

NOTICEBOARDS SHOULD CONTAIN THE FOLLOWING INFORMATION

- 'If you are injured poster...' (Available from the Injury Management Unit <http://www.hr.unimelb.edu.au/advicesupport/im>)
- Names of Employee and Employer Health and Safety Representatives
- Emergency Personnel - BEC, Wardens, First Aiders
- Reference to the University of Melbourne Manuals:
 - Environment Health and Safety Manual
 - Personnel Policy and Procedures Manual
 - Finance Policy and Procedures Manual
 - Location of local procedural manuals
- Information on contacting Human Resources for personnel issues
- Other Emergency or other contact details
- Meeting minutes (If not circulated by email or other)
- Environment, Health and Safety Updates such as Workcover Alerts

NOTICEBOARDS SHOULD NOT CONTAIN:

- personal advertisements
- flyers, brochures etc not relating to Environment Health and Safety