Monash University Guideline

Guidelines Title | Regulatory and Hazard Signage Guidelines
---|---
Parent Policy | OHS Policy
Date Effective | December 2018
Review Date | December 2021
Guidelines Owner | Manager, OH&S
Category | Operational
Version Number | 3.0
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Scope
These guidelines apply to the application of regulatory and hazard signage at the Australian campuses of Monash University. Correctly classified and applied signage should be implemented where a risk of harm exists or a state of warning to any persons, property or the environment or regulatory compliance is required.

Purpose
There are many areas at Monash University that require restricted access or contain hazards. The appropriate identification and signage of restricted access and hazardous areas is intended to reduce risks to staff and students and to prevent entry by unauthorised persons. The purpose of these guidelines is to provide information for the application of regulatory and hazard signage.

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1. Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEIMS</td>
<td>Building Environment Information Management System</td>
</tr>
<tr>
<td>BPD</td>
<td>Buildings and Property Division</td>
</tr>
<tr>
<td>OH&amp;S</td>
<td>Monash Occupational Health &amp; Safety</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
</tr>
</tbody>
</table>

2. Definitions

A comprehensive list of definitions is provided in the Definitions Tool. There are no definitions specific to these guidelines.

3. Types of Signs

3.1. Classification of Sign

3.1.1. Based on the Australian Standard 1319:1994 Safety signs for the occupational environment, safety signs are classified according to their function as follows:

- Regulatory;
- Hazard;
- Emergency information; and
- Fire signs.

3.1.2. Fire signs can be seen at Monash University, but as they are provided by Buildings and Property Division (BPD), they are not covered by these guidelines.

3.1.3. A summary of sign formatting can be seen in Appendix 1.

3.2. Regulatory Signs

Regulatory signs contain instructions with which failure to comply constitutes either an offence at law, or breach of standing orders, safety procedures or other directions, depending on which kind of control has been imposed at the worksite. They are subdivided as follows:

3.2.1. Prohibition signs - Signs that indicate that an action or activity is not permitted.

3.2.2. Mandatory signs - Signs that indicate that an instruction must be carried out.

3.2.3. Limitation or restriction signs - Signs that place a numerical or other defined limit on an activity or use of a facility e.g. speed restriction. These signs are not covered by these guidelines.

3.3. Hazard Signs

Hazard signs advise of hazards. They are subdivided as follows:

3.3.1. Danger signs - Signs warning of a particular hazard or hazardous condition that is likely to be life-threatening.

3.3.2. Warning signs - Signs warning of a hazard or hazardous condition that is not likely to be life threatening.
3.4. **Emergency Information Signs**

Emergency information signs indicate the location of, or directions to, emergency-related facilities such as emergency exits, safety equipment or First Aid facilities.

4. **Identification of Areas Requiring Signs**

4.1. **Restricted Access Areas**

In addition to the information provided in these guidelines detailing requirements for regulatory and hazard signage; areas identified as requiring restricted access areas must comply with the [Access Control to Restricted Area Procedure](http://www.monash.edu.au/ohs/).

Restricted access areas are those areas that pose a potential risk to health and safety due to the type of equipment, substance(s) or processes they contain. Restricted access signs must comply with the signage template from the *Monash Internal Signage Guidelines and Master Palette*.

4.2. **Workplace Inspections**

4.2.1. The University has a [Workplace Inspection Program](http://www.monash.edu.au/ohs/) that requires all areas of the University to be inspected twice a year. During these inspections, all existing regulatory and hazard signage should be reviewed.

4.2.2. Review of signage is covered in Item 1.7 of the [Workplace Inspection Program](http://www.monash.edu.au/ohs/).

4.2.3. Signage should:

- Conform to Australian Standards and, where appropriate, use symbols as well as written warnings;
- Contain appropriate warning and hazard information;
- Be clear in purpose, visible and readable;
- Be in good condition; and
- Not block vision through door vision windows.

4.2.4. Where multiple signs are present, ensure all signs are necessary and that the information is not conflicting or contradictory.

4.3. **Reviewing Areas Requiring Signage During Inspections**

4.3.1. Areas with existing signage should review all signs against current use of the area.

4.3.2. Areas where usage has changed since the signage was installed should:

- Identify those hazards or restrictions that need to be applied for the area; and
- Remove old signs immediately when new signs are available.

4.3.3. Areas without signage should identify areas lacking appropriate signs.

4.4. **Examples of Areas That May Require Signage**

- Animal facilities;
- [Approved arrangement](http://www.monash.edu.au/ohs/) (quarantine) areas;
- Biological containment areas (e.g. PC2 labs);
- Chemical storage;
- Confined spaces;
- Cryogenic areas;
- High noise areas;
• High voltage rooms;
• Incineration rooms, etc.;
• Plant rooms;
• Radiation areas (ionizing and non ionising);
• Roof & roof access points; and
• Service tunnels.

