

Last Updated: October 2014

## Can your business afford an accident? Take action NOW!!!..... before it's to late.

## Introduction to Safety Signs. Australian Standard AS.1319 & ISO 7010

When looking at the safety requirements for your site it is important to understand how safety signs are categorised. So you can make the correct choice. For instance if you need to make people aware of a particular hazard, is it a warning or danger sign? Below are the requirements set by the Australian standards and the meaning of each category. Our signs incorporate these standards. Our colorbond steel is made in Australia as is our polypropylene which is also 100% recyclable.



## **Danger Signs**

Australian Standard 1319 Specifies that these signs are to incorporate the word Danger in white letters on a red oval inside a black background. These signs should be used in LIFE THREATENING CONDITIONS.



## **Prohibition Signs**

Australian Standard 1319 Specifies these signs are to have a white background with a red annulus and slash symbol. They depict actions/activities that are not permitted.



### **Mandatory Signs**

Australian Standard 1319 Specifies these signs shall be a white symbol with a blue disc. Usually contained within the message is the word MUST. These signs depict actions or Equipment that MUST be used or adhered to.

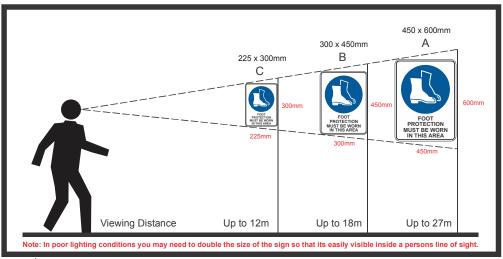


### Warning Signs

Australian Standard 1319 Specifies the symbol to be used is a yellow equilateral triangle with a black enclosure. These signs serve as a Warning for a hazard or hazardous condition that is not likely to be life threatening

#### **BEFORE YOU START**

When you are determining the size sign you require here is a diagram on the viewing distance required for each size. This diagram is based on having good lighting conditions so the sign can be viewed without straining your eyes. If there is a lack of adequate light you may have to increase the size of the sign to make it clearly visible.





You can also watch a quick site audit video guide on youtube. Simply scan this QR code and it will take you to it.

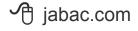




When you are ready to have a look around your site it's a good idea to grab a tape measure and a clip board and take this guide with you. The guide has a handy checklist on the last page so you can make sure you don't miss anything. And in the size column you can simply write down the letter code to the size you require. Also remember to look at your site from the perspective of someone that hasn't been there before. It makes it easier for them to navigate their way around your site easily and more importantly safely. Once you have completed your site audit remember to keep it with your other Work Safe documents in case you get a visit from Work Cover. This will show you have made every effort to make sure your site is Work Safe.



03 9720 0700



च्⊒ info@jabac.com.au



Last Updated: October 2014

## **External Site Safety Audit Walk Through.**

## **FRONT & CAR PARK**

On arrival at your site: Is the signage adequate to locate your business? Think about what you would be looking for if you were:

- A. An employee Is the car parking marked with designated parking for staff or special parking? i.e., reverse parking only.
- B. A customer or visitor Is there designated parking? Is it clearly marked including handicapped parking. These can be signs and or stencils.
- C. A delivery driver Is it clearly signed where you need to go with regard to Despatch/Receiving and arrows to indicate the direction along the way to the parking?









450x600





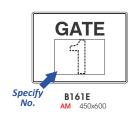


(1360 x 650mm) Poly ge size approx 1100 x 500mm)











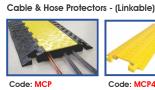


In the car park you may require some additional items like wheel stops, Barriers, Convex mirrors, Bollards or even some temporary traffic control solutions













Indoor - Wall Bracket
MM450ID - 450mm Indoor convex MM600ID - 600mm Indoor Convex Outdoor - Comes With Post Mount Bracket MM6000D - 600mm Outdoor Convex MM8000D - 800mm Outdoor Convex

 CODE:
 RWS (1.65m x 100mm)
 CODE:
 RFB450 RFB750
 450mm High 750mm High

 WEIGHS:
 18 kg
 RFB750
 750mm High

Once you have parked your car/truck, is it easy to see where you need to report to? Is there a reception or office sign or Driver Exclusion Zone? Are there instructions about entering the building? i.e., Please ring for assistance, All visitors must sign in. Do you have a security system with video surveillance? It is your duty to inform someone if they are being monitored.











