

STATE AND FEDERAL POSTING REQUIREMENTS

This reference guide has been developed by The Ohio Manufacturers' Association, in conjunction with the law firm of Bricker Graydon LLP, to assist Ohio manufacturers in meeting state and federal posting requirements.

This guide lists all major federal and state posting requirements related to employment law, with a short description of each posting, and contact information to obtain the appropriate posting materials. These posters are available free of charge from each agency and must be conspicuously displayed where other similar notices are made available to employees. Each description is accompanied by a reproduction of the appropriate poster. Source information for all posters is listed below.

It is recommended that employers review their postings for accuracy on an annual basis.

Source Key



Ohio Department of Job and Family Services

odjfs.state.oh.us/forms/num/ JFS02745/pdf/

Email: forms@jfs.ohio.gov

(614) 644-2223

B

Ohio Bureau of Workers' Compensation

https://info.bwc.ohio.gov/

Posting a Certificate of Coverage

(800) 644-6292

C

U.S. Department of LaborOccupational Safety & Health
Administration

<u>osha.gov/publications/poster</u> <u>osha.gov/recordkeeping/forms</u>

Ohio offices:

These four federal OSHA offices cover private sector employers and workers in Ohio:

Cincinnati Area Office

100 Tri County Pkwy 3rd Floor North Cincinnati, OH 45246 (513) 841-4132 • (513) 841-4114

Cleveland Area Office

Essex Place 6393 Oak Tree Blvd. Suite 203 Independence, OH 44131 (216) 447-4194 • (216) 520-1624

Columbus Area Office

200 North High Street, Room 620 Columbus, OH 43215 (614) 469-5582 • (614) 469-6791

Toledo Area Office

100 N. Summit Street, Suite 100 Toledo, OH 43604 (419) 259-7542 • (419) 259-6355 D

U.S. Department of Labor Wage and Hour Division

dol.gov/agencies/whd/posters

Ohio offices:

- 550 Main St., Suite 10 277 Cincinnati, OH 45202 (513) 684-2908
- 1240 E. Ninth St., Rm. 817 Cleveland, OH 44199 (216) 357-5400
- 200 N. High St., Rm. 646 Columbus, OH 43215 (614) 469-5678

State of Ohio



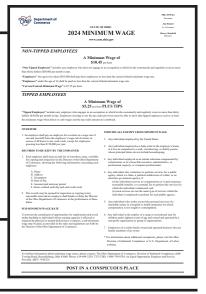
Ohio Fair Employment Practices Law

Must be posted by all employers of four or more employees in a conspicuous place. Ohio law prohibits discrimination in employment practices relative to race, color, religion, sex, national origin, disability, ancestry, military status or age (40 and over).

Source: A

Ohio Minimum Wage Law

Must be posted by all Ohio Employers. Note: Ohio minimum wage is \$10.45 per hour effective 1/1/2024. Find this poster at this link.

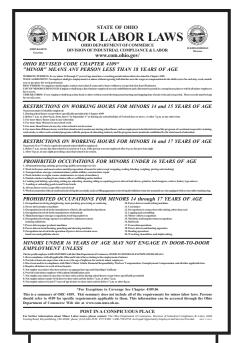




Ohio No-Smoking Law

Post "No Smoking" signs in public places and places of employment at each entrance to same where smoking is prohibited. Posters are available at the Ohio Department of Health, https://odh.ohio.gov/know-our-programs/smoke-free-workplace-program/resources/Smoke-Free-Worplace-Signs

Source: A



Ohio Minor Labor Law

Must be posted in plain view in a conspicuous place which is frequented by the largest number of minor employees and to which all minor employees have access. The poster must be in every factory, workshop, or office where employees under eighteen years of age are permitted to work. Employers of minors must also post the names of employees under 18, including working hours, meal time, and time starting and ending work day.

Source: A

Ohio Workers' Compensation Certificate of Premium Payment

Must be posted by every employer subject to Ohio's Workers' Compensation Law. Certificate is furnished by the Ohio Bureau of Workers' Compensation; private employers receive a certificate of coverage once a year in May. The certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit www.bwc.ohio.gov or call 1-800-644-6292.



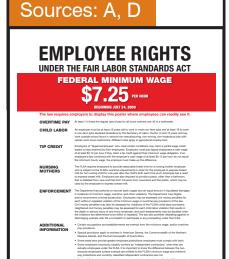
Know Your Rights: Workplace Discrimination is Illegal

The law requires an employer to post a notice describing the Federal laws prohibiting job discrimination. Access it here.



