



# CIRSA COMPLIANCE ALERT

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## Compliance Alert – Required Posters in the Workplace



Employment posters are a means of notifying employees with information regarding their rights and keeping the workplace safe. Federal and state governments and in some cases local governments have requirements for these notices which should be kept up to date and posted in prominent locations visible to staff. While most federal and state labor law posters are not required to be posted in other languages, some laws do require it. Failure to comply with posting requirements can result in fines. Also, should an employee sustain an on-the-job injury without there being proper poster notification already in place to advise the employee of workers' compensation rights and requirements, the resulting workers' compensation claim could become more complicated.

Many companies sell consolidated posters as a convenience, but it is up to the entity to ensure the information posted is applicable. For example, in Colorado, governmental entities are not regulated by the Occupational Safety and Health Administration (OSHA) so this information is not needed.

The State of Colorado website is a good place to help identify posting requirements per State statutes and regulations. Users will need to figure out which posters are required based on their operations. The following link to the Colorado Division of Labor and Employer poster webpage has the dates each poster was last updated to help identify revisions or if your existing poster is adequate.

<https://www.colorado.gov/pacific/cdle/posters>

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## *Required Posters in the Workplace (cont.)*

Additionally, the Federal Department of Labor has an online app which walks you through identifying which Federal posters you are required to post. See the following website:

<https://webapps.dol.gov/elaws/posters.htm>

Free Federal posters can be found and printed at the following link:

<https://www.laborposters.org/federal.htm>

You can also print Federal Department of Labor posters from the following website. Under the Compliance Assistance Materials each listed poster will indicate to whom it applies and revision dates.

<https://www.dol.gov/general/topics/posters>

Finally, if your entity is a member of Employers Council, they can provide additional assistance. They are an HR and employment law service that is more adequately equipped to assist with this type of inquiry. Please see the following link.

<https://www.employerscouncil.org/>

Note: Should you desire to print your own posters, the following shall be adhered to according to the state under section 8-43-102. **“Every employer shall display at all times in a prominent place on the workplace premises a printed card with a minimum height of fourteen inches and a width of eleven inches with each letter to be a minimum of one-half inch in height.”**