

Texas Workplace Poster Compliance Audit Checklist



This compliance audit checklist was developed by [Faulkner HR Solutions](#) to assist employers in meeting federal and Texas-specific labor law posting requirements, promoting workplace transparency, and supporting ongoing HR compliance.

Instructions for Use

This checklist is designed to help verify compliance with federal and Texas workplace poster requirements. For each poster, determine if it is legally required based on your organization's size, type, or industry. Mark whether it is currently displayed and in the correct location. Use the notes section to indicate where it's posted or if updates are needed.

Check the final section to confirm that posters are current, legible, and available in Spanish if applicable. Also ensure that remote employees have access to digital versions where required. Sign and date the form when complete, and retain for your records. Regular reviews—at least annually or after regulatory changes—are recommended.

Texas Workplace Poster Compliance Audit Checklist

#	Poster Title	Required By	Required (Yes/No)	Displayed? Location Displayed / Notes	Needs Update?
1	Texas Payday & Unemployment Compensation Act	TWC	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
2	Reporting Workplace Violence (ENG/ESP)	TWC (HB 915, 2024)	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
3	Workers' Compensation Notice – Coverage (Notice 6)	TDI	Yes (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
4	Workers' Compensation Notice – No Coverage (Notice 5)	TDI	Yes (if non-subscriber)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
5	Ombudsman Program Notice (WC)	TDI	Yes (if covered)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
6	Equal Employment Opportunity / “Know Your Rights”	EEOC / TWC (≥15 employees)	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
7	FLSA – Minimum Wage Poster	DOL	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
8	EPPA – Employee Polygraph Protection Act	DOL	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
9	FMLA – Family and Medical Leave Act	DOL (≥50 employees)	Yes (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
	OSHA – Job Safety & Health / “It’s the Law”	OSHA	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
11	USERRA – Uniformed Services Employment Reemployment Rights Act	DOL	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>

#	Poster Title	Required By	Required (Yes/No)	Displayed? Location Displayed / Notes	Needs Update?
12	Earned Income Tax Credit (EITC) Notice	IRS	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
13	Hazard Communication / Right-to-Know	OSHA / TDI	Yes (if using chemicals)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
14	Whistleblower Act / Right to Not Remain Silent (Public Employers)	Texas Whistleblower Law	Yes (if public entity)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
15	Hazard Communication Notice (Public Employers)	Texas Hazard Comm. Act	Yes (if public)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
16	Child Labor Law Poster	TWC	Yes (if minors employed)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
17	Concealed / Open Carry 30.06 / 30.07 Notices	Texas Penal Code	Optional (if enforced)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
18	No Smoking / Smoking Allowed Signage	Health & Safety Code	Yes (if policy)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
19	Emergency Contact Numbers / Workplace Emergency Info	OSHA / State Best Practice	Recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>
20	Digital Access Provided for Remote Employees	Best Practice	Recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No _____	<input type="checkbox"/>

Additional Compliance Review Items

Please complete the following to ensure full compliance beyond poster presence alone:

- **Poster Condition & Legibility**

Are all required posters clearly visible, free from damage, and easy to read (no fading, tearing, or obstruction)?

Yes No If "No," describe necessary corrective actions:

- **Maintenance & Replacement Schedule**

Is there a process in place to review and update posters regularly (e.g., annually or when regulations change)?

Yes No Next scheduled review date: _____

- **Language Accessibility**

Are Spanish versions of posters displayed where required (e.g., where a significant portion of the workforce is Spanish-speaking)?

Yes No Not Applicable

- **Remote and Hybrid Workforce Access**

Have remote or hybrid employees been provided access to required labor law posters in digital format or via alternative means?

Yes No Not Applicable

Method of delivery (e.g., PDF link, employee portal): _____

- **Corrective Action Needed**

List any posters missing, outdated, or needing replacement:

• **Auditor Name and Title:** _____

• **Signature:** _____ **Date of Audit:** _____