SITE SIGNAGE COMPLIANCE FORM

Use this form together with our catalogue to help identify areas in your workplace that require signage. Simply answer each point below with and YES or NO and use associated columns on the right to provide detailed information of each sign required.

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A. Are all employees/visitors suitably warned of all life threatening hazards that exist ?

YES ☐ (go to section B)

NO ☐ (complete relevent information in columns)

Tip: Hazards that are life-threatening can include open holes/toxic gas / confined spaces/high voltage equipment and/or explosives.

Location of sign	Size/Type Etc
eg Switchroom	eg Danger High Voltage 600 x 450mm Poly

B. Are all employees/visitors suitably warned of all hazards that may cause personal injury or damage ?

YES ☐ (go to section C)

NO ☐ (complete relevent information in columns)

Tip: Hazards that represent personal injury/damage but not life threatening include forklifts/slippery surfaces/asbestos fibres ect.

Location of sign	Size/Type Etc
eg loading bay	eg warning forklift 600 x 450mm poly

C. Are all emergency assembly areas, first aid, and emergency exits etc. clearly signposted ?

YES ☐ (go to section D)

NO ☐ (complete relevent information in columns)

Tip : Areas around fire exits/fire fighting equipment and emergency equipment must be kept clear at all times. Signs are a great way to remind people of this. First Aid Stations should be clearly marked.

Location of sign	Size/Type Etc

D. Are all employees/visitors able to see which PPE is required to be worn in all areas ?

YES ☐ (go to section E)

NO ☐ (complete relevent information in columns)

Tip : Areas such as in front of any machinery to remind operators which PPE must be worn while operating.

Location of sign	Comment

E. Are all areas where only 'Authorised' persons are allowed clearly signposted?

YES ☐ (go to section F)

NO ☐ (complete relevent information in columns)

Tip : These signs are required at the entry and exit of any 'restricted' area and may also be required inside this area. i.e. at entrance to workshop.

Location of sign	Comment

F. Are there any dangerous goods stored at this workplace that are not adequately signposted ?

YES ☐

NO ☐ (complete relevent information in columns)

Tip : Dangerous Goods diamonds must be displayed at every entrance to buildings containing dangerous goods. A 'HAZCHEM' sign may also be needed.

Location of sign	Comment

Customer:_____

Name:_____

Contact:_____

Other details to consider when filling out form :

1. What type of sign (i.e. Metal, Poly, Coreflute or Sticker only)
2. What size of sign in mm ? (we recommend 300 x 225mm, 450 x 300mm or 600 x 450mm) other sizes available
3. Does the sign need to be reflective for night time viewing ? (Class 1 or Class 2)

If you have any questions or queries, or for a free quote please contact Ras:

print@cirlock.com.au or Fax 07 5445 8612 or Ph 07 5445 2910

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