

# Safety Signage

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# Introduction

## **1.1 Context**

It is important that required signage is in place and that all employees are aware of their meanings. In the case of an emergency, the safety signage in place will greatly assist with tasks such as fire fighting and evacuation of the building.

## **1.2 Purpose**

The aim of this policy is to help you understand the signs and notices that are required to comply with health and safety legislation.

## **1.3 Scope**

This policy is applicable to all managers within the company. The main points of this policy are included in the employee handbook.

# Procedure

## **2.1 Definition**

Safety Signs include signboards and acoustic, verbal or hand signals. Signboards are signs that use a combination of shape, colour and a symbol or pictogram. Signboards should not contain text as the symbols or pictograms on a signboard are intended to be understood, independently of the literacy or language ability of the worker viewing it.

## **2.2 Responsibilities**

### **Employers have a legal obligation to**

- Provide safety or health signs, or both, at the place of work where hazards cannot be avoided or adequately reduced by techniques for collective protection or measures, methods or procedures used in the organisation of work.
- Ensure that such signs are in place.

Where hazards cannot be avoided or reduced, employers have a duty to put in place appropriate signs for the protection of workers.

### **Employees have a legal obligation to**

- Take due care of their own safety in the workplace
- Co-operate with training and instruction provided by the Company
- Report any defective or hazardous equipment, this includes reporting missing, blocked or broken signage.

The objective of the system of safety signs is to draw attention rapidly and unambiguously to objects and situations capable of causing specific hazards and a system of safety signs must never be used as a substitute for necessary protective measures.

## **2.3 Safety Signage System**

The system for signs and signboards is based on the familiar “traffic light” colours:

- Red for prohibition.
- Yellow for caution.
- Green for positive action.

A fourth colour, blue, is used for mandatory signs and to convey information to employees, contractors and the public such as the location of a telephone, location of fire door etc.

The shapes of the signboards are standardised:

- Circular for prohibitions and instruction.
- Triangles for warnings.
- Squares and rectangles for emergency and informative signs.

## 2.4 Signage Examples



Examples of prohibition signs



Examples of mandatory signs



Examples of warning signs

## 2.5 Additional support

Additional support for managers and employees is available through the following:

- Business Manager
- Health & Safety Coordinator
- Maintenance Helpline 01-2924472