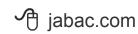


W947 450x600



100x140 300x450 450x600









Last Updated: October 2014

#### **EVACUATION**

Emergency assembly point sign should be visible outside the premises and should be placed 10m away from building. Larger sites may require multiple assembly point signs with number designations as seen below.



450x600

**EMERGENCY ASSEMBLY POINT** 









\*SPECIFY COLOUR \*SPECIFY NUMBER



S692 300x450



ESL. EP. EML 200x350

## Internal Walk Through

#### **FIRST AID**

While moving around the site it's a good idea to ask where the first aid kits are especially if you have seen no signs. Depending on the size and the layout of the site will depend on how many first aid kits are required. Basically you want to be able to access a first aid kit quickly and easily from any location on site. Most importantly everyone should know where they are. The same applies for safety Showers and Eye wash units, and First aid posters.

#### METAL OR TACKLE BOX FIRST AID KIT



FAKM - Metal box 320x270x130mm FAKMT - Tackle box 400x230x150mm



S678





S670



provision for comprehensive details of injured person. Available in a re-sealable plastic pocket.

A5 size to fit neatly in first aid kit 50 individual report pages with

First Aid Injury

## FIRE & EMERGENCY EQUIPMENT

In an emergency you will need to locate emergency equipment for fire fighting and evacuation purposes. it's a good idea at this point to have a look at your emergency procedures manual and work out what equipment you require and then look at where the equipment is and whether it's easily identified and accessible.

#### You will need to ask the following questions.

Who is the Fire Warden and does everyone on site know?

Where are your Emergency assembly points and does everyone on site know?

Where are your Exit points and are they clearly marked?

Does everyone on site know where and how to use the emergency equipment?

## Computer Cut Text for Hard Hats Sold Separately













AREA WARDEN CHIFF FIRE WARDEN DEPUTY CHIEF WARDEN FIRE WARDEN WARDEN

**BLACK** WHITE F219T10A F219T10AW F219CT10A F219CT10AW F219GT10A F219GT10AW F265T10A F265T10AW F265GT10A F265GT10AW

### FIRE BLANKETS



Fire Blanket 1m x 1m MFBS Fire Blanket 1.2m x 1.8m MFBL

### FIRE EXTINGUISHERS

Dry Chemical Extinguishers Used for most applications including electrical, flammable and combustible liquids and gases. Water & Foam and Co2 Dry Chemical Extinguishers also available upon request DRY CHEMICAL





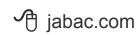
Code: MPL01

**EMERGENCY PROCEDURE MANUAL** (undated Version from 2013)

#### **EVACUATION MEGAPHONE** AIR HORN



03 9720 0700





de: MAH

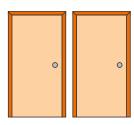


Last Updated: October 2014

#### **DIRECTIONAL SIGNAGE**

Some rooms have two entrances so make sure they are both marked. It sometimes seems like over kill but if you look at it from the point of view of someone new to the site you make it so much easier for them to be self-sufficient and reduce the amount of time that they have to ask someone or waste time trying to figure it out.











#### **HAZARDS**

When you are ready to move through the building you must advise details of any hazards on all of the doors you go through or walls leading into a new area. ie, out into a warehouse, or forklift area. If they require PPE – Personal Protective Equipment you need to advise with a sign as your duty of care to all people on site. We also have a range of PPE.







W948
CP, CM 225x300
BP, BM 300x450
AP, AM 450x600











M396

KS 55x90
JS 100x140
FS 150x225
CM 225x300
BP, BM 300x450
AF, AM 450x600
AMC1 450x600 Class
AMC2 450x600 Class

### **PIPE MARKING LABELS**

Pipe markers are a quick way to identify a pipe contents especially in emergency situations. It also helps when employees, contractors or emergency workers need to distinguish between various pipes quickly.

A pipe marker is a label that shows what is inside the pipe and the direction it flows in. Simply cut off the arrow indicator that is not required and apply to pipe.

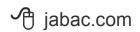
AS 1345-1995 Pipeline Markers should be located adjacent to service appliances, valves, junctions, wall penetrations and bulkheads. Markers shall be placed no more than 8m apart except for long, external un-interrupted pipes where they should not exceed 50m.

Below is an example of the labels we have and the size pipes they're designed for. As per AS 1345-1995.





