



Department of Environmental Health & Safety

Safety Postings/Notices Procedure

Department: _____

Date: _____

Policy:

Safety communications are fundamental tools in maintaining an informed working community. Posting of safety information at employee areas will be designed to remind, instruct, warn, and direct employees of workplace safety issues.

Procedure:

1. Safety notices will be posted on the department safety bulletin board and/or in areas that will effectively convey protective safety warnings. Example: Caution! Eye Protection Required in this Area! The posting of information will be the responsibility of the department and the department safety representative.
2. The safety bulletin board will be inspected weekly for current information. Posting and general information for the safety bulletin board can include:
 - a) Required OSHA workplace postings
 - b) Safety inspection findings and corrections
 - c) Safety Committee minutes and meeting times
 - d) Scheduled safety training sessions, etc.

Safety postings will be inspected during the semi-annual safety inspection conducted by the department to ensure that current and relevant safety communications are posted.

Dean of College/School: _____

Date: _____

Department Chair: _____

Date: _____