

## Chapter 14

# SAFETY BULLETIN BOARDS

### A. References

- a. WSU Safety Policy and Procedure Manual Section 2.14 - Safety Bulletin Boards  
<https://policies.wsu.edu/prf/index/manuals/2-00-contents/2-14-safety-bulletin-boards/>
- b. [WAC 296-800-19005 Provide a safety bulletin board in your work place](#)

**B. Purpose** The Safety Bulletin Boards provide locations for communicating safety topics and concerns to WSU CAHNRS employees.

**C. Locations.** The CAHNRS College-Level bulletin board is located in Hulbert Hall in the corridor adjacent to room 305. Each University, including departments/units within CAHNRS, must also install and maintain a safety bulletin board in an appropriate central location, such as a break room or near the main building entrance.

**D. Responsibility.** Department or Unit administrators in coordination with the safety committee or safety committee representatives are responsible for ensuring the required materials are posted on the safety bulletin board.

### E. Items for Safety Bulletin Boards:

#### Required

- a. Job Safety and Health Law (F416-081-909)  
<https://www.lni.wa.gov/forms-publications/f416-081-909.pdf>
- b. Your Rights as a Worker in Washington (F700-074-909)  
<https://www.lni.wa.gov/forms-publications/F700-074-000.pdf>
- c. If a Job Injury Occurs/Workers Compensation (F242-191-909)  
<https://www.lni.wa.gov/forms-publications/f242-191-909.pdf>
- d. The OSHA 300 Summary must be posted from February 1 to April 30 each year. The annual OSHA 300 summary may be obtained by contacting EH&S 335-3041.  
[https://www.osha.gov/sites/default/files/2018-12/fy11\\_sh-22246-11\\_OSHAForm300.pdf](https://www.osha.gov/sites/default/files/2018-12/fy11_sh-22246-11_OSHAForm300.pdf)
- e. Labor and Industries (L&I) violations received by the department for the required (varies) posting interval.

#### Optional

Additional safety educational materials may also be posted on the bulletin board.

### F. Maintenance

In order to maintain a professional appearance worn material should be replaced periodically. Dated material is to be removed. It is recommended that, at a minimum, materials be reviewed every 6 months.

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Although some information is required to stay posted on your safety bulletin board, encourage employees to return periodically by adding new safety educational materials available free from LNI, such as posters or safety tips, and also update your safety bulletin board with the latest information.

**G. Assistance**

Contact the EHS Occupational Health and Safety unit at 335-3041 with questions concerning safety bulletin boards.