

SECTION 7.05 – SAFETY BULLETIN BOARDS

Contact: Business Services @ Extension 4150

A. Overview

The purpose of the Safety Bulletin Board is to increase employee awareness of safety and health.

B. References

Accident Prevention Program – Site Handbook ([Section 7.06](#))

Department of Labor & Industries Website: (www.lni.wa.gov/default.asp)

C. Guidelines

- Choose a location where there is greatest employee exposure (lunchroom, faculty room, break room, etc.).
- A specific bulletin board, or a specific portion of an existing board is to be designated and reserved **exclusively** for safety materials. **No non-safety related items are allowed.**
- Worn material is to be replaced periodically. Dated material is to be removed. An individual (and a back-up) should be designated and oriented in each working facility to maintain the bulletin board. It is recommended that, at a minimum, materials be reviewed annually.

D. Required Materials

- [Job Safety & Health Protection Poster*](#)
- [Notice to Employees ~ If a Job Injury Occurs Poster*](#)
- [Your Rights as a Worker/Family Leave Provision Poster*](#)
- [Notice to Employees ~ Unemployment Poster*](#)
- [Employee Polygraph Protection Act Poster*](#)
- [Family and Medical Leave Act of 1993 Poster*](#)
- [Equal Employment Opportunity is the Law Poster](#)
(<http://www.dol.gov/esa/regs/compliance/posters/pdf/eeopost.pdf>)
- [Uniformed Services Employment and Reemployment Rights Act \(USERRA\) Poster](#)
(<http://www.dol.gov/vets/programs/userra/poster.htm>)
- [Minutes of Last Safety Committee Meeting](#)
- Map of Building Locating First Aid Kits
- List of Staff Members with Current First Aid/CPR Training
- Citation and Notice (If Appropriate)

*You can order full-sized, color posters free from your local L&I office or you can print them from the web (www.lni.wa.gov/IPUB/101-054-000.pdf).