



REQUIRED JOBSITE POSTERS CHECKLIST

Phone: 216.664.4151 • Fax: 216.664.3870 • Email: PWcoordinator@city.cleveland.oh.us • Hours: 8 am to 5 pm Weekdays

City of Cleveland recommends the following:

- All posters should be printed in color and laminated.

Federal and State Laws requires the following:

- The bulletin board and/or posters are located in a prominent & readily accessible area where employees gather to start work on and/or during breaks.
- All posters need to be stored in a weatherproof and watertight location and remain posted throughout the contract / project.

The bulletin board, literature box, and/or ringed clipboard must contain the following required jobsite postings:



Federal Posters

- F01 Employee Rights Under Federal Labor Laws – OLMS Fact Sheet
- F02 Equal Employment Opportunity is the Law
- F02 s Equal Employment Opportunity is the Law – SPANISH
- F03 EEO is the Law Poster Supplemental
- F04 Employee Rights Notice under the NLRB
- F05 Report of Construction Contractor's Wage Rates (WD-10 Report of Construction Contractor's Contractually required Wage Rates, Project Wage Rate Sheet, and/or Wage Rate Information (FHWA 1495)) → Contractor completes form online and then prints at least 3 copies – one for files, one for the city and one to post. C ▲
- F06 Fair Labor Standards Act (FLSA) Federal Minimum Wage ▲
- F07 Employee Rights for Workers with Disabilities/Special Minimum Wage
- F07 s Employee Right for Workers with Disabilities/Special Minimum Wage Poster– SPANISH
- F08 Service Contract Act (SCA)
- F09 Davis Bacon Know Your Rights ■
- F09 s Davis Bacon Know Your Rights – SPANISH ■
- F10 Your Rights Under the Family and Medical Leave Act
- F10 s Your Rights Under the Family and Medical Leave Act – SPANISH
- F11 Employee Polygraph Protection Act
- F12 Uniformed Services Employment and Reemployment Rights Act – USERRA
- F13 Notice To Employees Working on Government Contracts
- F13 s Notice To Employees Working on Government Contracts – SPANISH

- = City completes prior to distributing it to Contractor
- ★ = Contractor completes prior to laminating and posting
- C = Contractor inserts / replaces sample poster with theirs, then laminates & posts.
- ▲ = Must keep prevailing wages Chart current

Projects that are not in a fixed location:

Bound laminated posters with a paper ring and store in a traditional plastic "Open House" Literature Holder Container (see photo above); you may mounted the container with plastic ties and/or mounting screws to poles, working vans, and/or trucks. Note you must inform all employees of the location of the posters.

State of Ohio Posters

- S01 Ohio Fair Employment Practices Law
- S02 Minimum Wage ▲
- S03 Minor Labor Laws
- S04 Unemployment Compensation: Notice to Employees
- S05 No Smoking
- S06 No Weapons Notice
- S07 Ohio Civil Rights Act
- S08 Ohio Workers' Compensation Fund "Certificate of Premium Paid" C ▲

OSHA Posters

- A01 OSHA'S FORM 300A Work-Related Injuries and Illnesses Summary C ▲
- A02 OSHA: Job Safety and Health Protection
- A02 s OSHA: " " – SPANISH
- A03 Emergency Phone Numbers ★ ▲

City of Cleveland Posters

- C01 City's Key Contract Contacts ■ ▲
- C02 City's Sub-Contractor Addition and Substitution Policy
- C03 City's Fair Employment Law and Living Wage Policy

Contractor Posters

- Z01 Contractor's EEO policy statement ★
- Z02 Contractor's Sexual Harassment policy ★
- Z03 Contact Information for Project Contractors EEO Officer(s) ★ ▲
- Z04 Contractor's Pay Day Notice ★
- Z05 Contractor's Key Phone Numbers ★ ▲

Department of Transportation Projects (ODOT) Posters

- O01 Whistleblowers Know Your Rights
- O02 Highway Construction FRAUD Poster ■
- O03 Wage Rate Info. Fed. Aid Highway Prj. ■
- O03 s Wage Rate Info. " " – SPANISH ■
- O04 Working on Federally Financed Construction Project ■

*** All Posters can be downloaded from <http://www.city.cleveland.oh.us/OEO>