***Noticeboard Contents all Worksites***

**Emergency Information Noticeboard**

No other notices shall be placed on the ‘’Emergency Information’’ noticeboard

* Check the emergency phone numbers are there, including On Call
* Emergency Evacuation Plan (map)
* Emergency Response Plan (current year) SF-62
* Name/s of Emergency Warden
* Fire Drill/Evacuation Poster SF-37
* CFA Fire Orders Poster
* Emergency Procedures Flip Chart – [www.safetymaps.com.au](http://www.safetymaps.com.au)
* Easy Read Evacuation Plan i.e. Lalor St KCF-21, Ameeyk House KCF-20, Palmer KCF-23

**OHS Noticeboard**

* If you are injured at work poster – WorkSafe website
* Report that Hazard SF-11
* Health & Safety Handout SF-71
* Incident, Complaint, WHS Record Form CCF-65
* Incident Reporting for Support Workers CCF-30
* Emergency Procedures Flip Chart – www.safetymaps.com.au
* Stand Against Workplace Bullying KEF-04
* Covid Hygiene Poster

**General Noticeboard**

* Complaints Poster KCF-18
* Complaint / Feedback Flowchart for Support Workers KEF-16
* Complaint / Feedback Flowchart for Team Leaders / Managers KEF-17
* NDIS Culturally Inclusive Complaints Brochure KCF-07
* Community advocates – name, photo and ph.
* Privacy Poster KCF-16
* Aboriginal Torres Strait Inclusivity Poster KEF-08
* Progress Pride Inclusivity Poster KEF-09
* Why are Fire Drills Important? *VALID easy read poster online*

**Advocacy Noticeboard**

* Community Visitors job is… *VALID easy read posters online*
* Self-Advocacy is…... *VALID easy read posters online*
* Self-Advocacy *VALID easy read posters online*
* Community advocates - name, photo and ph.
* NDIS Commission – your rights/complaints
* Stay at Home if Sick
* Speaking Up Brochure KCF-10