Display Of Regulatory Posters



While states and agencies may vary slightly on specific recommendations, there are clear guidelines. You may need your postings in several locations to provide the coverage required to be in compliance.

First, notices must be hung where employees can readily see them. The notices must be conspicuous, easily accessible and well lighted. Further, separate buildings, annexes, and usually floors require their own set of notices.

Second, the notices must be readily visible to job applicants. Areas where applicants usually don’t go are inadequate.

Third, it is advisable the notices should be posted where visitors can see them.

Given the criteria, here are some suggestions. Post notices:

- by Human Resources
- in lunch rooms
- by drinking fountains
- in lobbies
- in interview rooms
- in union halls
- in employee bulletin boards
- near time clocks

Separate facilities, job sites, annexes, and self-contained units require their own set of notices.

It is not uncommon for posters to become covered by new announcements and the like. To avoid this and ensure ongoing compliance employers should have a designated bulletin board for posters that is restricted for this purpose.