

OHS Notice Board Guide

To ensure consistency with the requirements of the Department of Education and Training (the Department) *OHS Consultation and Communication Procedure,* the following items are to be displayed on the OHS notice board in the staff room:

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| 1. [HSW Policy](https://www.education.vic.gov.au/hrweb/Documents/OHS/healthsafetywellbeingpolicy.pdf)   A picture containing text  Description automatically generated |  | 1. [OHS Issue Resolution Flowchart](https://www.education.vic.gov.au/hrweb/Documents/OHS/issueresolutionflowchart.docx) |  | 1. [OHS Meeting and /or Committee Meeting Minutes](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohscommitteeguide.docx)   Table  Description automatically generated with medium confidence |  | 1. Emergency Management Contact Details or [First Aid Summary Sheet](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidsumm.docx) |
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| 1. Emergency Evacuation Plan   Example picture of Emergency Management Plan | 1. [“If you are injured” poster](https://www.education.vic.gov.au/hrweb/Documents/OHS/ifyouareinjuredatworkpostergbassett.pdf)   Text  Description automatically generated | 1. [Employee Assistance Program](https://www.education.vic.gov.au/hrweb/Documents/OHS/EmployeeAssistanceProgramPoster.pdf) poster   Graphical user interface, text  Description automatically generated | 1. [Notifiable Incidents to WorkSafe Victoria Flowchart](https://www.education.vic.gov.au/hrweb/Documents/OHS/incidentnotificationflowchart.pdf)   Text  Description automatically generated |
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| 1. “[Returning to Work Following a Workplace Injury” poster](https://www.education.vic.gov.au/hrweb/Documents/OHS/rtwportrait.pdf) | 1. “[Reporting and Management of Incidents and Hazards](https://www.education.vic.gov.au/hrweb/Documents/OHS/eduSafePlusPoster.pdf)” poster   A picture containing text  Description automatically generated |  |  |

*Last Updated: 2 December 2022*