Contents

1. OBJECTIVE

To provide information and guidance on health and safety (H&S) signage requirements on RMIT campuses.

2. SCOPE

This guidance applies to all RMIT, globally.

NOTE – Referenced legislation and/or standards apply to Australian jurisdictions only. RMIT campuses in other jurisdiction must refer to local applicable legislation and/or standards, where available.

3. PROCEDURE/IMPLEMENTATION

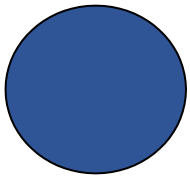
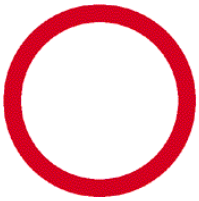
3.1. Health and Safety signage

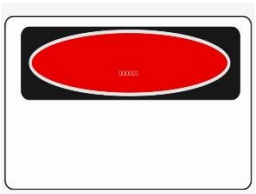
Signs are displayed throughout the university as a visual aid for communicating instructions, advice or emergency information to the campus community. Signage can be in the form of symbols, graphics, text, or a combination.

H&S signage may be determined as an outcome of risk assessments - e.g., an administrative control measure.

Any H&S signage purchased or created must meet the requirements of **AS 1319 Safety Signs for the Occupational Environment** and applicable codes of practice/compliance codes. Signage must be displayed in accordance with applicable legislative and RMIT requirements.

Table 1 – Sample signs meeting the requirements detailed in AS 1319.

Description	Use	Image	Example	
Stop or Prohibition	To indicate that an action or activity is not permitted.			
Mandatory	To indicate a requirement must be followed.			
Limitation or Restriction	To place a numerical or other defined limit on an activity or use of a facility.			

Description	Use	Image	Example	
Warning	To identify areas that contain a particular hazard or hazardous condition that is not likely to be life threatening.			
Hazard Danger	To identify areas that contain a particular hazard or hazardous condition that is likely to be life threatening. The sign must identify the hazard.			
Emergency Information	To indicate the location of, or directions to, emergency related facilities such as safety equipment or first aid facilities.			
Fire sign	To advise the location of fire alarms and fire-fighting facilities			

In addition to general H&S signage, substances and products in packages, containers, tanks and pipelines must be correctly labelled. This allows easy identification to avoid incorrect use and subsequently any potential harm to people or damage to plant or property.

The labelling or other such markings must be in accordance with the relevant HSW guideline (e.g., hazardous substances) and Standards. This may include, but not limited to Australian Standards such as **AS1319 Safety Signs for the Occupational Environment** and/or **AS1345 Identification of the Contents of Pipes, Conduits and Ducts.**

3.2. Sign Size and Legibility

The size of signs is determined by assuming standard vision observers view the sign at the maximum distance the sign will be relevant to the situation, and by allowing for the sign to be prominent or conspicuous.

3.3. Specific Requirements

Specific signage requirements are detailed in relevant HSW process and guidance documents.

Furthermore, legislative requirements, such as the building code, will outline minimum requirements at the design and build stage of construction.

Table 2 – Sample signage required at various locations and under certain conditions

Application	Requirement
Location of exits	Clearly marked and signs posted to show the direction to exit doors to aid emergency evacuation.
Areas in the work/learning environment where people are required to use personal protective equipment (PPE)	Clearly identified by blue PPE signs.
Prevention of Falls at Workplaces (working at height).	Use signs to warn: • of a fall hazard or being hit by falling objects • not to access a hazardous area where work at height is occurring
Where the whole or any part of the roof of a building or structure comprises a surface of material that can break, easily snap or shatter or is weak or perishable.	Warning signs are displayed at all points of access to any area where fragile material is present and are securely fixed in positions where they will be clearly visible to people accessing the area.
Industrial rope access systems	Barricades and signposts are placed on all access areas below the working area and anchorage locations.
Any place of work/learning at which there is a risk of exposure to atmospheric contaminants or unsafe levels of oxygen.	Location is isolated and that appropriate warning signs are provided at the place to indicate restricted access.
Where a scaffold is incomplete and left unattended.	Appropriate controls, including the use of danger tags or warning signs, are used to prevent unauthorised access.
Entry into a confined space.	The signs must: • identify the confined space, and • inform people that they must not enter the confined space unless they have a confined space entry permit, and • be clear and prominently located next to each entry to the confined space.
Asbestos	People are warned, by the use of signs, labels or other similar measures, of the presence of asbestos or asbestos-containing material in a place at which work is being carried out.
Construction work - requiring appointment of principal contractor	Erect signs that are: • are clearly visible from outside the site • show the principal contractor's name and telephone contact numbers (including an after-hours telephone number) • show the location of the site office for the project
Noise Exposure	Sign–posted as hearing protector areas and the boundaries of these areas are clearly defined.
Hazardous Substances and Dangerous Goods	Requirements for signage use include: • pipe work