5. Provision of Signs

5.1. Steps for Identifying Required Signage

5.1.1. If you need to indicate that an action or activity is not permitted, e.g. indicate restricted access to an undergraduate teaching laboratory preparation room, a prohibition symbol sign is required.

These signs are indicated by a black pictogram surrounded by a red annulus and a band crossing through the action symbol on a white background with black wording.

5.1.2. If staff or students are required to wear personal protective equipment within the area, a mandatory symbol sign is required.

These signs are indicated by a white pictogram on a blue circular background with black wording if required.

5.1.3. If you need to identify areas that contain a particular hazard or hazardous condition that is likely to be life threatening, then a danger sign that identifies the hazard is required.

• This example identifies the hazard only.

The word “DANGER” is white and featured inside a red ellipse inside a black rectangle on a white background. The warning statement is in black lettering.

• This example identifies the hazard as well as access conditions.

5.1.4. If you need to identify areas that contain a particular hazard or hazardous condition that is not likely to be life threatening, a warning sign is required.

These are indicated by a black triangle around a black hazard symbol on a yellow background. Sign wording, if required, appears as black lettering on the yellow background.

5.1.5. If you need to indicate the location of, or directions to, emergency related facilities such as safety equipment or first aid facilities, an emergency information sign is required.

These signs feature a white symbol and/or text on a green background.

5.2. Chemical Hazard Signs

5.2.1. In accordance with the Dangerous Goods (Storage and Handling) Regulations 2012 (Vic), storage of Dangerous Goods over certain quantities require placarding. Placarding limits can be found in Schedule 2 of the Dangerous Goods (Storage and Handling) Regulations 2012 (Vic).

It is important to avoid using the Dangerous Goods placards to indicate chemical hazards when the amount of chemicals stored in the location are below these limits.
At Monash University, only a few large chemical storage areas have sufficient quantities of chemicals to warrant placarding but generally laboratories do not. However there are exceptions, especially where large quantities (>250 L) of solvents are stored in laboratories or local stores. For further information contact Monash Occupational Health & Safety (OH&S).

5.2.2. Signs for chemical hazards (below placarding limits) should be denoted using signs of a similar format to those described in Section 5.1.4.

5.3. **Sign Symbols**

5.3.1. All signs using symbols should be selected from the standard set described in Australian Standard 1319:1994 *Safety signs for the occupational environment*. Refer to Appendix 3.

5.3.2. If an appropriate symbol is not available, a local area symbol may be developed. All symbols developed, should comply with Australian Standard 2342:1992 *Development, testing and implementation of information and safety symbols and symbolic signs*.

5.4. **Installation of Signs**

5.4.1. **General**

Signs should be:
- Erected so that they do not create a hazard;
- Removed immediately if the information they contain is no longer relevant;
- Maintained in good condition; and
- Kept clean.

5.4.2. **Visibility of signs**

Signs should be:
- Adequately illuminated with natural or artificial light;
- Clearly legible;
- Be clearly visible and attract attention; and
- Mounted in such a way that that the likelihood of being obscured is prevented or, at least, minimised.

5.4.3. **Positioning of signs**

Permanent signs, i.e. not portable or moveable signs:
- Should be mounted as close as practicable to the observer’s line of sight in the vertical plane;
- Should not present a hazard to pedestrians, e.g. mobile signs or those placed overhead;
- Should be sited to allow a person ample time after first viewing the sign, to heed the warning; and
- Where placed on moveable objects such as doors, windows or racks should
ensure that the likely change in position does not cause the sign to be out of the line of sight, and thus, void the purpose of the sign.

5.4.4. Number of signs
The number of signs in an area should be kept to an appropriate level. Too many signs may result in little or no information being absorbed or the visual effect may be so confusing as to make it difficult to distinguish individual messages.

5.4.5. Signage template
An example template that may be adapted to for use for posting on entrances to potentially hazardous areas is provided in Section 7: Tools.

For new building projects and building refurbishments, regulatory, and hazard signage will be updated in accordance with the Monash Internal Signage Guidelines and Master palette.

5.5. Availability and Advice on Signs
5.5.1. Signs are available through BPD at the Clayton campus or through external suppliers if necessary.
5.5.2. Advice on symbolic signs and wording for the signs is available from OH&S.

6. Responsibility for Implementation
A comprehensive list of OHS responsibilities is provided in the OHS Roles, Responsibilities and Committees Procedure. A summary of the responsibilities specific to these guidelines is provided below.

Heads of Academic/Administrative Units: It is the responsibility of the head of academic/administrative unit to ensure that these guidelines are implemented in their unit, including:

- Identification of areas requiring signage;
- Provision of sufficient budgetary resources to implement signage required; and
- This may be required as part of a new building project, refurbishment of existing spaces or as part of a regular inspection program.

