

# Bulletin Board Compliance

Recordkeeper Job Aid

Construction Division



# Construction Recordkeeper Job Aid

## Overview

The U.S. Department of Labor (USDOL), FHWA, and U.S. Department of Transportation (USDOT) require certain posters to be displayed on bulletin boards in places accessible to the employees on a jobsite. They should be posted at the beginning of construction. The bulletin board requirements apply to both state- and federally funded construction contracts.

An Environmental Bulletin Board may also be required. Please reference the EMS Policy and Posters for these requirements.

The goal of this document is to provide information on where to find the Bulletin Board Checklist, the frequency the checklist is to be completed, and where it should be filed in ProjectWise.

## Resources

- *Construction Contract Administration Manual (CCAM)*, Chapter 3, "Post-Award Activities"

## Forms

- Construction Division (CST) Construction Bulletin Board Checklist, found on Crossroads

## Bulletin Board Reviews

The Contractor is responsible for setting up and maintaining the project bulletin boards.

Refer to the CCAM or district policy to determine the required frequency for completing the Construction Bulletin Board Checklist. With each review, access the CST Crossroads Construction Support webpage to ensure the current form is used.

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The reviewer will need to identify which posters are applicable (state or federal) for the project and complete the top of the form with project-specific information (CCSJ, Project, County, Highway).

Once at the jobsite, the reviewer will find the Bulletin Board and follow the checklist to:

- check poster names and dates applicable to the project to ensure the most current posters are displayed,
- mark posters that have faded or are illegible as not meeting requirements,
- request the Contractor replace necessary poster(s), and
- list the number of deficiencies at the bottom of the checklist.

The reviewer will date and sign the form and may obtain the Contractor's signature (optional).

If deficiencies are found, the reviewer must complete another review within 30 days and note at the bottom of the checklist whether corrections were made. Escalate if corrections were not made.

File completed Bulletin Board Checklists in the appropriate folder in ProjectWise and record in the Checklist Event Dates for the project.

## **Best Practices**

Take pictures of the bulletin board to document compliance or noncompliance. Save pictures in the appropriate folder in ProjectWise.