03 9720 0700





Last Updated: October 2014

#### **CHEMICALS ON SITE**

At the front gates again, it is time to look at Hazchem on the site. If there are Hazardous chemicals, at **ALL vehicular entrances** to the site, there needs to be a H284M HAZCHEM sign (in all states other than QLD and a H290M in QLD)



Outer Warning Sign (required on every entry to property)

**H284S** - SS Vinyl 125x600mm **H284M** - Metal 125x600mm **H284P** - Poly 125x600mm HAZCHEM

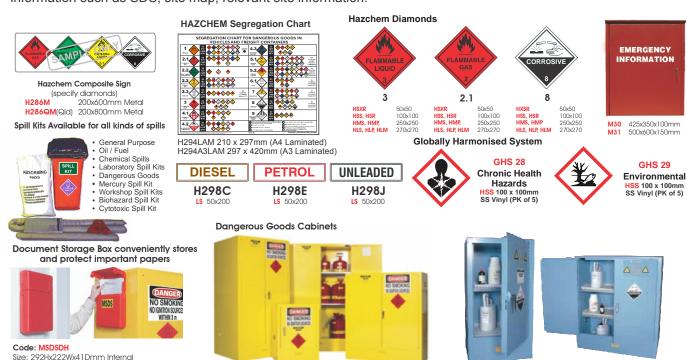
IN EMERGENCY DIAL

O00, POLICE OR

FIRE BRIGADE

Queensland Outer Warning Sign H290M 300x600 Metal

Then on all entrances to the building where the dangerous goods are stored there needs to be the diamonds that represent the products. If there are multiple diamonds you would use a Hazchem composite sign that can fit up to 4 diamonds (6 In QLD). The reason for this labelling is that when the fire brigade or police arrive at the site in an emergency they can clearly see that there is Hazchem on site, and which entrances to the building lead to the hazardous goods. We also sell dangerous goods cabinets and spill kits. For a more detailed explanation of Hazchem, you can get a copy of our 7 page Hazchem Guide. An emergency information container is also great to have located at the front of a building, it has a special No. 3 lock that the fire brigade can unlock and has information such as SDS, site map, relevant site information.



#### **SAFETY DATA SHEETS**

318Hx260Wx57Dmm External

SDS should be clearly marked and kept in a folder somewhere central to the materials being used and a master copy of all SDS should be kept in the office in case of an emergency.



Code: SDS

SDS folder for all your Safety Data Sheets. Storage is at your finger tips if you need to know how to handle a spill or you need first aid information on a substance.

Findneed is:

Laminated CPR chart
 Colour Dividers



\$719F FS 150x225 CP,CM 225x300



\$706 S 150x225 CP, CM 225x300



03 9720 0700



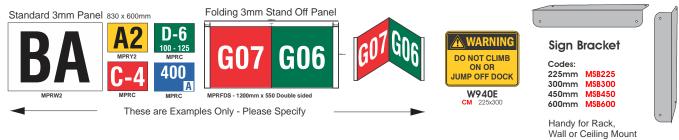




Last Updated: October 2014

#### **WAREHOUSE RACKING & ID SIGNS**

Rack ID'S come in various sizes, colours and layouts. Most popular size is 830 x 600mm in 3mm Corflute. Below is an example of the different colours and layouts commonly used.



#### **FORKLIFT**

In a warehouse area it is important to keep pedestrians and forklifts separated where possible. Physical barriers are the best or, designate walkways with signs to indicate pedestrians to keep to marked walkways. Forklifts in use, Floor stencils to clearly show designated areas using footprints. Procedures such as sounding horns when entering areas are also good. Convex mirrors are essential for good traffic flow and where direct sight is restricted.

#### Plastic Expandable Barrier





Sign folds down for









PERSONS ONLY P524DP 200x450mm Poly (sign to hang on chain

across roller door)

**NO ENTRY** 

M60Ymtr 6 Metres of chain (to hang across

Forklift areas need to have speed signs, Battery charging areas if appropriate, Forklift Safety Check signs, Forklift log books, Seat belts must be worn etc.



AP. AM 450x600



W906







W948 CP, CM 225x300 BP, BM 300x450 AP, AM 450x600



M432 KS 55x90 JS 100x140



Code: MLBS120

### MANUAL HANDLING

As part of your obligation to lost time injury prevention, Manual handling signs are essential in the warehouse. How to lift correctly is probably one of the most popular signs. Also weight labels for all despatched items to help people identify how heavy a package is and the appropriate method, required to lift it. If storage height is an issue perhaps a step ladder or step is required. Ideally items should not be stored above shoulder height



Code: MPL20 420x297mm







03 9720 0700



💳 🖃 info@jabac.com.au



Last Updated: October 2014

#### SAFETY GENERAL

Get the safety message across and relate the message to your employees. Remember it is your duty of care to make sure that everybody that is on your site is safe and is informed how to act in a safe manner.



