



DATE: March 3, 2008

FROM: Maurine G. Claver *MGC*
 Director

TO: University Safety Council

SUBJECT: Posting of OSHA Forms

As you are aware, the U.S. Occupational Safety and Health Administration (OSHA) recently advised Penn State that it does have jurisdiction over Penn State employees. As a result, Penn State is evaluating what needs to be done to ensure compliance with OSHA regulations.

Our first step is to post a copy of the "OSHA Job Safety and Health" poster, and the copy of the attached posting entitled "Safety Commitment." Copies of both postings are included. I encourage you to work closely with your Human Resources Representative to identify the appropriate locations of bulletin boards. It is your responsibility to ensure the postings are in place and maintained in accordance with the instructions provided below. **These postings need to be in place within 30 days of this correspondence.**

The purpose of the Penn State safety commitment posting is to make sure that all employees know who to contact at Penn State regarding safety concerns. Some employees may not know that there is a Safety Officer or EHS department that can be contacted regarding safety concerns. Please make sure that the contact information for the Safety Officer at your location is correctly entered on the posting. So that you can easily make changes and/or additional copies for areas under your jurisdiction, we are also making a copy of this posting template available on the EHS website at:

http://www.ehs.psu.edu/occhealth/Safety_Commitment.pdf

For purposes of consistency, EHS will provide additional copies of the OSHA poster. Please contact us if additional copies are needed.

Instructions for Posting

- These postings must be placed side by side on bulletin boards in a conspicuous place in each building throughout your area of responsibility where *notices to employees (e.g. Human Resource, Labor Relations) are customarily posted.*
- There must be at least one copy of the posting in every building to which employees report each day.

- These postings must not be altered, defaced, or covered by any other material.
- After the notices have been posted, *please return a copy of this memo to EHS* with your signature and date verifying that they have been posted in all required locations in your area of responsibility. We also ask that you:
 1. Maintain a list of locations where these postings have been placed
 2. Check the postings periodically (e.g. every 6 months) and *document* that they are still in place. Maintain this document within your files.

A copy of this letter is available on the EHS Website at:

http://www.ehs.psu.edu/occhealth/osha_posting_memo.pdf

Please call Kate Lumley-Sapanski or me if you have any questions about these postings.

The OSHA Job Safety and Health Notice and Penn State Safety Commitment notices have been posted in all required locations at:

Work Unit: _____
Name (please print): _____
Signature: _____
Date: _____

Cc: K. Lumley-Sapanski
R. Maney
S. Maruszewski
J. Snook