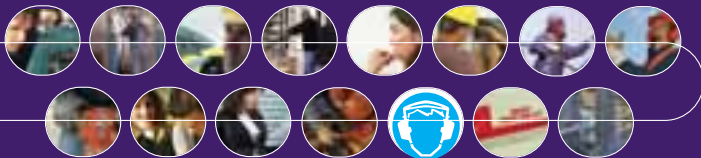


Safety Toolkit and Short Guide to General Application Regulations 2007
Safety Signs Section



Safety Signs

Introduction



Safety Toolkit

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as amended and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

Checklists provided are non-exhaustive and in no particular order

How do I use the Toolkit?

The Toolkit is intended to assist you to monitor and improve standards of safety, health and welfare. It will assist you towards complying with the law.

1. Use the checklists to monitor how you're doing.
2. Make any required improvements.
3. If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
4. Use the Action Date column to show when action taken.

Checklists provided are non-exhaustive and in no particular order.

At the end of each point in the check list reference is made to the corresponding part of the Regulations, for example (r51) indicates Regulation 51.

Where can I get further advice?

The Health and Safety Authority's website www.hsa.ie contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge. The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

The Health and Safety Authority's Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public. You can contact the WCU through

- ▲ Locall: 1890 289 389 (Monday to Friday, 9am to 5pm)
- ▲ Fax: 01 614 7125
- ▲ Email: wcu@hsa.ie
- ▲ Write to: Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1



Safety Signs

What does this section deal with?

This section deals with signs. It includes signboards and acoustic, verbal or hand signals. Signboards use a combination of shape, colour and a symbol or pictogram. Signboards should not contain text as the symbols or pictograms should be understood independently of the literacy or language ability. Only information authorised in Regulations may be displayed on safety signs at workplaces. Employees must be provided with information and instruction. Where there is a risk because of traffic, signs should be put in place.

Does this section apply to all safety signs?

This section does not apply to signs used for

- ▲ the placing on the market of dangerous substances and preparations, products or equipment
- ▲ regulating road, rail, inland waterway, sea or air transport

Signboards with text in place before 1 November 2007 should be replaced by 1 January 2011.

Some Important Points

- ▲ Where hazards cannot be avoided, employers must assess and reduce risk
- ▲ Where hazards cannot be avoided or reduced, employers must put in place appropriate signs
- ▲ Safety signs must never be a substitute for necessary protective measures
- ▲ The risk assessment and safety statement should identify necessary signs
- ▲ The objective of the system of safety signs is to draw attention rapidly and unambiguously to specific hazards
- ▲ Safety signs may only be used to give information related to safety
- ▲ The effectiveness of safety signs is dependent on provision of full information



Safety Signs Checklist

Interpretation

Yes

No

N/A

Action
Date

“acoustic signal”, “emergency escape or first-aid sign”, “hand signal”, “illuminated sign”, “information sign”, “mandatory sign”, “prohibition sign”, “safety colour”, “safety or health signs”, “signboard”, “supplementary signboard”, “symbol or pictogram”, “verbal communication” and “warning sign” are all defined (r158)

Chapter does not apply to signs for dangerous substances and preparations, products or equipment (r159)

Chapter does not apply to signs for road, rail, inland waterway, sea or air transport (r159)

Requirement

Yes

No

N/A

Action
Date

Provide signs where hazards cannot be avoided or reduced by collective protection or organisation of work (r160)

Ensure signs are in place (r160)

Regard the risk assessment and safety statement when determining whether to provide a sign (r160)

Use prescribed sign regulating traffic involving road, rail, inland waterway, sea or air, where such forms of transport are present at place of work and give rise to a risk (r160)

Signboards and/ or a safety colour mark permanently the location and identification of fire-fighting equipment (s9pA)

Places where risk of colliding with obstacles or falling permanently marked with a safety colour and/ or with signboards (s9pA)

Traffic routes permanently marked with a safety colour (s9pA)

Illuminated signs, acoustic signals and/ or verbal communication where occasion requires (s9pA)

