



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF INDUSTRIAL ACCIDENTS

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## CIRCULAR LETTER NO. 360

To: All Interested Persons  
From: Sheri Bowles, Director, Department of Industrial Accidents  
Subject: Revised Workers' Compensation Notice to Employee Poster  
Date: July 30, 2024

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The Department of Industrial Accidents (DIA) has revised the Notice to Employees poster<sup>1</sup> and has established new notice requirements. On or before **September 16, 2024**, all employers *must* utilize and repost the revised Notice to Employees poster.

All employers are must:

- Fill out the Notice to Employees
- Post in a visible location utilized and accessible to all employees. If no such location exists, the poster must be distributed to employees electronically or by mailing a copy.
- The poster must be updated, reposted, and redistributed whenever any of the information changes.

The revised poster is available on the DIA website at the following link - [Notice to Employees poster | Mass.gov](#). The poster is now available in the following languages: English, Arabic, Cape Verdean, Chinese, Haitian Creole, Khmer, Portuguese, Spanish, and Vietnamese.

The DIA seeks to implement these changes in a transparent and straightforward manner. Please contact the Public Information Unit with any questions at 617.727.4900 or [Info2@mass.gov](mailto:Info2@mass.gov).

<sup>1</sup> MGL c. 152, § 21, provides that “[e]very insured person shall, as soon as he secures a policy, give written or printed notice to all persons under contract of hire with him that he has provided for payment to injured employees by the insurer, or by self-insurance, as provided by this chapter.” MGL c. 152, § 22, provides: Every insured person shall give written or printed notice to every person with whom he is about to enter into a contract of hire that he has provided for payment to injured employees by the insurer or by means of self-insurance as provided in this chapter. . . . The notices required by this, and the preceding section may be given in the manner therein provided or in such other manner as may be approved by the department.