AM 450x600mm Metal MPL1330 297x420mm Poster MPLX1330 420x594mm Poster



\$671D AM / AP 600x450 CM / CP 300x225





100x140

450x600





**S708** AM 450x600

#### **WASTE & CLEANING**

Do you need temporary cleaning signage? This might be in the form of an easy to move A-frame to advise of wet floors when they are being cleaned. Do you have a recycling program? Are these areas all clearly marked so staff can place the correct items in the right areas.











600mm High x 360mm wide Heavy duty long lasting polypropylene



RW648 300x450

### **AMENITIES & HOUSE KEEPING**

Are all the toilets clearly marked? Where is the lunch room, and does it have a sign? Lunch rooms usually have a boiler and this needs to be marked Hot Surface. It's also an ideal spot for safety posters. Housekeeping signs can be used to let staff know to wash their own dishes and some first aid kits are kept here. We have various sizes to suit most businesses.

225x300





S695 MWS 225x225



HK308



150x225



P515 JS 100x140



HK306 225x300



MFBL 1.2m x 1.8m

### **SMOKING ON SITE**

With the introduction of smoking restrictions and existing hazchem dangers, you may need to setup or sign post a designated smoking area.



B186



P559



450x600



Code: MCBSWMC



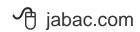
Code: MCBF



Code: STS305



03 9720 0700







Last Updated: October 2014

#### DANGER SIGNS

#### These signs indicate that you could be killed if you are not careful.

The best example of this is Compressed Air. The sign "says beware of serious injury or death".



D130 CP, CM

450x600



D108 CP, CM AF, AP, AM



D41 FS CP, CM 225x300 300x450



D88 450x600 450x600 Class 1 450x600 Class 2



D36

150x225 CP, CM BP, BM AP, AM

#### **PROHIBITION**

AF. AP. AM

Prohibition signs depict actions and activities that are not permitted on site. The most common are No entry authorised personnel only. In this case there also needs to be a physical barrier to show that you have made every effort to prevent someone from putting themselves in a dangerous situation. i.e., yellow safety chain in combination with this sign across a roller door entrance and stairways leading to unauthorised areas to discourage people that shouldn't be there in the first place from putting themselves in a dangerous situation.







P539

KS 55x90 JS 100x140 FS 150x225 CP, CM 225x300 BP, BM 300x450 AF, AP, AM 450x600 450x600 Class 1 450x600 Class2



M60Ymtr 6 Metres of chain roller door is open) Includes cable ties and G Clips



P563 **BP, BM** 300x450



P524DP 200x450mm Polv (sign to hang on chain across roller door)

#### **WARNING SIGNS**

In instances where non-compliance may result in injury. Example "Beware of opening doors". There are always situations with a door that opens onto a walkway etc. Stand behind marked lines when wrapping machine is in operation, pinch points on equipment need to be identified, any areas where you need to watch your step. Anti-slip tapes, signs and panels are ideal.



W976 100x140



W954 **JS** 100x140



W991 300x450



W973



W966 225x300 450x600 Class 1 AMC2 450x600 Class 2



W942 300x450 450x600



W1000 CM, CP 225x300 BP 300x450

### RESTRICTED AREA

On some sites there may be a restricted area where employees / guests may be required to undergo an induction or some form of authorisation before entering the area, or the area poses a significant risk to life. You will need to determine what sign category the area comes under.











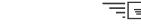




B187



03 9720 0700



चि\_் info@jabac.com.au

jabac.com

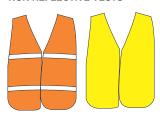


Last Updated: October 2014

#### PERSONAL PROTECTIVE EQUIPMENT

PPE signs need to be at the entrance to areas where the protective equipment must be worn. Sometimes this can be from when you enter a site, other times it is only in certain areas. In most cases the equipment must be supplied by the employer not only to staff but visitors as well.









Code: PPEHC



M412



Code: PPEGFN8

**LOCKOUT TAGOUT** 

When machinery around the warehouse needs to be repaired you should have a lockout procedure in place. This means having locks or tags to advise that the item is not in good working order and should not be used. This is an essential part of maintenance and we can supply not only the danger tags but the locks and accessories too.