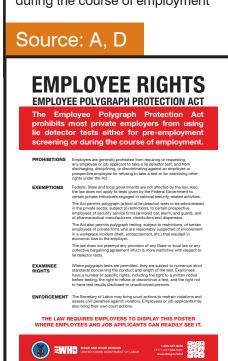
The Fair Labor Standards Act

Covers minimum wage, overtime and child labor requirements. Must be posted by all employers engaged in interstate commerce with gross annual sales of at least \$500,000.



Employee Polygraph Protection Act

Prohibits most employers from using lie detector tests either for pre-employment screening or during the course of employment



Job Safety & Health Requirements

Employers must post this notice in a conspicuous place. Employers must post all OSHA citations at or near the worksite involved until the violation is abated or for three working days, whichever is longer. Employers do not need to replace previous versions of the poster.



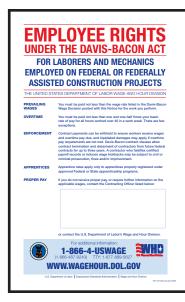
Source: A, C

Log & Summary of Occupational Injuries & Illnesses

If your business is subject to OSHA's record keeping requirements, then OSHA Form 300A must be posted annually from February 1st through April 30th by employers of 10 or more employees, summarizing the preceding year's illnesses and injuries.

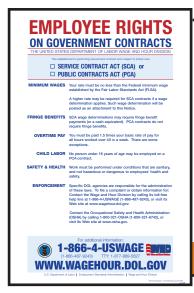
Source: C

Summary of Work-Related Injuries and Illnesse								J.S. Department of Labor Josephiana Salay and Health Administration	
l establishments cou- ilheases occurred o	ered by Part 1904 is turing the year. Rec	rust complete this Summary par tember to review the Log to ver	pe, even if no injuries By that the entries are				Form approved	OM8 no. 1218-0179	
below, making sure you've added the entiries from every page of the log. If you had no cases with 10.1					Establishment information				
Form 300 in its entirely. They also have limited access to the OSHA Form 301 or its equivalent. See 30 CFR 1004.35, in OSHI's Reconfineging rate, for further details on the access previous for finites forms.					Your establishment name Street				
lumber of Cases					City State		Zip		
nal number of eths	Total number of cases with days away	Total number of cases with job transfer or restriction	Total number of other		Industry description (e.g., Manufacture of motor in Standard Industrial Classification (SICA If known)				
(G)	(H)	0	(J)		OR North American Industrial Classification (NAICS).				
umber of Days					Employment information				
					Employment information				
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Injury Skin Disorder Respiratory	- 8	(4) Poisoning (5) Hearing Loss	0		I certify that I have examined this document and the	hat to the best of my knowledge the	entries are true.		
ndition		(6) All Other Illnesses			accurate, and complete.				
					Company executive		Title		
ost this Summa	ry page from Fe	bruary 1 to April 30 of th	e year following the	covered by the form	Phone		Date		
		ton is estimated to average 55 minute and soview the collection of information 18 control number. If you have any or 3544 Office of Statistics, Room N-364							



Notice to All
Employees Working
on Federal or
Federally Financed
Construction Projects
Must be posted by
employers at the job site
if company is engaged in
work covered by the DavisBacon Act.

Source: D



Notice to Employees
Working on
Government
Contracts

Must be posted for Walsh-Healy Public Contracts which exceed \$10,000 in materials, supplies, articles, and equipment or services in excess of \$2,500.

Source: D

The Uniformed Services Employment and Reemployment Rights Act

The Veteran's Benefits
Improvement Act of 2004
requires employers to
post a notice informing
employees of their
USERRA rights.

Source: www.dol.gov/vets

VOUR RIGHTS UNDER USERRA
THE UNIFORMED SERVICES EMPLOYMENT
AND REPORT OF THE CONTROLL OF THE C

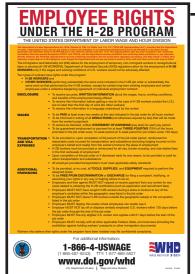
Family and Medical Leave Act of 1993

Must be posted by employers of 50 or more employees that are required to provide unpaid job protected leave to "eligible" employees for certain family, medical and military reasons.

Sources: A, D



Sources: A, D



Employee Rights Under the H-2B Program

Employers with employees on H-2B visas (non-agricultural seasonal workers) must post and maintain in a conspicuous place of employment a poster provided by the Department of Labor which sets out the rights and protections for H-2B and corresponding workers. The employer must post the poster in English. The employer must post additional posters in any other language common to a significant portion of the workers if they are not fluent in English, to the extent that posters translated into such languages are available from the Department of Labor.

Source: D