How to Set Up Your Safety Bulletin Board

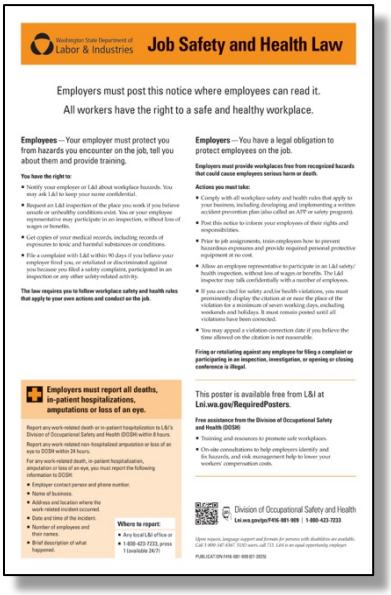
Why do you need it?

It's required by law. Washington State law (WAC 296-800-19005) says you must install and maintain a safety bulletin board in every fixed workplace that has eight or more workers.

Where should you put it?

Somewhere staff and volunteers will *see* it. That usually means a breakroom or worker hallway, but your circumstances might require you to be creative with the placement.

10 things to put on your safety bulletin board


Washington State Department of Labor & Industries

Job Safety and Health Law

Employers must post this notice where employees can read it.

All workers have the right to a safe and healthy workplace.

Employees — Your employer must protect you from hazards you encounter on the job, tell you about them and provide training.

You have the right to:

- Notify your employer or L&I about workplace hazards. You may ask L&I to keep your name confidential.
- Request an L&I inspection of the place you work if you believe unsafe or unhealthy conditions exist. You or your employee representative may participate in an inspection, without loss of wages or benefits.
- Get copies of your medical records, including records of exposures to toxic and harmful substances or conditions.
- File a complaint with L&I within 90 days if you believe your employer fired you, or retaliated or discriminated against you because you filed a safety complaint, participated in an inspection or any other safety-related activity.

The law requires you to follow workplace safety and health rules that apply to your own actions and conduct on the job.

Employers — You have a legal obligation to protect employees on the job.

Employers must provide workplaces free from recognized hazards that could cause employees serious harm or death.

Actions you must take:

- Comply with all workplace safety and health rules that apply to your business, including developing and implementing a written accident prevention plan (also called an APP or safety program).
- Post this notice to inform your employees of their rights and responsibilities.
- Prior to job assignments, train employees how to prevent hazardous exposures and provide required personal protective equipment at no cost.
- Allow an employee representative to participate in an L&I safety/health inspection, without loss of wages or benefits. The L&I inspector may talk confidentially with a number of employees.
- If you are cited for safety and/or health violations, you must prominently display the citation at or near the place of the violation for a minimum of seven working days, excluding weekends and holidays. It must remain posted until all violations have been corrected.
- You may appeal a violation-correction date if you believe the time allowed on the citation is not reasonable.

Firing or retaliating against any employee for filing a complaint or participating in an inspection, investigation, or opening or closing conference is illegal.

Employers must report all deaths, in-patient hospitalizations, amputations or loss of an eye.

Report any work-related death or in-patient hospitalization to L&I's Division of Occupational Safety and Health (DOSH) within 8 hours.

Report any work-related non-hospitalized amputation or loss of an eye to DOSH within 24 hours.

For any work-related death, in-patient hospitalization, amputation or loss of an eye, you must report the following information to DOSH:

- Employer contact person and phone number.
- Name of business.
- Address and location where the work-related incident occurred.
- Date and time of the incident.
- Number of employees and their names.
- Brief description of what happened.

Where to report:

- Any local L&I office or
- 1-800-423-7233, press 1 (available 24/7)

This poster is available free from L&I at **Lni.wa.gov/RequiredPosters.**

Free assistance from the Division of Occupational Safety and Health (DOSH)

- Training and resources to promote safe workplaces.
- On-site consultations to help employers identify and fix hazards, and risk management help to lower your workers' compensation costs.

Division of Occupational Safety and Health

Lni.wa.gov/ipv/ipv/FHS-001-909 | 1-800-423-7233

Upon request, language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

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1. **Job Safety and Health Law poster** from the Department of Labor & Industries
   You can order a free, printed poster or download one from Lni.wa.gov/RequiredPosters. *This is a Washington State poster, not an OSHA one.*
2. **Emergency phone numbers** (911, fire, ambulance, police)
   Be sure to post the **address of *this* location.** If someone needs to call for help, they may not know the address off the top of their head.
3. **Emergency contact person** for the organization
   Include their name, phone number, and email.
4. Location of the **first aid kit**
   If possible, post the names of people with first aid training.
5. The location of the **closest hospital and urgent care**
   It can also be helpful to know where the closest drugstore is located.
6. Your **Accident Prevention Program** document
   This document expands on the information provided on the bulletin board and is also required by state law. Tip: Use the APPapp at planning.nonprofitsafetyhero.com to create one.
7. List of **Safety Committee members**
8. **Agenda** for your next safety meeting and **minutes** from past safety meeting
   Safety meetings are required by law. The format depends on how many people you have at your location.
9. Accident, Incident & Injury **reporting forms**
10. **Safety tips** and seasonal safety messages. Get creative! You'll find lots of resources for staff and volunteers at nonprofitsafetyhero.com.

Washington Food Coalition

Resources and safety training:
nonprofitsafetyhero.com

SHIP Grant Program — Safety and Health Investment Projects — SafetyGrants.Lni.wa.gov
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