

CELANESE CORPORATION

ADMINISTRATIVE PROCEDURE

RESPONSIBLE ISSUING DEPT.	SECTION: LOSS PREVENTION	PROCEDURE NO. 8-7..
	SUBJECT: SAFETY BULLETIN BOARDS/ SAFETY POSTERS	PAGE 1 of 2.
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1. SCOPE

It is recommended that each facility give careful consideration to need for and use of Safety Bulletin Boards.

- 1.1 Safety Bulletin Boards are used for posting notices required by law to advertise and promote the safety program and to provide employees with loss prevention information. Bulletin board postings are visible evidence of ongoing accident prevention work - they are not to be used as a substitute for the basics of a sound accident prevention program.

Appropriate items for posting include reports of accidents, fires, near-miss bulletins, photographs, news items, contest standings and safety posters.

- 1.2 Guiding principles for the effective use of safety bulletin boards include the following:

- a. Provide bulletin boards that are large enough to avoid a cluttered look, 24" x 36" as a minimum.
- b. Glass covered boards are preferred. They help to prevent unauthorized postings of graffiti, and aid in maintaining good appearance.
- c. Select a location where all employees are likely to visit such as near drinking fountains, washrooms or break areas.
- d. Bulletin boards should be well maintained, postings kept current and arranged in a neat orderly manner. Except for items which must be permanently displayed (Government), two weeks is usually sufficient for any posting.
- e. Each posted piece of material should be dated indicating the date posted and the date to be removed.

- 1.3 Safety posters properly used have a significant role in the safety program through their influence on attitudes and behavior.

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1.4 Posters can be an effective aid in:

- a) Reminding employees of the common human traits and specific hazards that cause accidents.
- b) Suggesting behavior patterns that prevent accidents.
- c) Reinforcing specific safety rules.
- d) Developing an attitude that accidents are mistakes and safety is a mark of skill.

1.5 Posters are useful in supporting special campaigns such as the wearing of eye protection, good housekeeping, flammable liquid fire safety, materials handling, first aid and health and off-the-job safety themes. Posters are available through the National Safety Council (poster catalog), Insurance Companies and Trade associations.

1.6 For additional ideas and suggestions see National Safety Council Date Sheet 616 "Posters, Bulletin Boards, and Safety Displays".

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