The information contained in this SOP is general in nature. Refer to the relevant manufacturer's manual for specific operating information. The YouTube videos are included as a compliment to the information presented.

Introduction

Safety signs are to be displayed in the workplace in accordance with: AS 1319-1994 titled: Safety signs for the occupational environment.

They shall be predominately displayed in the workplace. This standard outlines specific parameters for safety signs in workplaces.

Signage Colours

Safety signs and symbols provide information
about the site and hazards that exist on the site. Australian Standards specify the colour, size and shape of safety signs.

What do the colours mean?

- **Red** means **DO NOT** (eg No Smoking)
- **Blue** means **MUST DO** (eg must use goggles)
- **Yellow** means **BE AWARE** (eg there is a risk of fire)
- **Green** means **INFORMATION** (eg the first aid kit is located here)

Signs can be:

- **regulatory** signs –
  - prohibited activities (eg smoking);
  - mandatory requirements (eg protective equipment)
  - limitations or restrictions (eg speed limits, number of people allowed).

- **hazard** signs -
  - warn of hazards (eg. vehicles)
  - warn of dangers or conditions that are potentially life threatening (eg voltage, asbestos)

- **emergency** information signs -
  - exits, equipment and first aid

- **fire** signs –
- location of alarms
- fire exists and fire fighting equipment

**safety tags** include:
- test tags attached to electrical equipment after testing to show when it was done
- out-of-service tags to identify equipment that is faulty or being serviced
- safety tags – also known as danger tags. These are used on dangerous equipment to limit access.
- lockout tags – to prevent operation of equipment by an unauthorised person.

**notice** signs -
- request an action (eg. Report to Site Office)

**dangerous goods** signs

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### Mandatory Signs

These signs specify that an instruction must be carried out. Symbols or pictograms are depicted in white on a blue circular background. Sign wording if necessary, is in black lettering on a white background.

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### Prohibition Signs

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These signs specify behavior or actions which are not permitted. The annulus and slash should be depicted in red over the action symbol in black. Sign wording if necessary, is in black lettering on a white background.

![Warning Signs](image)

Warning Signs

These signs are to warn of hazards or a hazardous condition that is likely to be life-threatening. The hazard symbol should be on a yellow background and a triangle should be depicted around the hazard symbol. Sign wording if necessary, is in black lettering on a yellow background.

![Fire Signs](image)

Fire Signs

These signs advise the location of fire alarms and fire fighting equipment. They contain a white symbol and/or text on a red background.
Emergency Information Signs

These signs indicate the location of, or directions to emergency related facilities. eg. exits, first aid or safety equipment. They feature a white symbol and/or text on a green background.

Danger Signs

These signs are for warning when a hazard or hazardous condition is likely to be life-threatening. The word "DANGER" is featured inside a red ellipse inside a black rectangle.

Notice Signs

These signs are not indicated in the Australian Standard. They indicate information that should be carried out. The word "Notice or Please" is featured inside a pale blue rectangle. Where a pictogram is used, it and the sign wording is in black lettering on a white background.
Dangerous Goods Signs

Dangerous Goods (HAZCHEM) signs help people manage the transport and storage of dangerous good in accordance with the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG7 Code). The ADG7 Code contains a list of substances classified as dangerous goods.


Dangerous Goods Class 1 - EXPLOSIVES

Dangerous Goods Class 2 - GASES

Dangerous Class 3 - FLAMMABLE LIQUIDS

Dangerous Goods Class 4 - FLAMMABLE SOLIDS

Substances liable to Spontaneous Combustion; Substances which, in contact with Water, emit Flammable Gases
Dangerous Goods Class 5 - **OXIDISING SUBSTANCES and ORGANIC PEROXIDES**

Dangerous Goods Class 6 - **TOXIC and INFECTIOUS SUBSTANCES**

Dangerous Goods Class 7 - **RADIOACTIVE MATERIAL**

Dangerous Goods Class 8 - **CORROSIVE SUBSTANCES**

Dangerous Goods Class 9 - **MISCELLANEOUS DANGEROUS SUBSTANCES and ARTICLES**

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**Safety tags and lockout**

As well as safety signs, safety tags and systems are also used for specific equipment to show whether they are in safe working order.

**Test tags**

These are attached to electrical equipment by an authorised person after it has been tested. The tag indicates that the equipment was safe for use at the time of testing.

**Out of Service tags**

These are used to identify equipment that is faulty or is being serviced. They serve as a warning system only.
Safety tags
These are also known as danger tags. They are needed when more than one person has control or access to an isolation or activation point.

Lockout devices
These are used with tags to prevent operation of equipment by a non-authorised person. Locks prevent an isolation switch being activated.

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Hazard Control

All workplace hazards can be controlled to a certain degree using a variety of methods. The goal of controlling hazards is to prevent workers from being exposed to occupational hazards. Some methods of hazard control are more efficient than others, but a combination of methods usually provides a safer workplace than relying on only one method.

There are five general categories of control measures:

- **elimination** (removal or exclusion)
- **substitution** (replacement or exchange)
- **engineering** controls (isolation or enclosure)
- **administrative** controls (organisation or management)
- **personal protective equipment** (least effective)
The following control measures should included as part of the Safe Operating Procedures at your workplace.

### Recommended Hazard Control Measures

<table>
<thead>
<tr>
<th>Instruction &amp; Training</th>
<th>Knowledge Testing</th>
<th>Supervisor Permission</th>
<th>Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAINING IN PROGRESS</td>
<td>NOTICE ALL OPERATORS TO COMPLETE KNOWLEDGE TEST</td>
<td>RESTRICTED AREA NO USE WITHOUT PERMISSION FROM SUPERVISOR</td>
<td>MACHINE AREA DO NOT USE WITHOUT SUPERVISOR PRESENT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety Zones</th>
<th>Equipment Inspections</th>
<th>Electrical Testing &amp; Tagging</th>
<th>Periodic Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARNING OPERATOR ONLY INSIDE SAFETY ZONE</td>
<td>REGULATOR INSPECTION TESTED FOR ELECTRICAL SAFETY</td>
<td>MAINTENANCE BY DATE NEXT TEST DUE</td>
<td></td>
</tr>
</tbody>
</table>

### Personal Protective Equipment

Personal Protective Equipment signage indicates Mandatory adherence.

### Personal Protective Equipment Requirements

<table>
<thead>
<tr>
<th>Eye Protection</th>
<th>Breathing Protection</th>
<th>Head Protection</th>
<th>Hearing Protection</th>
<th>Hand Protection</th>
<th>Foot Protection</th>
<th>Protective Clothing</th>
<th>Face Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Eye Protection" /></td>
<td><img src="image2.png" alt="Breathing Protection" /></td>
<td><img src="image3.png" alt="Head Protection" /></td>
<td><img src="image4.png" alt="Hearing Protection" /></td>
<td><img src="image5.png" alt="Hand Protection" /></td>
<td><img src="image6.png" alt="Foot Protection" /></td>
<td><img src="image7.png" alt="Protective Clothing" /></td>
<td><img src="image8.png" alt="Face Protection" /></td>
</tr>
</tbody>
</table>

### Isolating and Lockout Switches

Electrically operated machines should be fitted with a flush **green on** or **start switch** and a **red stop switch** that has a raised mushroom shaped head for fast emergency contact.
As well as start and stop switches, all machines must have an **isolating switch**, which enables the main power supply to be switched off when the machine is being set up, adjusted or when maintenance is being carried out.

The questions in the SOP knowledge test are general in nature. The manufacturer's manual is to be used to develop specific questions relevant to this tool or machine.