



Labour and Workforce Development

Occupational Health and Safety Division

Compliance Notice

Form #401 Date issued: 01/06

Form Revision date: 04/08

Approved by: Jim LeBlanc, Director

Ref. No.: _____

Company Name: _____

Address: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

Order Number _____

The ways in which the order has been complied with are as follows:

Three horizontal dashed lines for text entry.

Order Number _____

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Order Number _____

The ways in which the order has been complied with are as follows:

Three horizontal dashed lines for text entry.

Signature of person submitting this notice

Position or title of person submitting this notice

Date of Signature

Important Notes:

1. **You are entitled to request clarification and should direct all correspondence and questions to the officer named on the order(s).**
2. **Failure to comply with the order(s) can result in a fine of \$800 under the Summary Proceedings Act or prosecution under the Occupational Health and Safety Act.**
3. **The compliance notice shall be in written form and describe the ways in which you have complied with each item identified in the order(s). This notification may be by letter/memo, fax or e-mail and must be within the time specified on the order. Failure to provide this “compliance notice” can result in a fine of \$450 under the Summary Proceedings Act.**
4. **You are required by law to post a copy of the compliance notice in a prominent place.**
5. **You are required by law to give a copy of the compliance notice to the joint occupational health and safety committee or health and safety representative, if they exist in the workplace.**

Once completed, this form may be returned to:

Halifax

OH&S Division
NS Labour & Workforce
Development
5151 Terminal Road, 5th Floor
P.O. Box 697
Halifax, NS B3J 2T8
Fax 902-424-5640

Boylston

OH&S Division
NS Labour & Workforce
Development
RR#2
Boylston NS B3J 2T8
Fax 902-533-2307

Bridgewater

OH&S Division
NS Labour & Workforce
Development
60 Logan Road
Bridgewater, NS B4V 3J8
Fax 902-527-5480

Kentville

OH&S Division
NS Labour & Workforce
Development
10 Webster Street
Suite 202
Kentville, NS B4N 1J5
Fax 902-679-5166

Middleton

OH&S Division
NS Labour & Workforce
Development
101 Magee Drive
P.O. Box 1000
Middleton, NS B0S 1P0
Fax 902-825-4471

Port Hawkesbury

OH&S Division
NS Labour & Workforce
Development
218 MacSween Street, Suite 12
Port Hawkesbury, NS B9A 2J9
Fax 902-625-4044

Springhill

OH&S Division
NS Labour & Workforce
Development
29 Industrial Park Drive
P.O. Box 2290
Springhill, NS B0M 1X0
Fax 902-597-8801

Stellarton

OH&S Division
NS Labour & Workforce
Development
2561 Westville Road
P.O. Box 3040
Stellarton, NS B0K 1S0
Fax 902-755-3158

Sydney

OH&S Division
NS Labour & Workforce
Development
Provincial Building
360 Prince Street
Sydney, NS B1P 5L1
Fax 902-563-3475

Truro

OH&S Division
NS Labour & Workforce
Development
36 Inglis Street
P.O. Box 824
Truro, NS B2N 5G6
Fax 902-893-0282

Yarmouth

OH&S Division
NS Labour & Workforce
Development
13 First Street
Yarmouth, NS B5A 1S9
Fax 902-742-7796