

18. Safety Bulletin Boards

In all City facilities that serve as a fixed workplace for eight or more employees, a safety bulletin board will be provided to assist in transmitting important and statutorily required safety information to staff. The bulletin board and its presentation of current and appropriate materials is the responsibility of each department director and/or an employee who serves in a leadership capacity on the Safety Committee. Department directors may choose to assign duties related to the board to staff, but they may not delegate responsibility.

Bulletin board sites:

- ~~City Hall~~
- Public Works Building
- Luther Burbank Administration Building
- Mercer Island Thrift Shop
- Mercer Island Community and Events Center
- Municipal Court (in Newcastle Professional Building)

Bulletin board contents

Safety bulletin boards should provide the following information:

- OSHA 300A form (summary of injury and illness log) [February 1 – April 30]
- Minutes from the most recent Safety Committee meeting
- Instructions on reporting accidents and near-misses or observed hazards
- L&I workers' compensation information poster
- Equal Employee Opportunity Rights - ADA Americans with Disability Act