

QUICK GUIDE

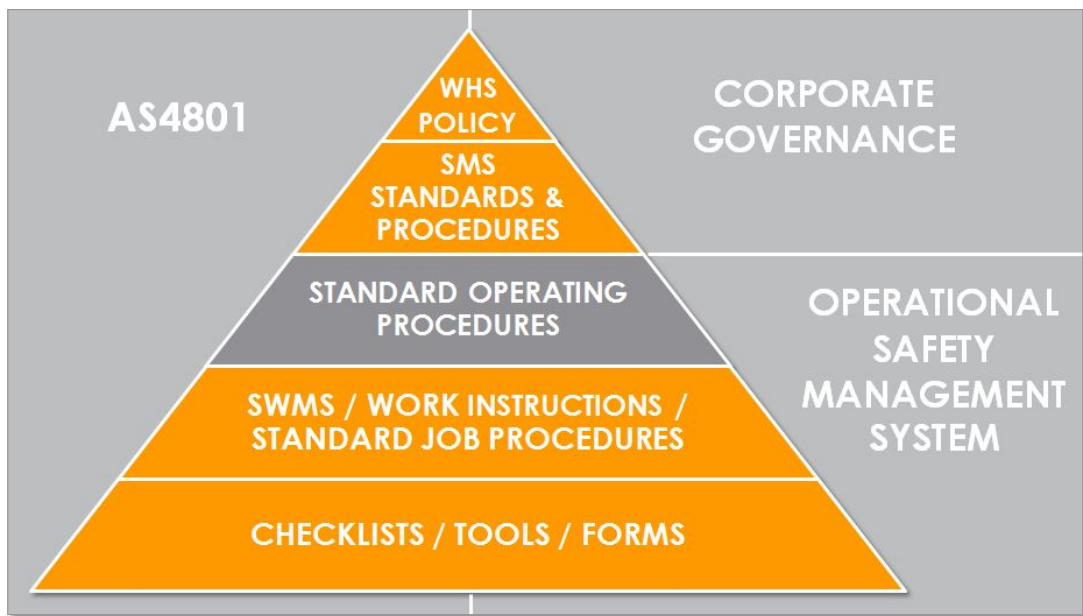
SAFETY Everyone. Everywhere. Every day

SAFETY SIGNAGE

DOC ID REF244 VERSION 1

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1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for safety signage to ensure arrangements at each Queensland Urban Utilities (QUU) controlled worksite are in place, effective and meet QUU's Safety Management System (SMS) requirements.

This quick guide has been developed as information and planning resource only and is not to be used as a Work Health and Safety (WHS) inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. QUU RELATED DOCUMENTS

- WHS Hazard and Risk Management Standard (STD136)
- WHS Hazard and Risk Management Procedure (PRO363)
- RPO377 Hazardous Chemicals SOP
- PRO410 Traffic Management SOP

4. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. GENERAL	
(a) Adequate safety signage must be in place in all areas of high risk and danger.	Section 7.0 Section 7.1
(b) Safety signage is essential to maintain heightened safety and awareness in and around QUU workplaces.	
(c) Safety signage must be placed where required by legislation or another QUU SOP, as identified in a SWMS or to increase protection in conjunction with other control methods.	
(d) Signage requirements are to be selected after reviewing the hazards and risks for each site and activity.	
(e) Signage selected must comply with Australian Standards.	
(f) Safety signage across all QUU worksites must be of consistent quality and professional standard.	
(g) Signage is an administrative control and must not be chosen as the primary control measure.	
(h) Additionally, there is QUU specific signage (e.g. Entry Signage) which must be in-place at all fixed QUU worksites.	
2. DESIGN & LAYOUT OF SIGNS	
(a) The type of sign used must be suitable for the intended purpose.	Section 7.2
(b) All signage must follow the same format as outlined in <i>AS1319 – Safety Signs for the Occupational Environment</i> .	
(c) Where no symbol is available for a required purpose, a worded message sign, in accordance with <i>AS1319</i> , is to be used.	
3. INSTALLATION OF SIGNS	
(a) Signs other than those painted directly on existing surfaces are to be constructed and erected so that they do not create a hazard.	Section 7.3
(b) Signs are to be located where the message(s) are legible and clearly visible and so that they attract the attention of all workers. This also includes the installation of placards at the front of the facility, tanks and buildings where required.	
(c) Signs are to be installed in locations where there is limited possibility of them being obscured.	
(d) Placing several signs close together should be limited wherever practicable, as this may lead to confusion and make it difficult to distinguish individual messages.	
(e) Signs must not be placed on movable objects where a change in position would place the sign out of sight (e.g. doors or windows).	
(f) External or internal signs should be illuminated where it is required under legislation or where there is poor visibility as determined by a risk assessment.	
(g) All signs are to be kept clean and in good condition (e.g. not faded).	
4. REMOVAL OF SIGNS	

AT ALL TIMES	REFERENCE
(a) The Supervisor/PICOW must ensure safety signs are removed: <ul style="list-style-type: none"> • Immediately after the information they contain is no longer relevant; and/or • When the hazard ceases to exist. 	Section 7.4
5. SITE-SPECIFIC MANAGEMENT OF SAFETY SIGNS	
(a) Types of signs that might need to be installed include: <ul style="list-style-type: none"> • Regulatory Signs (e.g. Prohibition Signs, Mandatory Signs, Limitation or Restriction Signs, Warning Signs); • Hazard Signs (e.g. Danger Signs, Warning Signs); • Emergency Information Signs; • Fire Signs; • Evacuation Signs; • Traffic Management Signs; • Office/Reception/Stores Signs; • Public Access Signs; and • Evacuation Assembly Point Signs. 	Section 7.5
6. TRAINING & COMPETENCY	
(a) The Supervisor/PICOW must provide appropriate training, instruction and supervision to ensure workers understand the site's safety signage.	Section 8.0
(b) Workers installing Traffic Management signs must be competent. Refer to (PRO0410) Traffic Management for further details.	

6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- There is an identified risk to business;
- A significant safety or unplanned event occurs;
- Incident investigation or audit results show that application of the standard fails to deliver the required outcomes;
- There are changes in associated legislation;
- There is evidence that the standard is not having a positive impact on safety-related KPIs.