

NH DOT ON-SITE BULLETIN BOARD INSPECTION CHECKLIST

DATE		PROJECT NAME & NUMBER	
<p>NHDOT Standard Specifications, Section 107.01: BULLETIN BOARD REQUIREMENTS – The Contractor shall erect and maintain a bulletin board on which to post the notices, rates, and related items that are required to be posted. The board shall be a minimum of 4 foot by 8 foot in order to allow sufficient space, without overlapping, for both State and Federal posters/information, as required. Additional work classifications and their rates, requested by the Contractor and subsequently approved by the USDOL, shall also be posted. Bulletin boards shall be an enclosure and the posted documents shall be protected from the elements by glass or Plexiglas. Boards shall be erected on the site of work, be placed in a conspicuous and accessible location where it can be easily seen by all workers. If placing the bulletin board on the site of work is not feasible, either for safety reasons or due to the work taking place, the Contractor may recommend placing it in an adjacent location subject to NHDOT approval. If the NHDOT deems the alternate location as unsuitable (the location is too distant or will not be utilized by all subcontractors, etc.), the NHDOT may instead require the use of employee bulletin board handouts in accordance with FHWA policy. Contractors have two options for posters. Option 1: Using “all-in-one” Federal and State posters, or Option 2: Arranging posters in a predetermined manner as provided by the NHDOT. The bulletin board shall remain the property of the Contractor and shall be removed upon completion of the work.</p>			
	Yes	No	
Is the bulletin board in a conspicuous, accessible location and at eye level?	<input type="checkbox"/>	<input type="checkbox"/>	Are documents in a readable condition (not water stained or faded)?
Postings have not been overlapped.	<input type="checkbox"/>	<input type="checkbox"/>	Some of the postings have been reduced in size but are still legible.
Bulletin board is on the site of work	<input type="checkbox"/>	<input type="checkbox"/>	Bulletin board is “enclosed” and documents are protected from the elements by glass or Plexiglas.
Project name and number is on the board	<input type="checkbox"/>	<input type="checkbox"/>	
FEDERAL POSTERS		STATE POSTERS	
	Yes	No	
(1) Equal Employment Opportunity (EEO) is The Law (EEOC-P/E-1 - Rev. 11/09)	<input type="checkbox"/>	<input type="checkbox"/>	(9) Protective Legislation Law (Pay day notice - Rev. 4-22-14)
(2) “EEO is the Law” Poster Supplement (9/15)	<input type="checkbox"/>	<input type="checkbox"/>	(10) Whistleblower’s Protect. Act (RSA 275-E - Rev. 4-22-14)
(3) “Notice” of Federal Aid Project (Form FHWA 1022 - Rev. Nov. ‘11)	<input type="checkbox"/>	<input type="checkbox"/>	(11) Employees Right to Know About Toxic Substances RSA 277-A (Rev. 4-22-14)
(4) Employee Rights Under the Davis Bacon Act (WH Publication WH 1321 - Rev. Apr. ‘09)	<input type="checkbox"/>	<input type="checkbox"/>	(12) Unemployment Notice (NH DES 218 – R1/12)
(5) Employee Rights and Responsibilities Under FMLA (Note: If 50 or more ‘ees. WHD 1420 - Rev. 04/2016)	<input type="checkbox"/>	<input type="checkbox"/>	(13) Workers’ Compensation - WCP-1 (11-12) from Insurance Provider
(6) Employee Polygraph Protection Act (WHD 1462 - Rev. Jan. 2012)	<input type="checkbox"/>	<input type="checkbox"/>	(14) Criteria to Establish an Employee or Independent Contractor (Rev. 4-22-14)
(7) Uniformed Services Employment & Reemployment Rights Act (Rev. Oct 2008)	<input type="checkbox"/>	<input type="checkbox"/>	(15) Equal Pay Poster (12/14)
(8) Job Safety & Health Protection (OSHA 3165 – 04R 2015) (must be 8.5” x 14” with 10 point type)	<input type="checkbox"/>	<input type="checkbox"/>	(16) FFCRA – Covid 19 form WH1422 REV 03/20
OTHER REQUIRED POSTINGS			
	Yes	No	
(17) 24-Hour Emergency Contact Information (as per OSHA 1926.50(f))	<input type="checkbox"/>	<input type="checkbox"/>	(20) Federal Compliance Officer Poster – OFC Poster 1
(18) Contractor’s EEO Officer appointment letter (must include all contact information.)	<input type="checkbox"/>	<input type="checkbox"/>	(21) Davis-Bacon Wage Rates
(19) Contractor’s EEO & Harassment Policy Statement.	<input type="checkbox"/>	<input type="checkbox"/>	(22) Additionally requested/approved work classes & rates
Was Bulletin Board in compliance?	<input type="checkbox"/>	<input type="checkbox"/>	If noncompliant, was Contractor notified? Date:
<input style="width: 100%;" type="text"/> Name of individual conducting inspection		Comments:	