

## Section 3.15

### Safety Signs in the Workplace

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#### 1. Purpose

*The purpose of this procedure is to ensure that, where appropriate, hazards are identified by signs or other appropriate means, and that all employees are familiar with the meaning of safety signs.*

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#### 2. Scope

This procedure applies to all Council workplaces.

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#### 3. Reference

1. Australian Standard AS 1319-1994 – Safety signs in the occupational environment.

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#### 4. Responsibility

##### Managers/Supervisors

Managers/Supervisors shall be responsible for:

- ensuring that the safety warning sign selected is suitable for the intended purpose;
- ensuring areas which have been identified as being hazardous are appropriately signed;
- advising and training employees with regard to the safety requirements for the application of safety warning signs in the occupational environment; and
- ensuring employees are provided with the appropriate safety equipment and Personal Protective Equipment (PPE) clothing to ensure signage is adhered to.

##### Employees

Employees are responsible for:

- reporting to their Manager/Supervisor/HSR potentially hazardous areas;
- complying with all safety signs and notices; and
- the proper use, application and maintenance of all safety equipment and PPE and clothing.



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## **5. Definitions**

### **Safety Signs**

A safety sign is a sign which gives a particular safety message to those who may be exposed to hazards associated with an occupational environment. The message is obtained from a combination of:

- a geometric form, a safety colour and a safety symbol;
- text and a safety colour; or
- a combination of both of the above.

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## **6. Method**

This procedure sets out the requirements in accordance with Australian Standard AS 1319 - 1983: Safety signs in the occupational environment.

The use of safety signs is for the purpose of:

- preventing accidents;
- identifying health hazards;
- locating safety and fire protection equipment; and
- giving guidance and instruction in emergency procedures.

The major types of safety signs required are as follows.

### **Blue Signs**

The directed action is **mandatory** in order to minimise the likelihood of personal loss or injury.

### **Red Signs**

The action is **prohibited** eg no smoking.

### **Yellow Signs**

**Cautionary** indicating care must be exercised to avoid hazards.

### **Green Signs**

Associated with **first aid** and **exits**.

### **Diamond Shape**

Associated with **dangerous goods** eg acid, radiation etc.

### **6.1. Areas Requiring Safety Signs**

Areas in which safety signs are required may be identified from **Hazard Reports** or **Hazard Inspections** (see Section 3.06, *Hazard Identification*).



## **6.2. Safety Signs**

Employees must adhere to and implement the following rules at all times:

- Observe all safety signs and notices.
- Not deface or cover any signs or notices as it may endanger other employees.
- Ask your Manager/Supervisor or a Health and Safety Representative (HSR) if you do not understand the meaning of any safety sign.
- Do not pass a 'Danger' or 'Keep Out' sign without authorisation.
- Remove signs only when they are no longer required.

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## **7. Related Documents**

1. Section 3.06, *Hazard Identification*.

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## **8. Attachments**

Nil