



GUIDELINES FOR IDENTIFICATION OF AREAS REQUIRING REGULATORY OR HAZARD SIGNAGE AT MONASH UNIVERSITY

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1. 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 in accordance with the requirements of the;

- Dangerous Goods Act (1985);
- Gene Technology Act (2000);
- Quarantine Act (1908);
- Occupational Health and Safety Act (2004) and associated Victorian regulations and the;
- Australian Standard 1319:1994 *Safety signs for the occupational environment* and;
- *OHSAS 18001:2007 Occupational Health and Safety Management Systems-Requirements*.

2. SCOPE

These guidelines apply to the application of regulatory and hazard signage at the Australian campuses of Monash University and to Monash University controlled entities. Correctly classified and applied signage must be implemented where a risk of harm exists or a state of warning to any persons, property or the environment or where regulatory compliance is required.

3. ABBREVIATIONS

OH&S	Occupational Health and Safety branch
OHS	Occupational Health and Safety
OHS&E Committee	OHS & Environmental committee

4. DEFINITIONS

4.1 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT

Head of academic/administrative unit is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, department, school, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.

4.2 MONASH UNIVERSITY CONTROLLED ENTITIES

Monash University controlled entities (e.g. companies) include entities where Monash University can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this document, a Monash University controlled entity will be referred to as a controlled entity.

4.3 SUPERVISORS

4.3.1 Supervisors are those who are responsible for overseeing:

- the work program of other staff;
- the study program of honours and postgraduate students; and
- undergraduate students in lectures, tutorial and practical classes and on field trips.

4.3.2 The supervisor of staff or students has a particular responsibility for safeguarding the occupational health and safety of those in their charge. The supervisor can delegate the supervision, induction or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that the staff member or student has received appropriate training and has gained sufficient competence to undertake the task.

5. SPECIFIC RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document *Occupational health and safety management at Monash University: Structure, functions, roles and responsibilities*. The responsibilities with respect to the application of regulatory and hazard signage are summarised below.

5.1 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS AND CONTROLLED ENTITIES

It is the responsibility of the head of academic/administrative unit/controlled entity to ensure that the *Guidelines for identification of areas requiring regulatory or hazard signage* are implemented in their unit/entity, where appropriate, including:

- identification of areas requiring signage; and
- provision of sufficient budgetary resources to implement signage required.

5.2 SAFETY OFFICERS

Safety officers are responsible for ensuring that the *Guidelines for identification of areas requiring regulatory or hazard signage* are implemented in their unit/entity, where appropriate, including:

- identifying areas requiring signage; and
- the provision of identified signage as required.

5.3 LOCAL OHS&E COMMITTEES

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

5.4 SUPERVISORS

Supervisors are responsible for assisting safety officers to implement the *Guidelines for identification of areas requiring regulatory or hazard signage* by:

- identifying areas requiring signage; and
- informing safety officers of areas requiring signage.

5.5 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.

6. TYPES OF SIGNS

6.1 CLASSIFICATION OF SIGNS

6.1.1 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.

6.1.2 Fire signs can be seen at Monash University, but as they are provided by Facilities & Services, they are not covered by these guidelines.

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

6.2 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:

6.2.1 Prohibition signs

Signs that indicate that an action or activity is not permitted.

6.2.2 Mandatory signs

Signs that indicate that an instruction must be carried out.

6.2.3 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.

6.3 HAZARD SIGNS

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

6.3.1 Danger signs

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

6.3.2 Warning signs

Signs warning of a hazard or hazardous condition that is not likely to be life threatening.

6.4 EMERGENCY INFORMATION SIGNS

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

7. IDENTIFICATION OF AREAS REQUIRING SIGNS

7.1 WORKPLACE INSPECTIONS

7.1.1 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.

7.1.2 Review of signage is covered in Item 1.7 of the Workplace Inspection Program (www.adm.monash.edu.au/ohse/documents).

7.1.3 Signage must:

- 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.

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

7.2 REVIEWING AREAS REQUIRING SIGNAGE DURING INSPECTIONS

7.2.1 Areas with existing signage

Review all signs against current use of the area.

7.2.2 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.

7.2.3 Areas without signage

Identify areas lacking appropriate signs.

7.3 EXAMPLES OF AREAS THAT MAY REQUIRE SIGNAGE

- Animal facilities
- AQIS and other 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
- Roof & roof access points
- Service tunnels

8. PROVISION OF SIGNS

8.1 STEPS FOR IDENTIFYING REQUIRED SIGNAGE

8.1.1 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.

E.G.



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.

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

E.G.



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

- 8.1.3 If you need to identify areas that contain a particular hazard or hazardous condition that is likely to be **life threatening**, a danger sign is required. The sign must identify the hazard.

- 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.



- 8.1.4 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.

E.G.



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.

- 8.1.5 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.

E.G.



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

8.2 CHEMICAL HAZARD SIGNS

- 8.2.1 In accordance with the Dangerous Goods (Storage and Handling) Regulations 2000 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 2000.

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.

- 8.2.2 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 the Occupational Health and Safety branch.
- 8.2.3 Signs for chemical hazards (below placarding limits) should be denoted using signs of a similar format to those described in section 8.1.4.

8.3 SIGN SYMBOLS

- 8.3.1 All signs using symbols must be selected from the standard set described in Australian Standard 1319:1994 *Safety signs for the occupational environment*.
- 8.3.2 If an appropriate symbol is not available, a local area symbol may be developed. All symbols developed must comply with Australian Standard 2342:1992 *Development, testing and implementation of information and safety symbols and symbolic signs*.

8.4 INSTALLATION OF SIGNS

8.4.1 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.

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

8.4.3 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.

8.4.4 Number of signs

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.

8.5 AVAILABILITY AND ADVICE ON SIGNS

8.5.1 Signs are available through the Facilities and Services division at the Clayton campus or through external suppliers if necessary.

8.5.2 Advice on symbolic signs and wording for the signs is available from the Occupational Health and Safety branch by phone on 990 51016 or by email using ohsehelpline@adm.monash.edu.au.

9. REFERENCES

9.1 LEGISLATION

Dangerous Goods Act 1985 (Vic)
 Dangerous Goods (Storage and Handling) Regulations 2000
 Gene Technology Act 2000
 Gene Technology Regulations 2001
 Occupational Health and Safety Act 2004 (Vic)
 Occupational Health and Safety Regulations 2007 (Vic)
 Quarantine Act 1908
 Quarantine Regulations 2000

9.2 MONASH UNIVERSITY OHS DOCUMENTS

(<http://www.adm.monash.edu.au/ohse/documents>)






OHS management at Monash University: Structure, functions, roles and responsibilities

9.3 AUSTRALIAN CODES AND STANDARDS

AS 1319:1994 Safety signs for the occupational environment
 AS 2342:1992 Development, testing and implementation of information and safety symbols and symbolic signs

AS/NZS 4801:2001 Occupational Health & Safety Management Systems –
specifications with guidance for use.
National Code Of Practice For The Labelling Of Workplace Substances
[Nohsc:2012(1994)]

10. APPENDIX 1: REQUIREMENTS FOR SIGNS

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

11. APPENDIX 2: LIST OF STANDARD SYMBOLIC SIGNS

11.1 PROHIBITION SIGNS

Smoking prohibited
Fire, naked flame and smoking prohibited
No pedestrian access
Water not suitable for drinking
Digging prohibited

11.2 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

11.3 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

11.4 EMERGENCY INFORMATION SIGNS

First aid
Emergency eye wash
Emergency shower