



Safety Bulletin Board

The purpose of the Safety Bulletin Board is to increase employee awareness of safety and health and is required to be posted in each building that has eight (8) or more employees.

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

Accident Prevention Program – Site Handbook (Currently Under Construction)

Posting 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.

Required Safety Bulletin Board Items:

- Job Safety & Health Protection
- Notice to Employees – If a Job Injury Occurs
- Your Rights as a Worker/Family Leave Provision
- Notice to Employees – Unemployment
- Employee Polygraph Protection Act
- Family and Medical Leave Act of 1993
- Fair Labor Standards Act (FLSA) Minimum Wage (State and Federal)
- Equal Employment Opportunity is the Law (<http://www.dol.gov/esa/regs/compliance>)
- Minutes of Last Safety Committee Meeting
- Map of Building Location First Aid Kits
- List of Staff Members with Current First Aid/CPR Training
- Citation and Notice (If Appropriate)

If you have any questions, please contact Human Resources at (206) 393-4329.