



Checklist of Items Needed for the Jobsite

Required

<input type="checkbox"/>	Postings	see attachment for requirements
<input type="checkbox"/>	Hand wash stations	"
<input type="checkbox"/>	Portable toilets	"
<input type="checkbox"/>	Map to local medical	
<input type="checkbox"/>	Code of Safe Practice	
<input type="checkbox"/>	MSDS (Site Specific)	
<input type="checkbox"/>	Eye wash station (check site MSDS's if needed- 15 min. flush)	
<input type="checkbox"/>	First Aid Kit (remove medicines)	
<input type="checkbox"/>	Fire Extinguishers	
<input type="checkbox"/>	PPE	
<input type="checkbox"/>	Shade - trees, office trailer, air conditioned vehicles etc.	
<input type="checkbox"/>	Potable Drinking Water/cups bottles	
<input type="checkbox"/>	Proper signage (no smoking, flammables, ppe required etc.)	
<input type="checkbox"/>	Permits - excavation, scaffold, compressor	
<input type="checkbox"/>	Daily Checklists - trench, scaffold	
<input type="checkbox"/>	Weekly - jobsite inspection, safety meeting (documented)	
<input type="checkbox"/>	Trash cans- drums, barrels marked trash	

Pro Active Items/ Best Business Practices

<input type="checkbox"/>	IIPP
<input type="checkbox"/>	Training Logs
<input type="checkbox"/>	All safety programs

This list is compiled from reliable sources, but as with any documents please check the State and Federal Regulations.

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: Feb 2006	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 exposure records	Provides information about rights of employees working with hazardous/toxic substances. Available in English and Spanish . Title 8, California Code of Regulations, General Industry Safety Order section 3204	All employers using hazardous or toxic substances
Operating Rules for Industrial Trucks	Employers using industrial trucks shall post and enforce a set of operating rules. Available in English and Spanish . Poster print date: April 2007	Employers operating forklifts and other types of industrial trucks or tow tractors
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. NOTE: Employers may obtain professionally printed copies of the poster and workers' comp claim form from their claims administrator. Title 8, California Code of Regulations, Division of Workers' Compensation section 9810	All employers
Notice of workers' compensation carrier and coverage	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. Labor Code section 3550	All employers
Whistleblower protections	Must be prominently 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	All employers

	<p>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) (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>	
No smoking signage	<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>	All employers
Log and summary of occupational injuries and illnesses	<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 Cal/OSHA publications page.</p> <p>Title 8, California Code of Regulations, Division of Labor Statistics and Research sections 14300 et seq.</p>	Employers with 11 or more employees in the previous year
Farm labor contractor statement of pay rates	<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>	Farm labor contractors licensed by the Division of Labor Standards Enforcement (DLSE)
Prevailing wage rate determinations	<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>	Public works awarding bodies and contractors

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>	Employers of five to 49 employees

	Title 2, California Code of Regulations section 7291.16(d)	
Family care and medical leave (CFRA leave) and pregnancy disability leave	The latest information can be obtained from the Department of Fair Employment and Housing (DFEH) , reference notice B. 1 (800) 884-1684 Title 2, California Code of Regulations sections 7297.9 and 7291.16(e)	All employers with 50 or more employees and all public agencies
Notice to employees	Advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits. 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.	All employers
Notice to employees: unemployment insurance benefits	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.	All employers
Notice to employees: time off to vote	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 . Elections Code section 14001 et seq.	All employers
Equal employment opportunity is the law	Includes Americans with Disabilities Act (ADA) poster. The latest information can be obtained from the U.S. Equal Employment Opportunity Commission . 1 (800) 669-3362	All employers
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

§1527. Washing Facilities, Food Handling, and Temporary Sleeping Quarters.

(a) Washing Facilities.

(1) General. Washing facilities shall be provided as follows: A minimum of one washing station shall be provided for each twenty employees or fraction thereof. Washing stations provided to comply with this requirement shall at all times:

- (A) Be maintained in a clean and sanitary condition;
- (B) Have an adequate supply of water for effective washing;
- (C) Have a readily available supply of soap or other suitable cleansing agent;
- (D) Have a readily available supply of single-use towels or a warm-air blower;
- (E) Be located and arranged so that any time a toilet is used, the user can readily wash; and
- (F) When provided in association with a nonwater carriage toilet facility in accordance with Section 1526(c),
 1. Provide a sign or equivalent method of notice indicating that the water is intended for washing; and
 2. Be located outside of the toilet facility and not attached to it.

Exception to subsection (a)(1)(F)(2.): Where there are less than 5 employees, and only one toilet facility is provided, the required washing facility may be located inside of the toilet facility.

Exception to subsection (a)(1): Mobile crews having readily available transportation to a nearby toilet and washing facility.

(2) Washing facilities for hazardous substances. Where employees are engaging in the application of paints or coatings, or in other operations involving substances which may be harmful to the employees, washing facilities shall be provided in near proximity to the worksite and shall be so equipped as to enable employees to remove such substances. Facilities provided to comply with this requirement shall at all times:

- (A) Be maintained in a clean and sanitary condition;
- (B) Have an adequate supply of water sufficient for effective removal of the hazardous substance from skin surfaces; and
- (C) Have a readily available supply of soap, and where necessary to effect removal, special cleansing compounds designed specifically for removal of the hazardous substance from skin surfaces; and
- (D) Have a readily available supply of single use towels or a warm-air blower.

(3) Showers. When showering is required by the employer or these orders, the shower shall meet the requirements of Section 3366(f).

(b) Food Handling. All food service facilities and operations shall meet the applicable laws, ordinances, and regulations of the jurisdictions in which they are located

(c) Temporary Sleeping Quarters. When temporary sleeping quarters are provided, they shall be heated, ventilated, and lighted and shall meet the applicable laws, ordinances and regulations of the jurisdictions in which they are located.

§1526. Toilets at Construction Jobsites.

(a) A minimum of one separate toilet facility shall be provided for each 20 employees or fraction thereof of each sex. Such facilities may include both toilets and urinals provided that the number of toilets shall not be less than one half of the minimum required number of facilities.

EXCEPTION: Where there are less than 5 employees, separate toilet facilities for each sex are not required provided the toilet facilities can be locked from the inside and contain at least one toilet.

(b) Under temporary field conditions, not less than one toilet shall be available.

(c) Where the provision of water closets is not feasible due to the absence of a sanitary sewer or the lack of an adequate water supply, nonwater carriage disposal facilities shall be provided. Unless prohibited by applicable local regulations, these facilities may include privies (where their use will not contaminate either surface or underground waters), chemical toilets, recirculating toilets, or combustion toilets.

(d) Toilet facilities shall be kept clean, maintained in good working order, designed and maintained in a manner which will assure privacy and provided with an adequate supply of toilet paper.

(e) The requirements of this section shall not apply to mobile crews having readily available transportation to nearby toilet facilities.