



**SAFETYCHECK**   
For the Service Industry

# Your Health & Safety Bulletin Board



## Why Have a Bulletin Board

This bulletin board allows you to communicate your health and safety message to everyone in your workplace. Much of the information listed here is required by law.

### On Your Bulletin Board

#### Post Acts and Regulations

- ✓ The *Occupational Health and Safety Act* and Regulation for Industrial Establishments
- ✓ Extracts from the *Occupational Health and Safety Act*
- ✓ The Workplace Safety and Insurance Board's poster, *In Case of Injury at Work*
- ✓ The *Workplace Safety and Insurance Act*
- ✓ Valid First Aid certificates
- ✓ The First Aid Regulation (Regulation 1101)

#### Post Company Documents

- ✓ Names and locations (or phone numbers) of all members of the joint health and safety committee or of the worker health and safety rep
- ✓ Minutes of the joint health and safety committee
- ✓ Your health and safety policy
- ✓ Emergency numbers and evacuation plans

#### Post Other Documents

- ✓ Any orders from a Ministry of Labour inspector
- ✓ Any reports, such as hygiene testing results

- ✓ Ministry of Labour Industry Alerts and relevant newspaper or magazine articles on health and safety

### Around the Workplace

#### Post the Following Documents

- ✓ The Workplace Safety and Insurance Board's poster, *In Case of Injury at Work*
- ✓ Valid First Aid certificates
- ✓ Emergency numbers and evacuation plans