AVAILABLE IN LGV1 (25-76mm) OR LGV2 (50-127mm) Other sizes available upon request up to 330mm.

#### **MACHINERY**

Machinery can be dangerous and may have guards, exclusion zones, emergency stop and other requirements. These will need to have Warning or Danger signs appropriate to the risk involved. It is your duty of care to make sure that people on your site are aware of the dangers around them.







M384 JS 100x140 CP, CM 225x300











100x140 225x300

#### SITE / EMERGENCY EQUIPMENT/ SERVICES MAP

Now that you've done the hard work and have been around your site, and have a good understanding of where the hazards and emergency equipment are, It's a good idea to check and make sure you have an up to date site map. This should be kept in your emergency services manual and there should be a map at various spots around the site. It should also form part of your new employee induction process so that everyone knows where the services are located in an emergency. FREE GIFT for orders over \$1500 ex GST. If you place an order over \$1500 ex GST we will add images to your existing site map if you have one. (limit of 15 images per plan - extra images will be chargeable) or you can use our sticker packs to add services to current maps. We can also custom make your site map into a large sign.







**Emergency Evacuation** 





EVACPHA4 210MM X 297MM









Last Updated: October 2014

#### TRIPPING HAZARDS

On any site there can be potential for tripping or slipping hazards. These could be cables across the floor or even just a slippery surface. If these hazards cannot be repaired or removed then appropriate signs and equipment should be used to minimise the risk to people in these areas. This can be as little as putting some anti-1slip tape

a slippery surface or stairs. It could be placing cable protectors in walkways and putting up signs advising of the tripping hazard. Cable Protector (Small Indoor) Mat Cable Safe









W996





### **MULTILINGUAL SIGNS**

Is there employees or visitors to your site that speak another language? You may require a multilingual sign or a specific pictogram sign to make sure that the message of safety gets received. We can custom make in any language.

















## Stencils - Reusable Signs

Stencils are a cost effective, reusable solution to signage requirements. Whether you need to back up an existing signage system in a warehouse or you need to have a custom set for car parks etc. Number and letter stencil sets are great for individual location areas i.e warehousing and storage. A reusable stencil can help to keep your safety message looking it's best. When it gets worn simply re paint and have it looking brand new.







Code: **Numbers** NLS50N 50mm 100mm NLS100N 150mm NLS150N



**CUSTOMER** PARKING











STCP107

STCP111

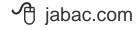
**STS**327

**STS**336

STS339



03 9720 0700



🖃 info@jabac.com.au



Last Updated: October 2014

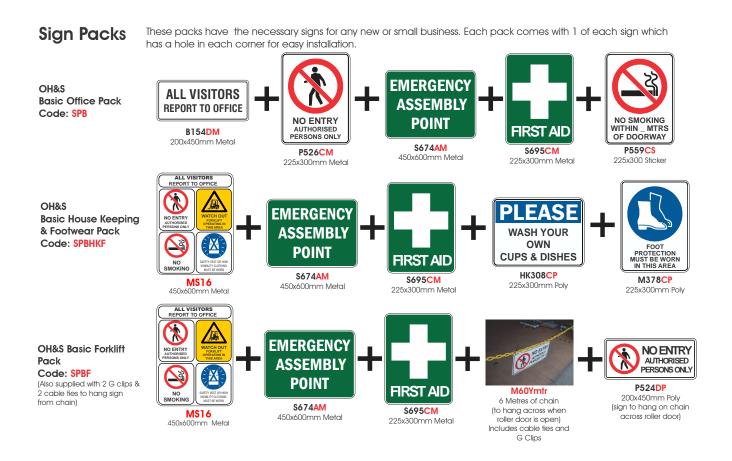
#### **CUSTOM SIGNS**

Some sites have specific sign requirements. We will design custom signage to suit, when our standard wording doesn't quite meet your needs.

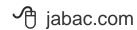


#### **WE CAN HELP**

If you have some problem areas while conducting your audit we can offer some guidance just send us some photos, or a short video from your mobile phone of the problem area and we will advise on the appropriate options.











Last Updated: October 2014

#### **OFFSITE REQUIREMENTS**

Do you have employees off site ie. Reps, Installers, Maintenance Technicians. If so then they may require some PPE or Safety equipment to take with them. In some states it is mandatory that an off site employee carries first aid, emergency supplies and emergency breakdown triangles.

