

How-to setup the Health and Safety Board

SWITCH BC is committed to the health, safety, and wellbeing of all people working in the health sector. We have created a Health and Safety Board template a simple way for you to set up and display your health and safety resources. The template neatly displays any health and safety information you may need:



SWITCH BC
Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare

Health and Safety Board



JOHSC Members



This is a placeholder for the Joint Committee member list.

The JOHSC meets once a month to identify and help resolve departments/site employee health and safety issues.

Contact your JOHSC union worker representatives to learn more about how the Committee has improved the health and safety in your workplace or to discuss a health and safety concern.

JOHSC Members



Minutes



This is a placeholder for JOHSC minutes. Please post the minutes from the last 3 months.

Minutes



Wellbeing Resources



This is a placeholder for workplace mental health, psychological safety and wellbeing resources and information.

Wellbeing Resources



Safety Calendar



This is a place for Employee Safety education and training.

- Fit Testing dates
- JOHSC Conference
- Safety seminars and training
- Education sessions

Safety Calendar



Did You Know?



This is a placeholder for the items provided to you by Employee Safety or JOHSC Co-Chairs.

- WorkSafeBC Inspection Report
- Staff Immunization Information
- Statistics (NBS-Fit Test, Violence Prevention Education, etc.)
- Safety Signage
- Positive Work Completed by the JOHSC
- MSP Information
- Other Safety Communication

Did You Know?



First Aid





This is a placeholder for the First Aid poster.

First Aid

Step 1: Hanging the Health and Safety Board

Below are a few tips on how to use the new board.

The Health and Safety Board Template fits on a standard 3x4' board. To hang the new Health and Safety Board* in your workplace, you can:

A) Use or purchase an existing corkboard	
H O W	<ol style="list-style-type: none"> 1. Staple or thumbtack the Health and Safety Board template in all four corners of the cork board. 2. Use 3M hooks and binder clips to hang documents on the board. It should look like this:
	
B) Use or purchase an existing whiteboard or magnetic board*	
H O W	<ol style="list-style-type: none"> 1. Use all of the magnets around and in the middle of the Board 2. Use magnetic clips to hang documents on the board. It should look something like this:
	
c) Post directly onto the wall*	
H O W	Submitting a maintenance request for installing a board.

Step 2: Setting up your documents on the Health and Safety Board

The new Health and Safety Board explains where health, safety, and wellbeing documents and resources can be placed, but for a more thorough description of each section, see below.

Health and Safety Board (landscape)

<p style="text-align: center;"><u>JOHSC Members</u></p> <p>This is a placeholder for the Joint Committee member list.</p> <p>The JOHSC meets once a month to identify and help resolve departments/site employee health and safety issues.</p> <p>Contact your JOHSC union worker representative to learn more about how the Committee has improved the health and safety in your workplace or to discuss a health and safety concern.</p>	<p style="text-align: center;"><u>Minutes</u></p> <p>This is a placeholder for JOHSC minutes. Please post the minutes from the last 3 months.</p>	<p style="text-align: center;"><u>Wellbeing Resources</u></p> <p>This is a placeholder for workplace mental health, psychological safety and wellbeing resources and information.</p>
<p style="text-align: center;"><u>Safety Calendar</u></p> <p>This is a place for Employee Safety education & training.</p> <ul style="list-style-type: none"> • Fit Testing dates • JOHSC Conference • Safety Seminars and training • Education sessions 	<p style="text-align: center;"><u>Did You Know?</u></p> <p>This is a placeholder for the items provided to you by Employee Safety or JOHSC Co-Chairs.</p> <ul style="list-style-type: none"> • WorkSafeBC Inspection Report • Staff Immunization Information • Statistics (N95 Fit Test, Violence Prevention Education, etc.) • Safety Slogans • Safety Jogger • Positive Work Completed by the JOHSC • MSIP Information • Other Safety Communication 	<p style="text-align: center;"><u>First Aid</u></p> <p>This is a placeholder for the First Aid poster.</p>

Health and Safety Board (portrait)

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Ordering Information

Printing Services

Name	Type
Health and Safety Board Template – Landscape	Poster
Health and Safety Board Template – Portrait	Poster

Order List

Cork Board option:	
Description	Quantity
Binder Clips	1 pk
3M Command Hooks	1 pk
White Board or Magnetic Board option:	
Description	Quantity
Non-magnetic White Board	1
Magnetic Whiteboard	1
Magnets	1 pk
Magnetic clips	6 pcs
Directly on Wall	
Description	Quantity
Poster Hanging Strips	1 pk