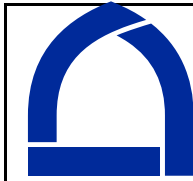




**كليات التقنية العليا**  
**Higher Colleges of Technology**

**Environment, Health and Safety Management System**


Safety Signage and Signals



<b>EHSMS Operational Procedure</b>	Doc No:	HCT/EHS/OP-010
	Rev No:	3.0
	Date	February/ 2021


<b>Safety Signs and Signals</b>
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<b>Revision History</b>				
<b>Revision No</b>	<b>Review Date</b>	<b>Description of Change</b>	<b>Page Affected</b>	<b>Issued By</b>
1.0	February/2019	Paragraph 4.2.1, 4.2.2 & 4.3, Change of Health & Safety Sr. Officer to Health & Safety Specialist / In- Charge.	4	
1.0	February/2019	Paragraph 3, "OSH Sign" added	4	
1.0	February/2019	Paragraphs 4.2.2 to 4.2.6 are added	4 & 5	
1.0	February/2019	Paragraph 6 – Change of reference, OSHAD CoP - 17.0 – Safety Signage and Signals to V-3.0 - July 2016.	7	
2.0	September/2019	Fire signage color- Emergency color was changed from yellow to green	7	
3.0	February/ 2021	Replacement of CS with HQ, Addition of ADPHC, into terms and definition	All	
3.0	February/ 2021	Replacement of Health & Safety Specialist with Environment, Health and Safety Specialist	All	

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## 1. PURPOSE

Safety signage will be provided as an additional control measure where there is an environmental, health or safety risk that has not been completely avoided or controlled by other methods detailed in a risk assessment. Safety signs are not a substitute for other methods of controlling risks such as engineering controls and safe systems of work

## 2. SCOPE

Applicable to all campuses and activities inside of the educational and administrative buildings.

## 3. TERMS AND DEFINITIONS

HCT	:	Higher Colleges of Technology
HQ	:	Head Quarter
EHS	:	Environment, Health and Safety
OSHAD	:	Abu Dhabi Occupational Safety and Health
ADPHC	:	Abu Dhabi Public Health Center
ISO	:	International organization for standardization.

OSH Sign : A sign providing information or instruction about OSH at work by means of a signboard, color, an illuminated sign or acoustic signal, a verbal communication or hand signal.

## 4. PROCEDURE

### 4.1 Training and Competency

- Appropriate training shall be provided as deemed necessary regarding safety signs and the control measures to be implemented.
- Training records will be kept containing the following information:
  - Name and ID number,
  - Name of trainer
  - Subject(s) of training;
  - Dates(s) of training

### 4.2 Roles and responsibilities


#### 4.2.1 Environmental, Health & Safety Specialist / In-Charge

Ensure to display in a prominent and obvious place, clear and detailed instructions for prevention of fire and protection of employees from the dangers they may be subject to while performing their duties, ways of protection and how to prevent accidents. The instructions shall be in Arabic and in a language understood by employees.

#### 4.2.2 Department Heads:

- Shall implement the procedure in their departmental activities & areas.
- Shall ensure that their areas of work or activities are displayed with suitable signages.

#### 4.2.3 Employees

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- Shall follow all rules and regulations set by HCT with regards Safety Signage and Signals.
- Shall report promptly any hazard or information that may affect, adversely or otherwise, the works being undertaken.
- Shall not willfully damage or remove items, such as safety signage, that are provided for the purpose of safety.

#### **4.2.4. Contractors**

- Shall follow all rules and regulations set by HCT with regards Safety Signage and Signals.
- Shall report promptly any hazard or information that may affect, adversely or otherwise, the works being undertaken.
- Shall not willfully damage or remove items, such as safety signage, that are provided for the purpose of safety.

#### **4.2.5 Lab Instructors / Technicians**

- Shall implement this procedure at labs and workshops.
- Shall ensure that Labs and workshops are displayed with suitable signages

#### **4.2.6 Officer – Labs/ Workshops**

- Liaise with academic departments to ensure that all lab instructors/ technicians/ faculty are aware of the requirements of this procedure.
- Liaise with the other staff to ensure that this procedure is effectively implemented in their respective departments.

