

Compliance Notice Form

Form # 401

Labour and Advanced Education

This form is used to submit a Compliance Notice (in response to an order) to the Occupational Health and Safety Division.

- Failure to comply with the order(s) can result in a fine of \$812.41 under the *Summary Proceedings Act* or prosecution under the *Occupational Health and Safety Act*.
- Failure to provide this Compliance Notice can result in a \$462.41 fine under the *Summary Proceedings Act*.

Procedure to Submit a Compliance Notice

- You are entitled to request clarification and are asked to direct all correspondence and questions to the Officer named on the order(s).
- The Compliance Notice shall be in written form, describe the ways in which you have complied with each item identified in the order(s), and shall be submitted by letter, memo, fax or email within the time specified on the order(s). This form has been provided as a template and is an example of a form that is acceptable to the Executive Director.
- You are required by law to post a copy of the Compliance Notice in a prominent place.
- You are also required by law to give a copy of the Compliance Notice to the Joint Occupational Health and Safety Committee (JOHSC) or Health and Safety Representative, if they exist in the workplace.
- Once completed, the Compliance Notice may be returned to the office which your order(s) originated:

 Halifax

NS Labour and Advanced Education
OHS Division
5151 Terminal Road, 7th Floor
PO Box 697
Halifax, NS B3J 2T8
Fax: (902) 424-5640

 Boylston

NS Labour and Advanced Education
OHS Division
RR#2
Boylston, NS B0H 1G0
Fax: (902) 533-2307

 Bridgewater

NS Labour and Advanced Education
OHS Division
60 Logan Road
Bridgewater, NS B4V 3J8
Fax: (902) 527-5480

 Kentville

NS Labour and Advanced Education
OHS Division
10 Webster Street
Suite 202
Kentville, NS B4N 1J5
Fax: (902) 679-5166

 Port Hawkesbury

NS Labour and Advanced Education
OHS Division
218 MacSween Street, Suite 12
Port Hawkesbury, NS B9A 2J9
Fax: (902) 625-4044

 New Glasgow

NS Labour and Advanced Education
OHS Division
187 Terra Cotta Drive
New Glasgow, NS B2H 6B6
Fax: (902) 755-3158

 Sydney

NS Labour and Advanced Education
OHS Division
Provincial Building
360 Price Street
Sydney, NS B1P 5L1
Fax: (902) 563-3475

 Truro

NS Labour and Advanced Education
OHS Division
36 Inglis Street
PO Box 824
Truro, NS B2N 5G6
Fax: (902) 893-0282

 Yarmouth

NS Labour and Advanced Education
OHS Division
13 First Street
Yarmouth, NS B5A 1S9
Fax: (902) 742-7796

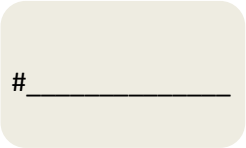




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Note: In keeping with the privacy provisions of the *Nova Scotia Freedom of Information and Protection of Privacy Act*, the Department of Labour and Advanced Education will only use personal information for the purpose for which the information was obtained or compiled, or, for a use comparable with that purpose.

Section A: Contact Information <i>(please print)</i>			
Contact Name:		Reference #:	
Address:			
Town/City:		Postal Code:	
Telephone #:		Fax #:	
Email Address: <i>(if one available)</i>			
Section B: Compliance Detail <i>(please print)</i>			
Compliance To order:	<i>The ways in which the order has been complied with are as follows:</i>		
			
Compliance To order:	<i>The ways in which the order has been complied with are as follows:</i>		
			
Compliance To order:	<i>The ways in which the order has been complied with are as follows:</i>		
			

Signature

Position/Title

Date