



HEALTH & SAFETY SIGNAGE STANDARD

PURPOSE

Health & Safety Signage is used by University staff, contractors and emergency responders as a quick reference to the actual and potential hazards within laboratories, workshops, service rooms and other spaces with identified hazards. The signage acts as a means of associating hazardous spaces with business hour contact information for key individuals who can provide further information or assistance as required.

SCOPE

All spaces within MRU buildings with actual or potential hazards as identified by the Environmental Health & Safety Department (EH&S) or Safety Advisory Groups (SAGs) are required to post appropriate Health & Safety Signage on or near each entrance to the space. Individual faculty and staff are also encouraged to identify these spaces, and bring it to the attention of EH&S or related Department SAG.

ROLES & RESPONSIBILITIES

ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT (EH&S)

- Maintain an inventory of spaces with identified hazards.
- Provide new and updated signage as requested.

SAFETY ADVISORY GROUPS (SAG)

- Ensure that all spaces with hazards are identified and have appropriate Health & Safety Signage during inspections.
- Submit a request to EH&S to create new or updated signage following inspections.

FACULTY AND STAFF

- Be aware of the prohibitions and hazards present in the space, and to wear the Personal Protective Equipment (PPE) required.
- Notify the local SAG if any of the hazards have changed.

PROCEDURE

EH&S maintains the [Health & Safety Signage Request Form](#) (Google Form) for creating an inventory of space hazards and generating signage from a standard template. Signage created from the collected information will consist of one or more Letter-size pages that includes:

- Room Number;
- Identify the person responsible for emergency contact and alternate contact, and list their daytime phone number and extension (Security is responsible for calling contacts for afterhours issues);
- Security contact information and instructions;
- Hazard pictograms that may include additional information or instructions; and
- Additional instructions to address emergency response or special hazards.

There are four classes of hazard pictograms that are part of this signage procedure. These classes are presented in order on the signage.

- Prohibitions: People within this space may not use or do these things.
- Personal Protection Equipment (PPE): People within this space must use the listed PPE.
- Hazards: These are conditions, processes or equipment within the space that are hazardous to people.
- WHMIS Hazards: These are chemical and biological hazards used or present in the space.

Where there is a space (inner) that contains hazards within another space (outer) that does not, the full signage will be placed on the door into the outer space. The door to the inner space will have separate signage with the pictograms for prohibitions, PPE, hazards and WHMIS.

All Health & Safety Signage (Appendix A example) will be printed in colour and posted in Letter-size holders, or laminated and mounted, on the space access door(s) so that it is still visible when the door is left open.

PROHIBITION PICTOGRAMS

These pictograms represent activities or items that are not permitted within the space. The pictogram must be at least 65mm in diameter and a maximum of 150mm in diameter.

The pictogram may include the accompanying text below describing the prohibition. Text should be an 18-point Bold minimum in blue.



No Ignition Sources



No Food or Drink



No Photography or
Video

PERSONAL PROTECTIVE EQUIPMENT PICTOGRAMS

These pictograms represent personal protective equipment that is required within the space. The pictogram must be at least 65mm in diameter and a maximum of 150mm in diameter.

The pictogram may include the accompanying text below or provide specific information on required PPE. Text should be an 18-point Bold minimum in blue.



Facemask Required



Respirator Required



Welding Mask
Required



Face Shield Required

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Eye Protection
Required



Hearing Protection
Required



Protective Clothing
Required (Specify)



Protective Footwear
Required (Specify)



Handwashing Required



Hardhat Required



Gloves Required
(Specify)



Fall Protection
Required

HAZARD PICTOGRAMS

These pictograms represent specific hazards that are present within the space. The pictogram must be at least 65mm in height and a maximum of 150mm in height.

The pictogram may include the accompanying text below or provide specific information on the hazard present. Text should be an 18-point Bold minimum in blue.



Slip/Trip Hazard



Electrical Hazard



Low Overhead



Remotely Started
Equipment



Radiation



Laser Radiation



Strong Magnetic Field



Non-Ionizing Radiation

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Low Temperatures



High Temperature Surface



Mobile Machinery



Generic Hazard (Specify)

WHMIS PICTOGRAMS

These pictograms represent WHMIS hazards that are present within the space. The pictogram must be at least 65mm in height and a maximum of 150mm in height.

The pictogram may include the accompanying text below or provide specific information on the WHMIS hazard(s) present. Text should be an 18-point Bold minimum in blue.



Flammable & Combustible



Corrosive Material



Toxic Material



Oxidizing Material



Compressed Gas



Dangerously Reactive



Environmentally Hazardous



Health Hazard



Exclamation Mark



Biohazardous or Infectious Substance

Laboratories approved for activities with Risk Group 2 pathogens must indicate "Risk Group 2" below the biohazardous symbol.

ACCESS CONTROL SIGNAGE

Separate signage for access control – with or without a health and safety sign with pictograms – may be needed. The following signage is placed on doors separate from the previously described signage.

AUTHORIZED PERSONNEL ONLY

Spaces that require controlled access will have signage posted on the door. Refer to the Facilities Management **Wayfinding and Signage Standards** document for further information.

CONFINED SPACE

A Confined Space is a special case that encompasses a range of hazards and procedures that must be followed to safely enter. These signs are provided by EH&S following a special hazard assessment.



TEMPORARY WORKSITE SIGNAGE

Temporary Worksite Signage (Appendix B example) is a condensed version of the doorway signage for work being completed within occupied offices and common areas while still in use. These signs should be placed at access points (i.e., office doors, ends in hallway) into the work area when that work continues for more than a day.


Prohibition, PPE and Hazard pictograms are required. WHMIS pictograms are not required. All pictogram dimensions are set to a minimum height of 40mm and a maximum height of 65mm, and do not require any accompanying text.

REVISION HISTORY

Date:	Revision:	Created by:
March 2021	01	Environmental Health & Safety Department

APPENDIX A – SIGNAGE EXAMPLE

Example, Page One (with information header)

 <p>MOUNT ROYAL UNIVERSITY 1910</p>	Room:	Z001	Last Updated:	July 32, 2020
	Emergency Contact:		Alternate Contact:	
	Some One 403-440-8888 or x8888		Some Body 403-440-9999 or x9999	



No Food or Drink



Safety Glasses

**For non-life-threatening emergency or other issues,
call Security 403-440-5900 (5900 from MRU phone)**

**For a life-threatening emergency, dial 9-1-1 (9-9-1-1 from MRU
phone) or Security 403-440-5900 (5900 from MRU phone)**

Example, Page Two (no header needed)



Wash Your Hands



Closed Toe Shoes Only



APPENDIX B – TEMPORARY WORKSITE EXAMPLE



Location:	Hallway	Last Updated:	August 32, 2020
Department/Contractor Contact: Some One 403-440-8888 or x8888		Supervising Worker Contact: Some Body 403-440-9999 or x9999	



**For non-life-threatening emergency or other issues,
call Security 403-440-5900 (5900 from MRU phone)**

**For a life-threatening emergency, dial 9-1-1 (9-9-1-1 from MRU phone)
or Security 403-440-5900 (5900 from MRU phone)**