

*This document is under review, if you have any input, please email safety@unsw.edu.au.

HS732 Signage Guideline

Introduction

Signs are used to assist with the communication of information about hazards at the workplace and to provide advice about responding in emergency situations.

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1. Scope

These guidelines are designed to:

- Ensure a consistent approach and standard of presentation for all safety related signs
- Establish which safety signs are required to meet legislative and university requirements

The guidelines apply to all regulatory, hazard, emergency information and fire signs at all campuses of the UNSW.

2. Purchasing

Any Health and Safety signage purchased should meet the requirements of the relevant legislation, standards and codes of practice, including:

- AS 1319 Safety Signs for the Occupational Environment.
- Building Code of Australia
- Work Health & Safety Regulation 2011
- Australian Dangerous Goods Code

Signage should be displayed in accordance with legislative and university requirements.

3. Installation requirements

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
- kept clean.
- sized in accordance with standards, codes of practice or legislative requirements

4. Visibility

Signs should be:

- adequately illuminated with natural or artificial light
- clearly legible
- be clearly visible by those entering and working in the area and attract attention
- mounted in such a way that the likelihood of being obscured is prevented or, at least, minimised.

5. Positioning

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

6. Maintenance, inspection, and verification

Signs should be kept clean to ensure they are legible and visible. Signs should be replaced when they become damaged or no longer legible.

Signs shall be inspected via workplace safety inspection process. Corrective actions required from the workplace inspection process shall be reported via myUNSW.

7. Reviewing areas requiring signage during inspections

7.1. Areas with existing signage

Review all signs against current use of the area.

7.2. Areas where usage has changed since the signage was installed

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

7.3. Areas without signage

Identify areas lacking appropriate signs.

7.4. Additional considerations

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



The number of signs in an area must 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.

8. Specific signage requirements

8.1. Laboratory door signs

The university has a standard UNSW Safety Hazards Poster, which is mandatory for all laboratories. They must be placed on the outside of laboratory doors to provide information on safety hazards within, PPE to be worn in this area, emergency contact details for the laboratory, location of first aid kit etc.

Laboratory doors must indicate:

- The name of the person in charge of the laboratory
- Nature of hazardous chemicals or dangerous goods stored
- Required Personal Protective Equipment for entry.

UNSW Safety Hazards Posters can be easily created by following the [guide](#) located in the chemical safety page.

8.2. Links to specific documents

The University has guidance and requirements for specific signage in relation to its activities. Information on these can be found in the following locations:

[Biosafety](#)

- Sign - [PC2 Laboratory Door](#)
- Sign - [PC1 Laboratory Door](#)

Chemicals

- [HS333 Manifests and Placards Procedure – Section 4.1](#)
- [Spill kit signage](#)

PPE (laboratory)

- [HS701 Personal Protective Clothing and Equipment signs](#)

8.3. Areas that may require specific signage

Examples of areas that may require specific signage are listed below:

- Animal facilities
- Biological containment areas (e.g., PC2 labs)
- Chemical storage
- Confined spaces
- Cryogenic areas
- High noise areas
- High voltage substations
- Laboratories
- Plant rooms
- Radiation areas
- Roof & roof access points
- Service tunnels

System documents relevant to the above will contain details of signage requirements so refer directly to them.

9. Acknowledgements

- University of Wollongong
- Monash University
- [Work Health and Safety Act 2011 \(nsw.gov.au\)](#)
- [Work Health and Safety Regulation 2017 \(nsw.gov.au\)](#)
- [List of codes of practice | SafeWork NSW](#)



Appendix A: Examples of signage

Sign Function	Description	Example
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	
Fire Sign: Signs that indicate the location of, or directions regarding, fire equipment.	White symbol or worded legend, or both, on a red rectangle	
UNSW Safety Hazards Poster: University specific sign used to identify laboratories and important information related to them.	Yellow background, four sections including, safety hazards, precautionary measures, emergency details and laboratory manager contact details.	
Globally Harmonised System (GHS): Hazard communication for physical, health and environmental chemical related hazards	White background, red outlined diamond and black pictogram. May be used in black and white.	

Dangerous Goods Diamonds: Signs to indicate presence of a particular class of Dangerous Goods.	Background and word colour vary depending on class. Generally, includes a pictogram, name of class and class number.	
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Appendix B: Version Control

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Director, Human Resources	10/12/2010	10/12/2010	Document created
1.1	Director, Human Resources	2/05/2013	2/05/2013	Minor edits due to changing legislation. Updated 4.1 and 4.4
1.2	Director, UNSW Safety and Sustainability	30 April 2014	30 April 2014	Reviewed for administrative updates
1.3	Director, UNSW Safety and Sustainability	29 February 2016	29 February 2016	Minor edits to links and door poster size deregulation.
2.0	Director, UNSW Risk & Safety Management	8 August 2022	8 August 2022	Administrative updates, template updated, removed from Governance.

Updates to this document

Any suggestions, recommendations or updates to this document should be emailed to safety@unsw.edu.au with the email header stating *GUIDELINES UPDATE HS732*.