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
Content Enquiries	Bernadette.Hayman@monash.edu
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.

Contents

1. Abbreviations

BEIMS	Building Environment Information Management System
BPD	Buildings and Property Division
OH&S	Monash Occupational Health & Safety
PPE	Personal Protective Equipment

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.
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 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.

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 (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).

A dangerous goods information placard for hazardous chemicals stored in packages displaying ADG code class labels for class 5.1 and 8 at a storage area.

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 is 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

Status	Revised
Approval Body	**Monash University OHS Committee**
Legislation Mandating Compliance	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Dangerous Goods Act (1985); Dangerous Goods (Storage and Handling) Regulations 2012 (Vic) Biosecurity Act 2015 Gene Technology Act 2000 Gene Technology Regulations 2001 Quarantine Regulations 2000 National Code Of Practice For The Labelling Of Workplace Substances [NOHSC:2012(1994)]
Related Policies	OHS Policy
Related Documents	**Australian and International Standards** OHSAS 18001:2007 Occupational Health and Safety Management Systems - Requirements. AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use. AS 1319:1994 Safety signs for the occupational environment AS 2342:1992 Development, testing and implementation of information and safety symbols and symbolic signs **Monash OHS documents** OHS Roles, Responsibilities and Committee Procedure OHS Risk Management at Monash University

8. Document History

Version	Date of Issue	Changes made to document
2	March 2010	Guidelines for identification of areas requiring regulatory or hazard signage at Monash University, v.2
2.1	July 2015	Updated hyperlinks throughout to new OH&S website.
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

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

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 most he 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

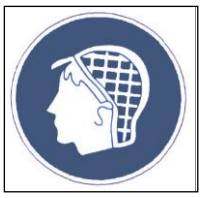
First Aid

Emergency eye wash

Emergency shower

11. Appendix 3 Safety Signs (From AS1319, Safety Signs for the Occupational Environment)

Signage category	Safety Sign	Signage Description
Regulatory Prohibition		No Smoking
Regulatory Prohibition		No thoroughfare
Regulatory Mandatory		Safety Glasses
Regulatory Mandatory		Respiratory mask (1/2 face)
Regulatory Mandatory		Respiratory mask (full face)
Regulatory Mandatory		Hearing protection

Regulatory Mandatory		Protective Gloves
Regulatory Mandatory		Protective Footwear
Regulatory Mandatory		Protective Clothing
Regulatory Mandatory		Face Shield
Regulatory Mandatory		Long Hair Contained
Hazard Warning		Fire Risk
Hazard Warning		Explosion Risk
Hazard Warning		Toxic Hazard

Hazard Warning		Corrosion Risk
Hazard Warning		Ionising Radiation Risk
Hazard Warning		Laser beam Hazard
Hazard Warning		Forklift Hazard
Hazard Warning		Electric Shock Risk
Hazard Warning		Non Ionising Radiation risk
Hazard Warning		Biological Hazard

Emergency information		First Aid
Emergency information		Eyewash
Emergency information		Safety Shower