Safety Officers: Safety officers are responsible for ensuring that these guidelines are implemented in their unit where appropriate, including:

- Identifying areas requiring signage; and
- The provision of identified signage as required.

Local OHS Committees: Local OHS committees are responsible for monitoring signage in the workplace through the workplace inspection program operating at Monash University.

Supervisors: Supervisors are responsible for assisting Safety Officers to implement these guidelines by:

- Identifying areas requiring signage; and
- Informing Safety Officers of areas requiring signage.

Staff and Students: All staff and students at Monash University are expected to familiarise themselves with, and comply with, hazard and restricted access signage in their work area.

7. Tools
The following tools are associated with these guidelines:

Regulatory and Hazard Signage template
<table>
<thead>
<tr>
<th>Status</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Body</td>
<td>Monash University OHS Committee</td>
</tr>
<tr>
<td>Legislation Mandating Compliance</td>
<td></td>
</tr>
<tr>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td></td>
</tr>
<tr>
<td>Occupational Health and Safety Regulations 2017 (Vic)</td>
<td></td>
</tr>
<tr>
<td>Dangerous Goods Act (1985);</td>
<td></td>
</tr>
<tr>
<td>Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)</td>
<td></td>
</tr>
<tr>
<td>Biosecurity Act 2015</td>
<td></td>
</tr>
<tr>
<td>Gene Technology Act 2000</td>
<td></td>
</tr>
<tr>
<td>Gene Technology Regulations 2001</td>
<td></td>
</tr>
<tr>
<td>Quarantine Regulations 2000</td>
<td></td>
</tr>
<tr>
<td>National Code Of Practice For The Labelling Of Workplace Substances [NOHSC:2012(1994)]</td>
<td></td>
</tr>
<tr>
<td>Related Policies</td>
<td></td>
</tr>
<tr>
<td>Related Documents</td>
<td></td>
</tr>
<tr>
<td>Australian and International Standards</td>
<td></td>
</tr>
<tr>
<td>AS 1319:1994 Safety signs for the occupational environment</td>
<td></td>
</tr>
<tr>
<td>AS 2342:1992 Development, testing and implementation of information and safety symbols and symbolic signs</td>
<td></td>
</tr>
<tr>
<td>Monash OHS documents</td>
<td></td>
</tr>
<tr>
<td>OHS Roles, Responsibilities and Committee Procedure</td>
<td></td>
</tr>
<tr>
<td>OHS Risk Management at Monash University</td>
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</table>
8. Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Issue</th>
<th>Changes made to document</th>
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<tbody>
<tr>
<td>2</td>
<td>March 2010</td>
<td>Guidelines for identification of areas requiring regulatory or hazard signage at Monash University, v.2</td>
</tr>
<tr>
<td>2.1</td>
<td>July 2015</td>
<td>Updated hyperlinks throughout to new OH&amp;S website.</td>
</tr>
</tbody>
</table>
| 2.2     | Oct 2015      | 1. Updated hyperlinks to the OHS website, added additional table of safety signs and an example signage template.  
2. Added Compliance section  
3. Added Monash OHS documents to Reference section |
| 2.3     | August 2017   | 1. Updated logos in header  
2. Updated OHS Regulations to 2017 |
| 3       | December 2018 | 1. Added information about the Access Control to Restricted Area Procedure, including hyperlinks.  
2. Added a reference to the *Monash Internal Signage Guidelines and Master palette* that will be used for new and refurbished building works. |
9. **Appendix 1: Requirements for Signs**

<table>
<thead>
<tr>
<th>Sign Function</th>
<th>Shape</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regulatory Prohibition:</strong></td>
<td></td>
<td>Signs that indicate that an action or activity is not permitted</td>
</tr>
<tr>
<td><strong>Shape</strong></td>
<td></td>
<td>Black pictogram surrounded by a red annulus and a band over the action symbol on a white background with black wording</td>
</tr>
<tr>
<td><strong>Regulatory Mandatory:</strong></td>
<td></td>
<td>Signs that indicate that an instruction must be carried out</td>
</tr>
<tr>
<td><strong>Shape</strong></td>
<td></td>
<td>White pictogram on a blue circular background with black wording</td>
</tr>
<tr>
<td><strong>Hazard Danger:</strong></td>
<td></td>
<td>Signs that warn of a particular hazard or hazardous condition that is likely to be life-threatening.</td>
</tr>
<tr>
<td><strong>Shape</strong></td>
<td></td>
<td>“DANGER” featured inside a red ellipse inside a black rectangle on white backboard with black wording</td>
</tr>
<tr>
<td><strong>Hazard Warning:</strong></td>
<td></td>
<td>Signs that warn of a hazard or hazardous condition that is not likely to be life threatening.</td>
</tr>
<tr>
<td><strong>Shape</strong></td>
<td></td>
<td>Black hazard symbol on a yellow background in a black outlined triangle, black wording</td>
</tr>
<tr>
<td><strong>Emergency information:</strong></td>
<td></td>
<td>Signs that indicate the location of, or directions to, emergency related facilities such as exits, safety equipment or first aid facilities.</td>
</tr>
<tr>
<td><strong>Shape</strong></td>
<td></td>
<td>White symbol or worded legend, or both, on a green rectangle with white enclosure</td>
</tr>
</tbody>
</table>
10. Appendix 2: List of Standard Symbolic Signs