Requirement			Yes	No	N/A	Action Date
Hand signals and/ or verbal communication where occasion requires, to guide dangerous manoeuvres (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The instructions in the table below apply to all signs incorporating a safety colour (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Colour	Meaning or Purpose	Instructions and Information				
Red	Prohibition sign	Dangerous behaviour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Danger alarm	Stop, shutdown, emergency cut-out devices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Fire-fighting equipment	Evacuate Identification and location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Yellow or Amber	Warning sign	Be careful, take precautions Examine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Blue	Mandatory sign	Specific behaviour or action	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Green	Emergency escape, first-aid sign	Wear personal protective equipment Doors, exits, routes, equipment, facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	No danger	Return to normal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Effectiveness of a sign not adversely affected by						
▲ presence of another emission source of the same type which interferes with visibility or audibility in particular (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ placing of too many signs too close together (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ two illuminated signs likely to be confused being used at the same time (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ an illuminated sign being used in proximity of another similar illuminated source (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ two acoustic signals being used at the same time (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ acoustic signal being used if there is too much ambient noise (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Effectiveness of a sign not adversely affected by poor design, insufficient number, incorrect positioning, poor state of repair or incorrect functioning of the signs or signalling devices (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signs and signalling devices cleaned, maintained, checked, repaired, and if necessary replaced on a regular basis (s9pA)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Schedule 9 Part B – Signboards				
Prohibition Signs: Shape=Round, Background=White, Symbol=Black	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Note: Red must appear around the edge and in a transverse bar and cover at least 35% of the surface (<i>s9pB</i>)				
Warning Signs: Shape=Triangular, Background=Yellow with Black edging, Symbol=Black	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Note: A yellow triangle must have a black edge. Yellow must cover at least 50% of the surface (<i>s9pB</i>)				
Mandatory Signs: Shape=Round, Background=Blue, Symbol=White	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Note: Blue must cover at least 50% of the surface (<i>s9pB</i>)				
Emergency Escape or First-Aid Signs: Shape=Rectangular or Square, Background=Green, Symbol=White	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Note: Green must cover at least 50% of the surface (<i>s9pB</i>)				
Fire-Fighting Signs: Shape=Rectangular or Square, Background=Red, Symbol=White	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Note: Red must cover at least 50% of the surface (<i>s9pB</i>)				
Supplementary Signs: Background=White Safety Colour, Symbol=Wording: Black, Wording Contrasting Colour	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Containers together with visible pipes containing or transporting dangerous substances and preparations labelled (<i>s9pC</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signs on containers and pipes shall be mounted on visible sides, and in unpliable, self-adhesive or painted form. (<i>s9pC</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where appropriate, signboards				
▲ made of shock and weather-resistant material suitable for environment (<i>s9pC</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
shall fulfil the conditions of use for signboards laid down in paragraph 2 of Part B.				
▲ installed at suitable height and position to the line of sight in a well-lit and easily accessible and visible location and be easily seen and understood (<i>s9pC</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ phosphorescent colours, reflective materials or artificial lighting where natural light is poor (<i>s9pC</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ removed when situation ceases to exist (<i>s9pC</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ labels on pipes positioned visibly in vicinity of most dangerous points, such as valves and joints, and at reasonable intervals (<i>s9pC</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fire-fighting equipment identified using red colour for equipment and location signboard and/ or red colour for places where equipment kept, or access points (<i>s9pD</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Places where risk of colliding with obstacles, of falling or of objects falling marked with alternating yellow and black, or red and white stripes (<i>s9pE</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where so required traffic routes for vehicles clearly identified by continuous stripes in clearly visible colour, preferably white or yellow (<i>s9pE</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Permanent traffic routes in built-up areas outdoors similarly marked, unless suitable barriers or pavements (<i>s9pE</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Acoustic signals sound levels considerably higher than ambient noise without being excessive or painful (<i>s9pG</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Continuous evacuation signal (<i>s9pG</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Spoken messages short, simple and clear and in language understood (<i>s9pH</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
verbal skills of speaker and hearing abilities of hearers to ensure reliable verbal communication (<i>s9pH</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Requirement	Yes	No	N/A	Action Date
Hand signals precise, simple, expansive, easy to make and to understand, and clearly distinct (<i>s9pH</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where both arms used, moved symmetrically and for giving one sign only (<i>s9pH</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Hand signals consistent with any relevant code of practice (<i>s9pH</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Operator shall interrupt ongoing manoeuvre to request new instructions if unable to carry out orders with necessary safety (<i>s9pH</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Operator able to recognise signaller without difficulty (<i>s9pH</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signaller shall wear one or more appropriate distinctive items, e.g. jacket, helmet, sleeves or armbands, or carry bats (<i>s9pH</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Distinctive items shall be brightly coloured, preferably all the same colour and for exclusive use of signallers (<i>s9pH</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
No person under 18 to give signals or operate lifting equipment (<i>r51</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signal for directing movement of lifting equipment is distinctive and easily seen or heard (<i>r51</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signalling devices properly maintained, and protected from accidental interference (<i>r51</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide information to employees and/ or representative concerning safety or health signs especially signs incorporating words (<i>r161</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Give suitable instruction, in particular specific directions concerning safety or health signs, which must include the meaning of the signs (<i>r161</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Signs do not include information other than that authorised (<i>r162</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at www.hsa.ie