**Safety Bulletin Board Checklist**

Every job site with eight or more persons shall install and maintain a safety bulletin board where the majority of employees report to work. Safety bulletin boards shall be sufficient size to display and post safety bulletins, newsletters, posters, accident statistics, and other safety educational material.

**As a minimum, the safety bulletin board shall post the following:**

**Federal:**

|  |  |
| --- | --- |
|  | Employee Rights – Employee Polygraph Protection Act |
|  | Employee Rights and Responsibilities Under the Family and Medical Leave Act |
|  | Employee Rights Under the Fair Labor Standards Act |
|  | Equal Employment Opportunity is The Law |
|  | Job Safety and Health – It’s the Law! (OSHA ) |
|  | Your Rights Under USERRA – The Uniformed Services Employment and Re-employment Rights Act |

**Federal Highway Administration (FHWA):**

|  |  |
| --- | --- |
|  | All of the above |
|  | Employee Rights Under the Davis-Bacon Act |
|  | NOTICE- Form FHWA-1022 |

**State Specific:**

|  |  |
| --- | --- |
|  | Citations and Notices-as needed |
|  | Discrimination in Employment |
|  | Job Safety and Health Law |
|  | Minimum Wage Announcement |
|  | Notice to Employees |
|  | OSHA 300 form during February 1st to April 30th  |
|  | Owner supplied safety bulletins, publications and posters. |
|  | Unemployment Benefits |
|  | Your Rights as a Worker |

**Other** (Meets US Army Corps of Engineers requirements):

|  |  |
| --- | --- |
|  | All of the above (State and Federal) |
|  | Copy of current JHA’s |
|  | Copy of most up-to-date Accident Prevention Plan |
|  | Copy of safety deficiency log |
|  | Date of lost workday injury |
|  | Emergency phone numbers owe  |
|  | Lessons Learned |
|  | Map denoting nearest clinic or hospital |
|  | Safety and Health promotional posters |
|  | EEO/Affirmative Action Plan |

**NOTE: Check with Safety and HR for State specific forms outside Washington, Oregon, Montana and Idaho**