

Mandatory Postings Checklist

Suggested frequency once per year

Municipality:			Inspection Date: / /201		
Name of Inspector:			Title:		
Location Surveyed:					
State and Federal laws require employers to post all existing labor laws in an area that is frequented by employees. (Note: these should be under glass or Laminated, lines 1-16))					
#	No	Yes	Item Write line # & comments on back		
Required Federal Postings					
#					
1.			Employee Polygraph Protection Act		
2.			Fair Labor Standards Act (07/09)		
3.			Family Medical Leave Act (01/09)		
4.			IRS Withholding Notice - Rev. 08/2009		
5.			Genetic Information Non-Discrimination		
6.			Uniformed Services Employment & Re-Employment Act (11/08)		
7.			Annually February through April OSHA 300 Log and Summary		
Required State of NJ Postings					
8.			New Jersey Public Employees Right to Know Act		
9.			Unemployment and Disability Insurance		
10.			Discrimination Notice In Employment - (rev. 02/2010)		
11.			New Jersey 2009 Minimum Wage Abstract - 7 / 2009		
12.			New Jersey Payment of Wages - 1/1 / 2014		
13.			New Jersey Unemployment and Disability Insurance - 9 / 2009		
14.			NJ Occupational Safety and Health Administration (PEOSH)		
15.			New Jersey Family Leave Act - (rev. 02/2010)		
16.			Conscientious Employee Protection Act		
17.			Notice (Workers' Compensation) Name of provider		
18.			Smoking Prohibited		
Voluntary - Recommended					
19.			JIF calendars		
20.			JIF Posters & others on Health and Wellness		
21.			Safety Director Bulletins & Any Management "Broadcast" Announcements		
22.			Relevant Tool-Box-Talk outlines or safety related Newspaper clippings		
Things Subject to Removal Due to EEOC Regulations or Just Poor Taste					
23.	"Girly" posters or calendars including pinups				
24.	Advertisements for wagers or gambling including 50/50's & any unauthorized postings				
25.	"Off-color" or "Suggestive" cartoons or comics – items reported as "Offensive"				
26.	Vandalized or "Doctored" documents or photos meant to ridicule or offend				