



## REGIONAL FACILITIES MANAGEMENT GUIDELINES

### Building and FM Related Safety Signage

#### 1.0 **PURPOSE:**

- 1.1 These specifications apply to the design, application, and use of signs or symbols intended to indicate and, insofar as possible, to define specific hazards of a nature such that failure to designate them may lead to accidental injury to workers or the public, or both, or to property damage. These specifications are intended to cover all permanently installed safety signs utilized for building and FM related safety signage. These specifications do not apply to plant bulletin boards or to safety posters.
- 1.2 Use: Signs and tags shall be used as a means to prevent accidental injury or illness to employees who are exposed to hazardous or potentially hazardous conditions, equipment or operations which are out of the ordinary, unexpected or not readily apparent. Tags shall be used until such time as the identified hazard is eliminated or the hazardous operation is completed. Tags need not be used where signs, guarding or other positive means of protection are being used.

#### 2.0 **DEFINITIONS:**

- 2.1 As used in this section, the word "sign" refers to a surface which is prepared for the warning of, or safety instructions of, industrial workers or members of the public who may be exposed to hazards. "Tags" are warning or safety instructions which are attached to a piece of equipment or piping component utilizing metal or plastic tie wires (as opposed to a "sign" which is usually attached flat to a wall or panel surface. Excluded from this definition, however, are news releases, displays commonly known as safety posters, and bulletins used for employee education.
- 2.2 "Major message" means that portion of a sign's inscription that is more specific than the signal word and that indicates the specific hazardous condition or the instruction to be communicated to the employee. Examples include: "High Voltage," "Close Clearance," "Do Not Start," or "Do Not Use" or a corresponding pictograph used with a written text or alone.
- 2.3 "Pictograph" means a pictorial representation used to identify a hazardous condition or to convey a safety instruction.
- 2.4 "Signal word" means that portion of a sign's inscription that contains the word or words that are intended to capture the employee's immediate attention
- 2.5 Biological hazard" or "BIOHAZARD" mean those infectious agents presenting a risk of death, injury or illness.
- 2.6 DANGER—Indicate an immediately hazardous situation which, if not avoided, will result in death or serious injury. Danger is limited to the most extreme situations.
- 2.7 WARNING—Indicate a potentially hazardous situation which, if not avoided, could result in death or serious injury.
- 2.8 CAUTION—Indicate a potentially hazardous situation which, if not avoided, may result in minor or moderate injury. Caution may also be used to alert against unsafe practices.
- 2.9 NOTICE—Indicate a statement of company policy as the message relates directly or indirectly to the safety of personnel or protection of property.



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#### 3.0 **GUIDELINES:**

- 3.1 All new signs and replacements of old signs shall be in accordance with these specifications.
- 3.2 Danger Signs:
  - 3.2.1 There shall be no variation in the type of design of signs posted to warn of specific dangers and radiation hazards.
  - 3.2.2 All employees shall be instructed that danger signs indicate an immediate danger and that special precautions are always necessary.
  - 3.2.3 Danger signs. The colors red (fireball red), black, and white shall be those of opaque glossy samples as specified in Table 1 of Fundamental Specification of Safety Colors for CIE Standard Source "C", American National Standard Z53.1-1967, which is incorporated by reference as specified in Sec. 1910.6,
- 3.2 Warning Signs:
  - 3.2.1 Warning signs shall be used to indicate a potential hazard which may occur, which if not avoided may result in death or serious injury. For specific known hazards a Danger sign shall be used. For potential hazards which represent a lesser hazard, a Caution sign shall be used.
  - 3.2.2 All employees shall be instructed that warning signs indicate a potential hazard against which proper precautions must be taken.
  - 3.2.3 Warning signs. Standard color of the background shall be orange (safety orange); and the panel, orange with black letters. Any letters used against the yellow background shall be black. The colors shall be those of opaque glossy samples as specified in Table 1 of American National Standard Z53.1-1967.
- 3.3 Caution Signs:
  - 3.3.1 Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices, and not to indicate specific dangers (use a Danger sign) or a potential danger (use a Warning sign).
  - 3.3.2 All employees shall be instructed that caution signs indicate a possible hazard against which proper precaution should be taken.
  - 3.3.3 Caution signs. Standard color of the background shall be yellow (process yellow); and the panel, black with yellow letters. Any letters used against the yellow background shall be black. The colors shall be those of opaque glossy samples as specified in Table 1 of American National Standard Z53.1-1967.
- 3.5 Safety instruction signs:
  - 3.5.1 Safety instruction signs shall be used where there is a need for general instructions and suggestions relative to safety measures.
  - 3.5.2 Safety instruction signs. Standard color of the background shall be white; and the panel, green with white letters. Any letters used against the white background shall be black. The colors shall be those of opaque glossy samples as specified in Table 1 of American National Standard, Z53.1-1967.



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- 3.6 Biological hazard:
  - 3.6.1 Biological hazards signs shall be used to identify the actual or potential presence of a biological hazard and to identify equipment, containers, rooms, experimental animals, or combinations thereof, that contain or are contaminated with hazardous biological agents.
  - 3.6.2 The symbol design for biological hazard tags shall conform to the design shown below.
  
- 3.7 Sign wordings:
  - 3.7.1 The wording of any sign should be easily read and concise. The sign should contain sufficient information to be easily understood. The wording should make a positive, rather than negative suggestion and should be accurate in fact.
  - 3.7.2 Signs shall contain a signal word and a major message.
  - 3.7.3 The signal word shall be either "Danger," "Caution," "Warning or "Biohazard,"
  - 3.7.4 The major message shall indicate the specific hazardous condition or the instruction to be communicated to the employee.
  - 3.7.5 The signal word shall be a minimum height of .75 inches/ 20 mm for capital letters, or a 25 pt font. Should the sign need to read at a distance greater than five feet (1.52 m) as warranted by the hazard, larger lettering shall be used.
  - 3.7.6 The sign's major message shall be presented in either pictographs, written text or both.
  - 3.7.7 The signal word and the major message shall be understandable to all employees who may be exposed to the identified hazard.
  - 3.7.8 All employees shall be informed as to the meaning of the various sign used throughout the workplace and what special precautions are necessary.
  - 3.7.9 Sign shall be affixed as close as safely possible to their respective hazards by a positive means such as string, wire, or adhesive that prevents their loss or unintentional removal.
  - 3.7.10 For assistance in wording non-standard sign wording FM will consult with OESH.
  
- 3.8 Other tags:
  - 3.8.1 Other tags may be used in addition to those required by this guideline provided that they do not detract from the impact or visibility of the signal word and major message of any required sign.

#### 4.0 **REFERENCES:**

- 4.1 OSHA Standard 1910.145

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**Author: Craig B. Doerksen**



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### Building and FM Related Safety Signage

Examples:



Danger Sign General Layout



Caution Sign General Layout



Warning Sign General Layout



Safety Instruction Sign General Layout



Biohazard Symbol Configuration  
(as per Manitoba WHMIS)