### **4.3 General Requirements**

Safety signage and signals may take the form of the following and examples given in Appendix 1:

- Signs providing EHS information or instruction by using a signboard, a color, audible signal, verbal communication or hand signal
- Colored sign - to which a specific meaning is assigned
- Symbols
- Illuminated signs
- Audible signals
- Verbal communication
- Hand signals

### **4.4 Planning and Assessment**

- All the activities performed in each campus have the Risk Assessment to identify the hazards present and operational control measures required.
- When the operational control measures identified in the Risk Assessment have been implemented, there may be remaining residual risks that personnel need to be warned of. EHS signage will be listed in the risk assessment to further aware about the risks.
- EHS signs are not a substitute for other direct means of controlling risks. Signs will complement other control measures by warning of any remaining risks and to instruct personnel of the control measures they must take.

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#### 4.5 Use of safety signs

- Signs will be utilized in accordance with risk assessment developed.
- The signs shown in Appendix 1 may be used as necessary.
- The control measures implemented should be appropriate for the specific conditions of each building to ensure that employees, visitors and students can see or hear the warning signs or signals, for example signage may need to be more visible in certain circumstances. A combination of types of signs and signals may be necessary depending on the nature of the site and work being carried out.
- The signboards will be sufficiently large, clear and positioned carefully to ensure they can easily be seen and understood. Signage will be in a language that is appropriate to all or at least to majority of workforce and students, including Arabic and English.
- Signboards will be made of durable materials and securely fastened.
- An excessive number of signboards in close proximity will be avoided to prevent confusion or important information being overlooked.

#### 4.6 Maintenance of Signs

Safety signs will be regularly monitored, cleaned and maintained as necessary. A guaranteed power supply or back-up in the event of failure will be provided for illuminated safety signs and signals

#### 4.7 Safety Colors

Appropriate sign colors will be used according to the type and purpose of the sign as indicated below:

Color	Purpose	Instruction
Red	Prohibition sign, danger, alarm	Dangerous behavior, stop, shutdown, emergency, cut-out devices, evacuate
Yellow	Warning signs	Be careful, take precautions, examine
Blue	Mandatory signs	Specific behaviors or action
Green	Emergency escape, first-aid, no danger	Doors, exists, escape routes, equipment and facilities, returns to normal sign.

#### 4.8 Audible and Illuminated Signs

When audible signals or illuminated signs need to be activated (either automatically or in line with other safety arrangements) it will remained activated as long as the danger exists or until receipt of any planned acknowledgement.

Audible signals and illuminated signs will be checked at regular intervals to ensure correct functionality.

#### Illuminated Signs

- Illuminated signs will be bright enough to be seen without causing glare. Excessive numbers of illuminated signs will be avoided to prevent possible confusion.
- The luminous area of the sign shall be of a single safety color, or contain a pictogram on a specified background consistent with the requirements of Appendix 1.

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- Flashing illuminated signs will be used to indicate a higher level of danger or a more urgent need for intervention or action. The duration and frequency of flashes will be adjusted to ensure the message is appropriately understood and to avoid any confusion with other illuminated signs.
- Where flashing signs are used to warn of imminent danger control measures will be implemented to detect failure of the sign quickly or to prevent its failure (by fitting duplicate bulbs, back-up power etc).

#### **Audible signals**

- Audible signals will be set at a frequency level higher than the ambient noise without presenting a further hazard. It is also important for signals to be easily recognizable, particularly in terms of pulse length and the pulse intervals.
- As a general rule audible signals will be set at 10 dB higher than the ambient noise level to indicate a higher level of danger or a more urgent need for intervention or action.
- The EHS Department will analyze every situation prior to implementing audible signals to ensure compliance with the appropriate regulations and to prevent noise pollution.

