

## **4167-4-01 Notice to employees.**

- (A) Each employer shall post and keep posted a notice or notices informing employees of the protections and obligations provided under the act. The superintendent shall post a list of required notices and the form of those notices on <http://www.ohiobwc.com>.
- (B) Any notice required by this rule shall be posted by the employer in each establishment operated by the employer in a conspicuous place where notices to employees are customarily posted. Each employer shall take steps to insure that such notices are not altered, defaced, or covered by other material.
- (1) Where distinctly separate operations of the public employer are performed at a single physical location, each activity shall be treated as a separate establishment for purposes of this rule. Separate operations include, but are not limited to, multiple agencies of a public employer located within a single building.
  - (2) Where employees are engaged in activities that are not ordinarily conducted in an establishment of the public employer, the required notice or notices shall be posted at the location to which employees report each day.
  - (3) Where employees do not report to a physical location, the employer shall provide such employees individual copies of the notice on an annual basis.

Effective: 1/1/14

Prior Effective Dates: 9/12/94, 11/15/96, 8/15/01, 2/15/09