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## 1. OBJECTIVE

This process is a tool for the Health Safety & Wellbeing (HSW) Team and Local Health and Safety Committees to get communications out to the wider RMIT and to ensure compliance with Consultation and Communication process

## 2. BACKGROUND

N/A

## 3. SCOPE

This process applies to all RMIT Staff and Students.

## 4. WHAT MUST GO RIGHT?

The expected outcomes – known as ‘what must go right’ – will be that:

- HSW information is communicated and displayed throughout RMIT

## 5. PROCEDURE/IMPLEMENTATION

The basic setup of a HSW Noticeboard may vary from location to location to suit the available space, but the overall intent must be met and boards maintained. HSW Noticeboards should be in every building but it is not mandatory for them to be on every level of the building.

### 5.1. Contents

The HSW noticeboard should consist of the following:

- Current Health Safety & Wellbeing Commitment
- Health and Safety Contact Information
- If you are Injured Poster
- Current Health and Safety Statistics Report (where applicable)
- Safety Alerts
- Emergency Evacuation Procedures

### 5.2. Health and Safety Contact Information

The Health and Safety Contact Information is used to inform staff of their:

- First aiders
- Fire Wardens
- Health and Safety Representatives
- Occupational Health and Safety Committee Members
- Health, Safety and Wellbeing Team Contact Information

### 5.3. Safety Alerts

Safety Alerts are produced by the HSW Team to communicate to staff, students and contractors of health and safety incidents or hazard information with the objective of it not reoccurring.

Safety Alerts are emailed to staff, students and contractors as required and it is the responsibility of the health and safety committee to post the Safety Alert to the HSW Noticeboard.

## 6. Responsibilities

### 6.1. Health and Safety Committee Members

- Organising the initial setup of the HSW Noticeboard
- Populating the HSW Noticeboard with the required information
- Populating the Health and Safety Contact Information
- Displaying the Safety Alerts as they are distributed by the HSW Team
- Displaying the Emergency Evacuation Procedures where required

### 6.2. HSW Team

- Provide support in the development of the HSW Noticeboard

## 7. Supporting Documents

Lists the supporting and related Processes and Guidance Material, Legislative references, Australian and International Standards etc. that may be useful references for process users

- RMIT - Health Safety & Wellbeing Policy
- HR - HSW-PR08 - Health & Safety Committees, HSRs & DWGs