (510) 622-2916
1515 Clay Street, Suite 1301  CA 94612

Foster City: (650) 949-7827
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381 Hemsted Dr  CA 96002

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San Bernardino: (909) 383-4321
464 W 4th St., Suite 332  CA 92401

San Diego: (858) 637-5534
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San Francisco: (415) 703-5210
455 Golden Gate Ave, Suite 1524 CA 94102

San Jose: (408) 452-7288
2010 N. First St., Suite 401  CA 95131

Santa Rosa: (707) 576-2388
1221 Farmers Lane, Suite 300  CA 95405

Torrance: (310) 516-3734
680 Knox St., Suite 100  CA 90502

Van Nuys: (818) 901-5403
6150 Van Nuys Blvd., Suite 405  CA 91401

Ventura: (805) 654-4581
1655 Mesa Verde Ave, Suite 150  CA 93003

West Covina: (626) 472-0046
1906 W. Garvey Ave So, Suite 200  CA 91790

Cal/OSHA Consultation Service Offices:
(800) 963-9424/www.dir.ca.gov

1. Northern California: (916) 263-0704
2424 Arden Way, Suite 410
Sacramento, CA  95825

2. San Francisco Bay Area: (510) 622-2891
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3. Central Valley: (559) 454-1295
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5. Los Angeles: (562) 944-9366
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6. San Bernardino/Orange: (909) 383-4567
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