- transfer systems
- storage locations
- warning signs at work/learning locations (where required)

3.4. Sign Installation

Operational Leaders are responsible to ensure that required signage is installed/erected and to engage an appropriate person (if required) to install the signs as detailed below.

3.4.1. General Requirements

Signs must 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

3.4.2. Visibility

Signs must be:

- adequately illuminated with natural or artificial light where general lighting does not provide for adequate visibility
- clearly legible
- be clearly visible by those who enter and work/learn in the area and attract attention
- mounted in such a way that that the likelihood of the sign being obscured is prevented or, at least, minimised.

3.4.3. Positioning

Permanent signs, e.g., not portable or moveable signs:

- should be mounted as close as practicable to the observer's line of sight in the vertical plane
- must not present a hazard to pedestrians, e.g., mobile signs or those placed overhead
- must be sited to allow a person ample time after first viewing the sign, to heed the warning
- where placed on moveable objects such as doors, windows or racks, must 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.

3.4.4. Number of signs

If several signs are placed close together, they may result in too much information in one place that is not absorbed, or the visual effect may be so confusing that it is difficult to discern individual messages.

3.4.5. Sign Maintenance

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

3.4.6. Verification

H&S signage is verified through various processes and at regular intervals including HSW audits and workplace inspections. Workplace inspections are important to ensure that signage is appropriate, relevant and maintained according to the work/learning environment.

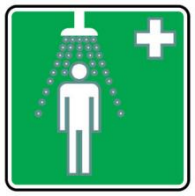
3.5. Identification of Areas Requiring Signs

Examples of areas that may require signage (not an exhaustive list):

- Research facilities
- Laboratories, workshops
- Quarantine areas
- Biological containment areas
- Chemical storage
- Confined spaces
- Cryogenic areas
- High noise areas
- High voltage rooms
- Incineration rooms
- Plant rooms
- Radiation areas (ionizing and non-ionising)
- Roof & roof access points
- Service tunnels.

3.6. Common signs at RMIT

Category	Signs				
Regulatory prohibition					
	No smoking	No thoroughfare	No eating or drinking		
Regulatory mandatory					
	Safety glasses	Hearing protection	Protective footwear	Hi-visibility clothing or vest	Protective headwear
					
	Protective gloves	Face shield	Respiratory mask half face	Respiratory mask full face	Protective clothing
					
	Long hair contained		Safety harness		

Category	Signs				
Hazard Warning					
	Fire risk	Explosion risk	Toxic hazard	Corrosion risk	Biological hazard
					
	Laser beam hazard	Forklift hazard	Electric shock risk	Non ionising radiation risk	Ionising radiation risk
Emergency Information					
	First Aid	Emergency shower	Emergency eye wash		
					
	Exit	Emergency assembly point	Automated External Defibrillator		
					
	Fire extinguisher	Fire hose reel	Fire alarm		

4. SUPPORTING DOCUMENTS

Lists the supporting and related Processes and Guidance Material, Legislative references, Australian and International Standards etc. that may be useful references for process users

- HR - HSW-PR38 - Personal Protective Equipment
- HR - HSW-PR12 - Workplace Inspections
- AS1319 Safety Signs for the Occupational Environment
- AS1345 Identification of the Contents of Pipes, Conduits and Ducts.