#### METAL OR TACKLE BOX FIRST AID KIT (for Factories & Construction with less than 25 persons or other workplaces 10 to 100 persons)









Code: R60S - For Passenger Vehicles



Labels for the outside of the vehicle

**Traffic Control Wand** Code: R24

Code: FAKM - Metal box 320x270x130mm FAKMT - Tackle box 400x230x150mm

W1020 JS 100x140





R18E-R

Red

Amber R18R Red

R18DRB Red/Blue

Vehicle Beacon Code: M37L

Hard Hats White Hard Hat M40W Red Hard Hats M40R Yellow Hard Hat M40Y

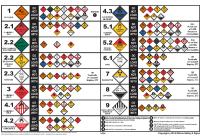




S695A 55x90 100x140

F236A KS 55x90 JS 100x140

KNOW YOUR CHEMICALS SEGREGATION CHART FOR DANGEROUS GOODS IN VEHICLES AND FREIGHT CONTAINERS



210x297 (A4) Small enough to keep in the vehicle. H294A3LAM 297x420 (A3) Big enough to put on the wall.



R40 - 253mm SQR Steel R41 - 273mm SQR Steel



R30 - Metal 345x345mm Outer Dimensions 275x275mm Diamonds

Explosive 1 Flammable Gas 2.1 Non Flam/Non Toxic 2.2 Toxic Gas 2.3 Flammable Liquid 3 Flammable Solid 4.1 Spontaneous Combustible 4.2 Dangerous When Wet 4.3 Darigerous writer wet 4.3 Oxidising Agent 5.1 Organic Peroxide 5.2 Toxic 6.1A Corrosive 8 Miscellaneous Dang. Goods 9 Dangerous Goods Drive Safely



## **Scaffolding Tags**



Code: TAGS Code: TAGSH

### Log Books





Code : A4 - MLBX400 DL - MLBXS600

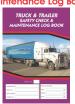
Waste Compaction



Code: MLB185



Truck & Trailer Safety Check & Maintenance Loa Book



Code: MLB150



Code: MLBXX705

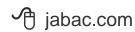
Stick this on off site vehicles. REINFORCE THE SAFETY MESSAGE TO ALL EMPLOYEES.

Label can be stuck to vehicle windows or onto tool boxes.



S720D 450x300 100x140

03 9720 0700



= [₌" info@jabac.com.au

# Site Safety Audit Check List Size: A = 600mm x 450mm B = 450mm x 300mm C = 300mm x 2225mm

## External

Area Surveyed	4	jistino 25	zolace J	ORT. A	Judent Co	( Remember to be descriptive for yourself and for o It may also help to take a video of an area y It's also worth remembering that in some Requirements	thers that may be involved in the decision & ordering process ) ou're not sure of so we can see and offer suggestions. cases a stencil can be used as a reusable option.  Describe Location
Company Name							
Entrance							
Hazchem							
Directional							
Car Park							
Security							
Emergency Info							
Evacuation / Fire							
Vehicle Restrictions							

### Internal

michia							
Area Surveyed	/4	Asing P	solace J	iosit 1	or Jroger	If you know the product code add it into the re to see what's needed. Also desc Handy Hint! This is also a good opportunity to remove s Requirements	quirements section to make it easier for anyone involved tribe where the sign or item is to be placed. gns that are outdated, damaged or no longer required. Describe Location
Reception							
Doors							
Evacuation / Fire							
Hazchem							
First Aid / Eye wash							
Amenities							
Directional							
S.D.S							
Machinery							
Manual Handling							
Recycling							
P.P.E							
Danger							
Prohibition							
Warning							
Mandatory							
Cable Protectors/ Mats							
Safety							

## Other / Personal / Mobile / Off Site

Area Surveyed	Chairs 200	og lider Adulid	Handy Hint!	Do you have off site Employees? Do the Do they require PPE? Does	ey have a company vehicle? Do they have tools? s the vehicle have an emergency kit?  Describe Location
P.P.E					
Lock Out					
Barriers					
Fire					
Spill Kits					
Eye Wash					
Log Books					
Mats					
Vehicle Kits					
Warning Lights					



# Site Safety Audit Note Pad

Handy Hint!

Remember to take photos of problem areas or of signs that may need to be replaced to make the process easier for all those involved.

That way if you're not around or you can't remember, your notes and pictures will explain what needs to happen.