

Regulatory and Hazard Signage Guidelines

Scope and Purpose

These guidelines apply to the application of regulatory and hazard signage at the Australian locations 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.

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.

Abbreviations

BPD	Buildings and Property Division
GHS	Globally Harmonized System of Classification and Labelling of Chemicals
OH&S	Monash Occupational Health & Safety
PPE	Personal Protective Equipment

Definitions

A comprehensive list of definitions is provided in the [Definitions tool](#). There are no additional specific definitions for this Guideline.

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1. Types of Signs

1.1 Classification of Signs

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; and
- Emergency information.

Evacuation and Emergency signs that are provided by Buildings and Property Division (BPD) are not covered by these guidelines.

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

1.2 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 type of control has been imposed at the worksite. They are subdivided as follows:

- Prohibition signs - Signs that indicate that an action or activity is not permitted.
- Mandatory signs - Signs that indicate that an instruction must be carried out.
- 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.

1.3 Hazard Signs

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

- Danger signs - Signs warning of a particular hazard or hazardous condition that is likely to be life-threatening.
- Warning signs - Signs warning of a hazard or hazardous condition that is not likely to be life threatening.

1.4 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.

2. Identification of Areas Requiring Signs

2.1 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 [OHS Management of Work Areas 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*. For further information contact BPD Planning.

2.2 Workplace Inspections

The requirements for periodic workplace inspections are outlined in the [OHS Management of Work Areas Procedure](#). During these inspections, all existing regulatory and hazard signage should be reviewed.

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.

2.3 *Reviewing Areas Requiring Signage During Inspections*

- Identify areas that require signage.
- Existing signage should be reviewed against these guidelines.
- 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.

2.4 *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
- Laboratories
- Plant rooms
- Radiation areas (ionizing and non ionising)
- Roof & roof access points
- Service tunnels
- Workshops

3. **Provision of Signs**

3.1 *Steps for Identifying Required Signage*

- 3.1.1 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.



- 3.1.2 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.



3.1.3 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.



3.1.4 If you identified 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.



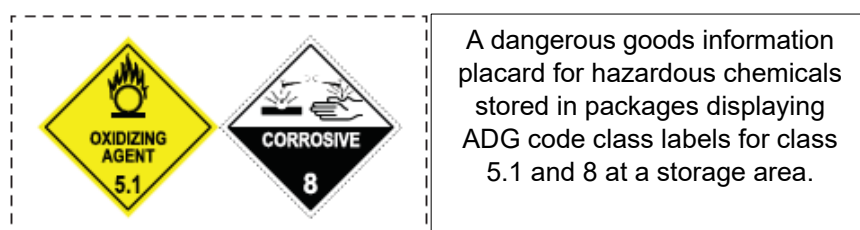
3.1.5 If you need to indicate the location of, or directions to, emergency related facilities such as safety equipment or first aid facilities, an emergency information sign is required.

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



3.2 Dangerous Goods Placard

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)



Dangerous Goods placards are required to be placed, at the entry to buildings, at each floor and entry to the area where the placard quantities are stored and the storage cabinets/location that holds the placard quantity.

Refer to [Using Chemicals Procedure](#) for definition of Dangerous Goods.










3.3 Hazardous Substances Signage

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).

Chemicals provided by suppliers are now labelled under the Global Harmonized System (GHS) of classification of chemicals and detailed in the manufacturers safety data sheet. GHS labels are to be used if creating hazard signage. There are nine pictograms to convey the hazard classes of chemicals.

	GHS01 Explosive		GHS02 Flammable		GHS03 Oxidiser
	GHS04 Gas under pressure		GHS05 Corrosive		GHS06 Toxic
	GHS07 Irritant		GHS08 Carcinogen		GHS09 Aquatic toxicity

Refer to [Using Chemicals Procedure](#) for definition of Hazardous Substances.

3.4 Sign Symbols

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 2.

If an appropriate symbol is not available, a local area symbol may be developed.

3.5 Installation of Signs

3.5.1 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.

3.5.2 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 the likelihood of being obscured is prevented or, at least, minimised.

