**Health and Safety Communication Bulletin Board Check List**

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

The following is a list of required and optional items to be posted prominent area of the workplace.

|  |  |
| --- | --- |
| **Required Items to Post** | **Posted √** |
| Emergency preparedness information |  |
| * Internal site contacts (phone numbers) |  |
| * External emergency numbers such as local police, hospital, utility companies, etc. |  |
| * Building layout maps identifying emergency exits (Primary and Secondary) |  |
| * Muster Station Location |  |
| First Aiders on site |  |
| * Name & Contact information |  |
| * Level of training |  |
| * Date training expires |  |
| OHS Policy Statement |  |
| * Signed and dated by highest ranking official |  |
| * Posted copy must be dated for the current year |  |
| RTW Procedure |  |
| * Signed and dated by highest ranking official |  |
| * Posted copy must be dated for the current year |  |
| Instructions on how to report an injury |  |
| * Instructions for employer representatives |  |
| * Instructions for worker |  |
| Can use WorkplaceNL “what to do in case of injury” posters |  |
| Recent copy of OHS Meeting Minutes |  |
|  |  |
| **Other OHS Items That Could Be Posted** |  |
| * recent workplace inspections |  |
| * safety shares |  |
| * safety alerts |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |