

SAFETY SIGN KIT

Tool 1 - THE NEED FOR SAFETY SIGNS

Health and safety legislation in all states and territories requires persons in control of a workplace to –

- Identify hazards,
- Assess risks
- Determine appropriate control measures to prevent injury or illness, and
- Advise all persons who may be at risk of exposure to a hazard.

You may be placing yourself at risk of a breach of your obligations under legislation by not having an adequate means of warning or instructing persons in relation to risks in your workplace.

There may be other activities or actions which are allowed in a workplace (e.g., NO SMOKING, NO ENTRY, etc). These must be clearly displayed to persons coming on to the premises or area.

Selection of safety signs

For each hazard or risk, identify:

- The types of injury that may occur, and the protection required to prevent the injury,
- The types of activities (must be done, and must NOT be done) required in the area,
- Whether the hazard or risk could pose a risk or danger to any other person or property.

All you need to do is simply answer the questions on the next page to determine what safety signs you should have in your workplace. If you have answered YES, go on to the next question.

If you have answered NO, then you need safety signs.

Tool 2 - SAFETY SIGN CHECKLIST

HAZARD OR RISK	YES	NO	LOCATION
1. Are people able to identify what protective equipment (eg safety glasses, etc) must be worn in areas where there is a risk of injury?			
2. Are employees and visitors required to follow other specific instructions (eg, keep door clear)?			
3. Are any areas restricted access to authorised persons only?			
4. Are any activities prohibited in the workplace (eg, smoking)?			
5. Are persons warned of any dangerous areas or risks ?			
6. Are persons warned of hazards that may cause injury or damage?			
7. Can persons be injured due to the way that they carry out their tasks (eg, lifting, using equipment, etc)?			
8. Are dangerous goods (eg, gases, flammables, corrosives, etc) stored or used in the workplace?			
9. Are fire-fighting appliances (eg, fire extinguishers, fire alarms, etc) properly identified?			
10. Is the location of First-Aid equipment clearly identified?			
11. Are emergency exits , evacuation routes and assembly areas properly identified?			
12. Is traffic flow and parking controlled around the workplace, with safe speed limits defined?			

If you have answered NO to any question, you need safety signs!

Call ASSA now on 1300 131 014 or email us at enquiries@assaohs.com.au

Tool 3 - SELECTION OF SIGNS

Layout and design

Safety signs should conform to Australian Standard AS1319 *Safety signs for the Occupational Environment*. (This Standard is referenced in legislation as the one with which safety signage must conform).

Use of non-conforming signs may expose you to possible litigation in a case where a breach of Duty of Care is alleged.

Size and shape

Sizes and shapes of signs are specified in AS1319. The size should allow the sign to be visible and legible from the distance that an observer would need to see it to have sufficient time to act in accordance with the information on the sign.

Signs that are smaller than the sizes recommended may result in a person being exposed to the hazard before they can read and heed the sign.

Symbols and message

Symbols on signs must conform to the examples given in AS1319. The message on the sign should follow the rules given in AS1319 for the category of sign being used.

Placement and materials

Signs should be placed where they will be conspicuous, and easily seen by a person coming into the hazardous area. Safety and warning signs are generally placed at a height of 1.5metres above ground to the bottom of the sign; larger signs may be placed slightly higher.

Sign materials should be chosen to best suit the environment in which they will be placed. Signs placed outdoors should be preferably made of metal, with polypropylene being best suited for indoor signs. Self-adhesive vinyl signs can be attached directly to glass, painted surfaces, etc.

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