10.1. **Prohibition Signs**
- Smoking prohibited
- Fire, naked flame and smoking prohibited
- No pedestrian access
- Water not suitable for drinking
- Digging prohibited

10.2. **Mandatory Signs**
- Eye protection must be worn
- Full face mask respiratory protection must be worn
- Half face mask respiratory protection must be worn
- Head protection must be worn
- Hearing protection must be worn
- Foot protection must be worn
- Protective body clothing must be worn
- Face protection must be worn
- Long hair must be contained or covered

10.3. **Hazard Signs**
- Unspecified hazard
- Fire risk
- Explosion risk
- Toxic hazard
- Corrosion risk
- Ionizing radiation risk
- Electric shock risk
- Laser beam hazard
- Opening door hazard
- Forklifts hazard
- Non-Ionizing radiation risk
- Biological hazard
- Guard dog hazard
- Lasers
- Roof top telecommunications equipment

10.4. **Emergency Information Signs**
- First Aid
- Emergency eye wash
- Emergency shower
11. Appendix 3 Safety Signs (From AS1319, Safety Signs for the Occupational Environment)

<table>
<thead>
<tr>
<th>Signage category</th>
<th>Safety Sign</th>
<th>Signage Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulatory Prohibition</td>
<td><img src="image" alt="No Smoking" /></td>
<td>No Smoking</td>
</tr>
<tr>
<td>Regulatory Prohibition</td>
<td><img src="image" alt="No thoroughfare" /></td>
<td>No thoroughfare</td>
</tr>
<tr>
<td>Regulatory Mandatory</td>
<td><img src="image" alt="Safety Glasses" /></td>
<td>Safety Glasses</td>
</tr>
<tr>
<td>Regulatory Mandatory</td>
<td><img src="image" alt="Respiratory mask (1/2 face)" /></td>
<td>Respiratory mask (1/2 face)</td>
</tr>
<tr>
<td>Regulatory Mandatory</td>
<td><img src="image" alt="Respiratory mask (full face)" /></td>
<td>Respiratory mask (full face)</td>
</tr>
<tr>
<td>Regulatory Mandatory</td>
<td><img src="image" alt="Hearing protection" /></td>
<td>Hearing protection</td>
</tr>
<tr>
<td>Regulatory Mandatory</td>
<td>Protective Gloves</td>
<td></td>
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<tr>
<td>--------------------------------------</td>
<td>---------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Regulatory Mandatory</td>
<td>Protective Footwear</td>
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</tr>
<tr>
<td>Regulatory Mandatory</td>
<td>Protective Clothing</td>
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<tr>
<td>Regulatory Mandatory</td>
<td>Face Shield</td>
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<tr>
<td>Regulatory Mandatory</td>
<td>Long Hair Contained</td>
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</tr>
<tr>
<td>Hazard Warning</td>
<td>Fire Risk</td>
<td></td>
</tr>
<tr>
<td>Hazard Warning</td>
<td>Explosion Risk</td>
<td></td>
</tr>
<tr>
<td>Hazard Warning</td>
<td>Toxic Hazard</td>
<td></td>
</tr>
<tr>
<td>Hazard Warning</td>
<td>Corrosion Risk</td>
<td></td>
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<tr>
<td>----------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Hazard Warning</td>
<td>Ionising Radiation Risk</td>
<td></td>
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<tr>
<td>Hazard Warning</td>
<td>Laser beam Hazard</td>
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<tr>
<td>Hazard Warning</td>
<td>Forklift Hazard</td>
<td></td>
</tr>
<tr>
<td>Hazard Warning</td>
<td>Electric Shock Risk</td>
<td></td>
</tr>
<tr>
<td>Hazard Warning</td>
<td>Non Ionising Radiation risk</td>
<td></td>
</tr>
<tr>
<td>Hazard Warning</td>
<td>Biological Hazard</td>
<td></td>
</tr>
<tr>
<td>Emergency information</td>
<td>First Aid</td>
<td></td>
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<td>-----------------------</td>
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<td></td>
</tr>
<tr>
<td>Emergency information</td>
<td>Eyewash</td>
<td></td>
</tr>
<tr>
<td>Emergency information</td>
<td>Safety Shower</td>
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</table>