

1. Purpose

To ensure at the City of Greater Dandenong (CGD) appropriate safety signage relating to workplace hazards are selected, installed, maintained and removed.

2. Scope

This procedure applies to all employees, contractors and volunteers at CGD workplaces.

3. Definitions

Hazard: A source or a situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment or a combination of these.

Sign: An inscribed board, plaque or other delineated space on which a combination of legend and symbolic shape is used to convey a message.

(Ref. AS 1319: Safety signs for the occupational environment).

Temporary sign: Signs that are displayed for short term hazards introduced into the workplace.

4. Responsibilities

For general OHS responsibilities refer to the CGD OHS Responsibility Procedure:

Team Leader Risk & OHS is responsible for:

- ensuring the procedure is implemented and reviewed as required.

Managers are responsible for:

- implementing the procedure in their area of responsibility
- ensuring persons comply with signage control requirements

Employees / contractors / volunteers are responsible for:

- reporting potentially hazardous areas
- complying with requirements specified in workplace signs

5. Procedure

5.1 Identification of signage requirements

All signage requirements should be identified for the purposes of:

- advising hazards associated with work and the workplace to prevent accidents
- locations of safety, fire aid and fire protection equipment providing instruction and guidance in an emergency situation

Identification can occur through:

- legislation, codes of compliance, Australian Standards and CGD requirements

- health and safety audits and inspections ref. CGD OHS Workplace Inspection Procedure
- risk assessments, refer to the CGD OHS Risk and Change Management Procedure
- hazard identification and reporting from employees, contractors etc. Identification of CGD Safety Signage Procedure.

5.2 Purchasing

All signage will be purchased following CGD OHS Purchasing Goods Procedure. Signage will be suitable for purpose meeting any legislative, Australian Standard and/or Industry Standard requirements or guidelines.

Notifications of purchase of equipment/signage/assets need to be made to the Asset Data and GIS (Geographic Information System) team.

5.3 Installation

CGD must ensure safety signage is installed to conform to relevant legislation, standards and CGD requirements. Where practicable, the Manager shall ensure that signage is:

- located to attract attention, clearly visible, legible and cannot be obscured
- installed as close as practicable to an observer's line of sight
- not creating a hazard after installation.

5.4 Temporary signage

Temporary signage will be erected in locations where temporary hazard/s are introduced into the workplace, including 'wet floors' and 'major works in progress'.

Signage must:

- be placed in a position that is easily identifiable and not presenting a trip hazard
- remain until the hazard has been removed or eliminated.

Assistance may be sought from the Risk & OHS Unit on the type of signage required.

5.5 Inspection

At CGD regular workplace inspections will include signage and will give consideration to:

- suitability
- legibility
- condition and cleanliness
- illumination (if applicable)

Corrective action will be taken to rectify identified issues...

5.6 Removal or replacement

CGD must ensure safety signs are removed:

- immediately after the information they contain is no longer relevant; and/or
- when the hazard ceases to exist

6. References

- *National self-insurer OHS management system audit tool (NAT), version 3 – criteria 3.10.20*
- *Occupational Health and Safety Act 2004*
- *Occupational Health & Safety Regulations 2017*
- *AS 1319, Safety signs for the occupational environment 1994*
- *AS 2293.3-2005, Emergency escape lighting and exit signs for buildings – Emergency escape luminaires and exit signs*

7. Related Documents

CGD OHS Policy

CGD OHS Consultation, Communication and Issue Resolution Procedure

CGD OHS Purchasing Goods Procedure

CGD OHS Responsibility Procedure

CGD OHS Risk and Change Management Procedure

CGD OHS Workplace Inspection Procedure

8. Document History

Version Number	Issue Date	Description of Change
0.1		1 st Draft from MAV/JLT
0.2	05.12.2019	Accepted by OHS Policy Sub-Committee
0.3	20.01.2020	14 Day Employee Consultation
1.0	Feb 2020	Approved by OHS Oversight Team