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| **CAL-HS-PD-2052** |
| **Safety Signage** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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# Heading 1

1. The purpose of this procedure is to alert persons to the types of safety signage likely to be seen on work sites/premises.
2. Safety signs are defined as (signs which convey information or instructions by their shape, colour and appropriate symbols or pictograms), safety colours, illuminated signs, acoustic or hand signals or oral communications which provide information or instruction about specific objects, activities or situations relevant to health & safety at work.

# TYPE OF SIGN

Permanent Signs:

* The Regulations require that permanent signs must be used:
* For prohibition, mandatory and warning signs
* To indicate the location and identity of fire-fighting equipment
* On pipes and containers for traffic routes
* In places where there is a risk of falling objects
* In places where there is a risk of collision with obstacles.

Occasional Signs:

1. The Regulations designate illuminated signs, acoustic and hand signals, and oral communications as occasional signs. They should be used to:

* Signal danger
* Prompt people to take a particular course of action, e.g. evacuation
* Help with hazardous manoeuvres.

Combined Signs:

1. The Regulations allow interchanging or combinations of different types of signs and signals, so long as there is no: reduction in the overall effect for example:

* Safety colours and signboards where they identify obstacles or drops
* Illuminated signs, acoustic signals and verbal communications
* Hand signals and verbal communications

# **SAFETY COLOURS**:

1. The Regulations specify the following safety colours:

* Red signifies dangerous behaviour and identifies stop, shut down and emergency cut devices and fire-fighting equipment
* Yellow indicates possible dangers
* Blue shows mandatory behaviour or actions
* Green indicates safety, i.e. the direction of emergency escape routes, emergency exits, first aid equipment and a return to normality.

# MAINTENANCE

1. Under the Regulations employers must ensure that safety signs are maintained, regularly cleaned, tested to remain effective and repaired where necessary.

# INTERFERENCE

1. The Regulations require that the effectiveness of safety signs are not reduced by:

* Too many signs, placed together.
* The use of similar but different illuminated signs, causing confusion.
* Visual interference from another illuminated source.
* The use of two or move acoustic signals a once.
* The use of acoustic signals where there is interference from significant background noise.

# SIGNBOARDS

1. The Regulations set out minimum requirements for signboards. They must be:

* Shockproof
* Weather resistant
* Suitable for the location where they are used
* Easy to see and understand.

1. Any pictograms used on signboards must be as simple as possible and should only contain the essential details. The Regulations designate shapes and colours for the main types of signboard are as follows:

# PROHIBITION SIGNS

1. Prohibition signs indicate that something must not be done.

* They must be round
* Have a white background with a red border and red diagonal cross bar
* Have pictograms where applicable, which are black, central and do not obliterate the cross bar

# WARNING SIGNS

1. Warning signs indicate a particular hazard or danger.

* They must be triangular
* Have a white background with a red border
* Have a black, central pictogram

# MANDETORY SIGNS

1. Mandatory signs indicate specific actions or behaviours that are required.

* They must be round
* Have a blue background
* Have a white pictogram

# EMERGENCY SIGNS

1. Emergency escape and first aid signs to indicate safe routes and areas.

* They must be square or rectangular
* Have a green background
* Have a white pictogram

# FIRE SIGNS

1. Firefighting equipment signs indicate the location and identity of the equipment.

* They must be square or rectangular
* Have a red background
* Have a white pictogram

# TRAFFIC SIGNS

1. Traffic routes, dangerous locations and obstacles:

* Yellow and black or red and white stripes must be used to indicate a risk of colliding with obstacles, falling, being hit by falling objects etc.
* The stripes must be an even size and be placed at an angle of around 45°. Their size should be appropriate to the scale of the area.
* Traffic routes, including external ones, must be indicated with continuous white or yellow stripes. They should allow enough space for traffic to move at a safe distance.

# ACOUSTIC SIGNS

1. The Regulations require that acoustic signals must:

* Be easy to recognise
* Be easy to hear over foreseeable background noise

1. Use intermittent signals to indicate a higher level of danger, where it is capable of sounding both continuously and intermittently
2. Use a continuous sound to indicate the need for evacuation.

# ORAL COMMUNICATION SIGNS

1. Oral Communications:

* The Regulations set the following requirements for oral communications:
* They must be short, simple and as clear as possible
* Account must be taken of people with impaired hearing
* Account must be taken of people who do not understand English

1. The person making the communications must have a good command of the language and be easy to understand.
2. If they are used with, or instead of, gestures, a standard system of code words should be used.

# HAND SIGNALS

1. Hand Signals:

* Under the Regulations, hand signals must: be:
* Be simple, precise, and easy to carry out and understand
* Be distinct from other signals.

1. The person giving the signals must be able to see all manoeuvres to ensure the health and safety of the people in the area, more than one signal person may be needed in some circumstances.
2. The signal person must he easily recognisable, and must wear distinctive clothing or, use suitable equipment. The person following hand signals must stop his or her manoeuvre if the signals are unclear or if new instructions are required.

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