#### **4.9 Fire Safety Signs**

- Fire Safety Signs will be utilized to provide information on escape routes and emergency exits in case of fire, to provide information on the identification or location of firefighting equipment and to warn of the risk of fire.
- A fire risk assessment will be carried out in accordance with Risk Assessment Procedure, and fire signage will be provided at appropriate locations throughout each college.
- All applicable local and municipal fire codes will be complied with.

#### **Fire Signage Color**

Appropriate fire sign colors will be used according to the type and purpose of the sign as indicated below:

<b>Color</b>	<b>Purpose</b>	<b>Instruction</b>
Red	Firefighting equipment	Identification and location
Green	Emergency escape	Doors, exists and escape routes

#### **Using Fire Signage**

- Alternative exits will be clearly indicated (eg. all emergency exits and any exits not in normal use) in addition to the provision of well signposted exits.
- Fire exit signs will be displayed immediately above the exit opening or, if not possible a position where the sign can be clearly seen and is least likely to be obstructed or obscured by smoke.
- Where an exit cannot be seen or where a person escaping could be in doubt about the location of an exit, fire exit directional signs at appropriate points along the escape route will be provided.

#### **5. FORMS**

None

#### **6. REFERENCES**

- OSHAD CoP - 17.0 – Safety Signage and Signals, - V-3.0 - July 2016

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**APPENDIX 1: Typical Signage (Extracted from OSHAD CoP 17.0 Safety Signage & Signals)**

Safety sign, reference number and referent	Category				
	E	F	M	P	W
	Means of escape and emergency equipment signs (safe conditions signs)	Fire safety signs	Mandatory actions signs	Prohibition signs	Warning signs
Safety sign					
Reference number	E001	F001	M001	P001	W001
Referent	Emergency exit (left hand)	Fire extinguisher	General mandatory action sign	General prohibition sign	General warning sign
Safety sign			–		
Reference number	E002	F002	–	P002	W002
Referent	Emergency exit (right hand)	Fire hose reel	–	No smoking	Warning; explosive material
Safety sign			–		
Reference number	E003	F003	–	P003	W003
Referent	First aid	Fire ladder	–	No open flame	Radioactive material or ionizing radiation





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Safety sign, reference number and referent	Category				
	E	F	M	P	W
	Means of escape and emergency equipment signs (safe conditions signs)	Fire safety signs	Mandatory actions signs	Prohibition signs	Warning signs
Safety sign					
Reference number	E004	F004		P004	W004
Referent	Emergency telephone	Collection of fire fighting equipment		No thoroughfare	Warning laser beam
Safety sign					
Reference number	E006	F006		P006	W05
Referent	Direction, arrow (90 increments) safe conditions	Fire alarm point		Not drinking water	Warning: Non- ionizing radiation
Safety sign					
Reference number	E006	F006		P006	W006

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Safety sign, reference number and referent	Category				
	E	F	M	P	W
	Means of escape and emergency equipment signs (safe conditions signs)	Fire safety signs	Mandatory actions signs	Prohibition signs	Warning signs
Referent	Direction 45 arrow (90 increments) safe conditions	Fire emergency telephone		No access for fork lift trucks and other industrial vehicles	Warning, magnetic field
Safety sign	-	-	-		
Reference number	-	-	-	P007	W007
Referent	-	-	-	No access for persons with pacemakers	Warning, obstacles
Safety sign	-	-	-		
Reference number	-	-	-	P008	W008
Referent	-	-	-	No metallic articles or watches	Warning, drop (fall)
Safety sign	-	-	-		
Reference number	-	-	-		W009
Referent	-	-	-		Warning, biological hazard

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Safety sign, reference number and referent	Category				
	E	F	M	P	W
	Means of escape and emergency equipment signs (safe conditions signs)	Fire safety signs	Mandatory actions signs	Prohibition signs	Warning signs
Safety sign	-	-	-		
Reference number	-	-	-		W010
Referent	-	-	-		Warning, Low temperature/freezing conditions
Safety sign	-	-	-		
Reference number	-	-	-		W011
Referent	-	-	-		Warning, slippery surface