

Good Practices

Organisation of Noticeboards

A noticeboard is an important source of information for workers. It should be updated regularly and organised in an orderly manner so that workers can find the information they need easily.

Good practices for organisation of noticeboards

- Keep the noticeboard as neat and tidy as possible (Figure 1).
- Remove outdated pieces of information as frequently as possible.
- Label the noticeboard by topic and in multiple languages. Workers can find the information they need quickly and easily (Figure 2).
- Place the noticeboard in a position where workers can easily see it.
- Consider making individuals (or teams) responsible for keeping the noticeboard clean, tidy and up-to-date.



Figure 1

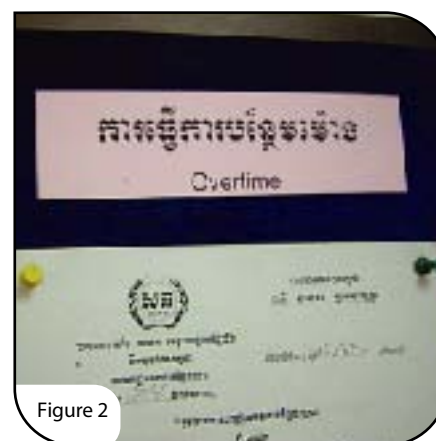


Figure 2

Benefits:

- ✓ Keeps workers informed
- ✓ Good image of workplace
- ✓ Workers receive up-to-date information
- ✓ Improves workplace cooperation between management and workers

How:

- ✓ Appropriately label each type of information displayed
- ✓ Remove outdated information and replace it with the up-to-date information

Cost:

\$

\$ Low cost

\$\$ Moderate cost

\$\$\$ High cost