OHS Notice Board Guide

To ensure consistency with the requirements of the Department of Education and Training (the Department) [OHS Consultation and Communication Procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsconsultcommsprocedure.docx) the following items are to be displayed on OHS notice boards in the workplace:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. [HSW Policy](https://www.education.vic.gov.au/hrweb/Documents/OHS/healthsafetywellbeingpolicy.pdf) |  | 1. [Corporate/Regional Office OHS Issue Resolution Flowchart](https://www.education.vic.gov.au/hrweb/Documents/OHS/Corporateissueresolutionflowchart.docx) |  | 1. Staff Meeting and /or HSC Meeting Minutes |  | 1. Emergency Management Contact Details or [First Aid Summary Sheet](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidsumm.docx) |
|  |  |  |  |
| 1. Emergency Evacution Plan   Example picture of Emergency Management Plan | 1. [“If you are injured poster”](https://www.education.vic.gov.au/hrweb/Documents/OHS/ifyouareinjuredatworkpostergbassett.pdf) | 1. [Employee Assistance Program](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/employeeservices.aspx) | 1. [Notifiable Incidents to WorkSafe Victoria Flowchart](https://www.education.vic.gov.au/hrweb/Documents/OHS/incidentnotificationflowchart.docx) |
|  |  |  |  |
| 1. [Returning To Work Following a Workplace Injury](https://www.education.vic.gov.au/hrweb/Documents/OHS/rtwportrait.pdf) | 1. [Corporate / Regional Offices OHS Activities Calendar or equivalent](https://www.education.vic.gov.au/hrweb/Documents/OHS/Corporateohsactivitiescalendar.xlsx) | 1. [Reporting and Management of Incidents and Hazards](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/reportinjuryhazard.aspx) |  |
|  |