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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | Health & safety Noticeboard guidelines |

# SCOPE

This guideline has been developed to assist in the implementation of health and safety noticeboards for the purpose of sharing health and safety information in the local area and to ensure consistency across the University.

# Introduction

This guideline provides information on the use, style, location, content, and maintenance of health and safety noticeboards throughout the university.

# University guidance

### 3.1 OHS Noticeboards

Health and safety noticeboards can either be a **physical board** in a prominent location or they can be **electronic**. It must be easily accessible/visible. The noticeboards can also be shared by local areas, if the information which is specific to an area is clearly identifiable.

### 3.2 What should a Health and Safety Noticeboard contain

Health and safety noticeboards should contain relevant health and safety information, such as the following:

* [If you are injured at work](https://safety.unimelb.edu.au/__data/assets/pdf_file/0012/4699542/UoM_If-you-are-injured-at-work.pdf) poster
* [Important Return to Work Information](https://safety.unimelb.edu.au/__data/assets/pdf_file/0004/4699543/UoM_Important-Return-To-Work-Information.pdf) poster
* Names of elected employee health and safety representatives and management health and safety representatives
* Emergency contact details and other resources including:
* Emergency personnel: Wardens, deputy wardens, floor wardens, first aiders
* Location of first aid kits
* Location of AED (or nearest AED if located in a different building)
* Reference to the Melbourne Policy Library for policy and procedures on:
* Health and safety
* Location of local procedural manuals (if not available electronically)
* Information on contacting Human Resources for psychosocial issues (Employee Assistance Program (EAP))
* Meeting minutes (if not circulated by email or otherwise)
* Local area health and safety performance (if any)
* Health & safety updates such as Safety Bulletins and Safety Alerts
* QR code directing people to all the information listed above electronically

Additional information could include (if not available electronically):

* Issue resolution requirements
* Hazard reporting requirements

### 3.3 Noticeboards should not contain

* Personal advertisements
* Flyers, brochures etc. not relating to health and safety

### Noticeboard Locations

Physical health and safety noticeboards are to be used within local areas as a means of communicating health and safety information relevant to the local area’s activities and hazards. They should be in a prominent area within the building or facilities, such as kitchen spaces, main corridors or close to entrances/exits.

Electronic health and safety noticeboards can be in the form of a website, share point site and other electronic platforms, however the information shared must be the same as what is listed in section 3.2. The health and safety noticeboard must also be accessible to staff, students and contractors and should not be login required.

* 1. **Dimensions and layout of Noticeboards**

The size and layout of the health and safety noticeboard is up to the discretion of the local area; however, the following should be considered:

* A clear heading to identify that it is a health and safety noticeboard
* Layout could be done in sections including:
  + Emergency Management
  + Policies and safety alerts
  + Injury Management
  + Contacts
  + Performance
* The size of the noticeboard should be so that all information can easily be placed and not obstructed
  1. **Maintenance of Noticeboards**

The maintenance of health and safety noticeboards could be incorporated into the local area monitoring program, ie workplace inspections, or determined by the local area Health and Safety Committee.

For further information, refer to <https://safety.unimelb.edu.au/>, or contact Health and Safety Assist or your local Health and Safety Business Partner (<https://safety.unimelb.edu.au/health-and-safety-contacts/health-and-safety-business-partners>).