3.5.3 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
- Signs placed on moveable objects such as doors, windows or racks must remain clearly visible at all times.

3.5.4. 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.

3.5.5. Signage template

An example template that may be used for posting at 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.

3.6 *Availability and Advice on Signs*

3.6.1. Signs are available through BPD at the Clayton campus or through external suppliers if necessary.

Some examples of suppliers are;

- Monash Print Services,
- Setons Australia,
- Blackwoods,
- RSEA.

3.6.2. Advice on signs can be obtained from [OH&S](#).

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.

Supervisors:

Supervisors are responsible for:

- Identifying areas requiring signage;
- Ensuring that appropriate signage is displayed;
- Ensuring that all relevant workers are made aware of the local signage and its meaning.

Safety Officers:

Safety officers are responsible for monitoring that these guidelines are implemented.

All Workers: All workers at Monash University are expected to familiarise themselves with, and comply with, hazard and restricted access signage in their work area.

Tools

The following tools are associated with these guidelines:

[Regulatory and Hazard Signage template](#)

Legislation and Related Documents

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
- Model Code of Practice: Labelling of workplace hazardous chemicals 2020

Australian and International Standards

- ISO 45001:2018 Occupational Health and Safety Management Systems
- AS 1319:1994 Safety signs for the occupational environment

Monash OHS documents






- [OHS Roles, Responsibilities and Committees Procedure](#)
- [OHS Management of Work Areas Procedure](#)
- [Using Chemicals Procedure](#)

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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Updated logos in header 2. Updated OHS Regulations to 2017
3	December 2018	<ol style="list-style-type: none"> 1. Added information about the Access Control to Restricted Area Procedure, including hyperlinks. 2. Added a reference to the <i>Monash Internal Signage Guidelines and Master palette</i> that will be used for new and refurbished building works.

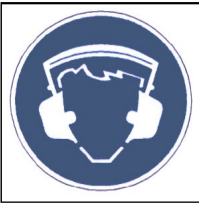




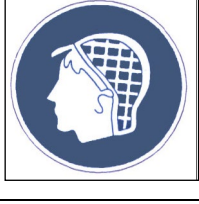


Version	Date of Issue	Changes made to document
3.1	April 2021	1. Updated certification logo in header.
3.2	August 2021	1. Removed certification logo in header of first page. 2. Removed Table of Contents. 3. Updated reference to OHS Policy to OHS&W Policy. 4. Updated the Standard to ISO 45001 under "Related Documents"
4.0	November 2021	1. Clarified the difference between placarding labelling requirements and hazardous substances. 2. Added a section on signage for facilities where Hazardous Substances are used. 3. Added GHS pictograms. 4. Added a list of reputable suppliers for signage. 5. Aligned roles and responsibilities with OHS Roles, Responsibilities and Committees Procedure. 6. Updated references and terminology. 7. Updated the Regulatory and Hazard Signage template to include GHS pictograms. 8. Minor improvements to the Regulatory and Hazard Signage template. 9. Removed the list of regulatory signs (previous appendix 2) to reduce duplication.



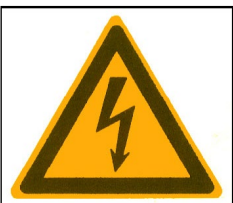




Appendix 1: Requirements for Signs







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 <u>is likely to be life-threatening</u> .		"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 <u>not</u> 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





Appendix 2 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 Prohibition		No food or drink
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 (non- chemical)
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
Chemical Hazard		Explosives
Chemical Hazard		Flammables

Chemical Hazard		Oxidisers
Chemical Hazard		Gases under pressure
Chemical Hazard		Corrosives
Chemical Hazard		Acute toxicity
Chemical Hazard		Skin irritants Eye irritants Skin sensitisers
Chemical Hazard		Carcinogens Respiratory sensitisers Reproductive toxicants Target organ toxicants Germ cell mutagens

Chemical Hazard		Aquatic toxicity
Emergency information		First Aid
Emergency information		Eyewash
Emergency information		Safety Shower