Requirement

Each university unit is to install and maintain a safety bulletin board in an appropriate central location such as the main entrance. On the Spokane campus, the unit is defined as each building. Environmental Health & Safety (EH&S) is the group responsible for maintaining the safety boards.

Guidelines

A board large enough to accommodate the required and educational safety material is required. The boards designated for this purpose are located on the first floor of each building in close proximity to the elevators and stairwells.

Required Items

The five items listed below are required by the state and must always be posted on the bulletin board:

- OSHA Job Safety and Health – It’s the Law
- L&I Job Safety and Health Law
- L&I Your Rights as a Worker
- L&I Notice to Employees – If a Job Injury Occurs
- OSHA 300 Summary (posted Feb-March-April)

The following posters/documents are also recommended to be posted:

- WSU SPPM Revision Memorandum
- Spokane Campus Safety & Security Contract Information
- Spokane Campus Level 4 Safety Committee Meeting minutes
- EH&S Newsletter
- Emergency Procedure Flip Chart
- Other topics as applicable

For assistance, contact EH&S, 509-358-7621.