

# Compliance Notice Form

Form # 401

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 \$822.50\* under the *Summary Proceedings Act* or prosecution under the *Occupational Health and Safety Act*.
- Failure to provide this Compliance Notice can result in a \$472.50\* 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:

☐ **Dartmouth**

NS Labour, Skills and Immigration  
OHS Division  
103 Garland Avenue  
Dartmouth, NS B3B 0K5  
Fax: (902) 424-5640

☐ **Boylston**

NS Labour, Skills and Immigration  
OHS Division  
c/o NS DNR4  
11210 Highway 16  
Boylston, NS B0H 1G0  
Fax: (902) 533-2307

☐ **Bridgewater**

NS Labour, Skills and Immigration  
OHS Division  
270 Logan Road  
Bridgewater, NS B4V 3V3  
Fax: (902) 527-5480

☐ **Kentville**

NS Labour, Skills and Immigration  
OHS Division  
5 Shylah Drive, Unit #1  
Kentville, NS B4N 0A2  
Fax: (902) 679-5166

☐ **Port Hawkesbury**

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

☐ **New Glasgow**

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

☐ **Sydney**

NS Labour, Skills and Immigration  
OHS Division  
1030 Upper Prince St. Suite 4  
Sydney, NS B1P 5L1  
Fax: (902) 563-3475

☐ **Truro**

NS Labour, Skills and Immigration  
OHS Division  
60 Lorne Street, 2<sup>nd</sup> Floor, Suite 8  
Truro, NS B2N 3K3  
Fax: (902) 893-6104

☐ **Yarmouth**

NS Labour, Skills and Immigration  
OHS Division  
10 Starrs Road  
Yarmouth, NS B5A 2T1  
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, Skills and Immigration 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