

# Project Bulletin Board Checklist

The following postings must be present, legible and unobstructed:

## **SAFETY**

- \*OSHA-3165/3176 (Spanish) YOU HAVE A RIGHT TO A SAFE AND HEALTHFUL WORKPLACE (ALL PROJECTS)
- CONTRACTOR'S EMERGENCY PHONE NUMBER (AFTER HOURS CONTACT PERSONNEL) (ALL PROJECTS)
- CONTRACTOR'S SAFETY OFFICER'S NAME AND PHONE NUMBER (ALL PROJECTS)
- LISTING OF HAZARDOUS MATERIALS FOUND IN THE WORKPLACE (ALL PROJECTS)  
(HAZARDOUS SUBSTANCES, SPECIAL HAZARDOUS SUBSTANCES, ENVIRONMENTAL HAZARDS)

## **LABOR COMPLIANCE**

- FHWA-1022** NOTICE (FEDERAL FUND)
- \***FHWA-1495/1495A** IMPORTANT WAGE RATE INFORMATION (FEDERAL FUND) or **WH-1321/WH1321 (SPANISH)** NOTICE TO EMPLOYEES
- PREDETERMINED WAGE RATES (ALL PROJECTS WITH CONTRACT WAGE RATES)
- \***UC-700** UNEMPLOYMENT COMPENSATION & CLAIM FACT SHEET (100% STATE FUND)
- \***WH-1088 & LLC-1 FAIR** LABOR STANDARDS ACT & MINIMUM WAGE LAW  
(ALL PROJECTS WITH NO CONTRACT WAGE RATES)
- \***WH-1284** NOTICE TO WORKERS WITH DISABILITIES (FEDERAL FUND) \* Must be posted whenever the WH-1088 is posted AND the contractor has a certificate to pay less than minimum wage to disabled workers\*
- LLC-8 ABSTRACT** OF EQUAL PAY LAW (100% STATE FUND)
- \***WH-1462** EMPLOYEE POLYGRAPH PROTECTION ACT (FEDERAL FUND)
- WHISTLEBLOWER PROTECTION (WHISTLEBLOWERS KNOW YOUR RIGHTS) **ARRA** PROJECTS

## **EQUAL OPPORTUNITY**

- \***LP-744/744A** PA. HUMAN RELATIONS ACT (ALL PROJECTS)
- \***EEOC-P/E-1** EQUAL OPPORTUNITY IS THE LAW (ALL PROJECTS)
- \***WH-1420** FAMILY & MEDICAL LEAVE ACT (COMPANIES WITH MORE THAN 50 PEOPLE) (FEDERAL FUND)

## **CONTRACTOR'S - (PRIME and SUBCONTRACTORS over \$10,000)**

- EEO OFFICER'S NAME AND PHONE NUMBER (COMPANY LETTERHEAD) (ALL PROJECTS)
- MINORITY AND FEMALE REFERRAL NOTICE (COMPANY LETTERHEAD) (ALL PROJECTS)
- COMPLAINT PROCEDURES (COMPANY LETTERHEAD) (ALL PROJECTS)
- SEXUAL HARASSMENT POLICY (COMPANY LETTERHEAD) (ALL PROJECTS)

- EEO POLICY STATEMENT (COMPANY LETTERHEAD) (ALL PROJECTS)
- AVAILABLE TRAINING PROGRAM AND ENTRANCE REQUIREMENTS (FEDERAL FUNDS)
- CERTIFICATION OF NONSEGREGATED FACILITIES (FEDERAL FUNDS)
- UNION EEO COMMITMENTS AND RESPONSIBILITIES (UNION CONTRACORS) (FEDERAL FUNDS)
- WORK ENVIRONMENT STATEMENT (COMPANY LETTERHEAD) (FEDERAL FUNDS)

**OTHER REQUIREMENTS:**

YES  NO  IS THE BULLETIN BOARD LOCATED IN AN AREA THAT IS READILY AVAILABLE (INCLUDING AFTER HOURS) (ALL PROJECTS)

YES  NO  ARE SUBCONTRACTOR POLICIES READILY ACCESSIBLE FOR ALL SUBCONTRACTORS WITH CONTRACTS OVER \$10,000 (FEDERAL FUND) BY BEING:

YES  NO  POSTED ON BULLETIN BOARD

YES  NO  ARCH RING CLIP BOARD MOUNTED ON BULLETING BOARD WITH NOTICES LAMINATED

YES  NO  PLACED IN FOLDERS IN A STORAGE BOX AT THE BULLETIN BOARD

YES  NO  ALTERNATE PROCEDURED APPROVED BY THE DLCCA

YES  NO  IF APPLICABLE, ARE SPANISH VERSIONS OF THE POSTERS DISPLAYED (ALL PROJECTS)

YES  NO  IS THE BULLETIN BOARD PROTECTED FROM THE WEATHER

YES  NO  ARE ALL THE REQUIRED NOTICES AND POSTERS LEGIBLE

YES  NO  ARE MSDS SHEETS READILY ACCESSIBLE FOR HAZARDOUS MATERIALS

**NOTE:** Both English and Spanish versions of the posters are required to be posted in project areas with a large Hispanic population or workforce. This is to be determined on a project-by-project basis.

\*Denotes posters available in Spanish