



## Signs as Remote Supervision Policy

Policy	26D
Officer Responsible	Director Infrastructure Services
Last Review Date	21/11/2022

**Strategic Policy**

Commented [VW1]: do we have a contents page?

Commented [JH2R1]: None required thanks

## PURPOSE

This Policy documents Blayney Shire Council's approach to the management of safety signage. The purpose of this Policy is to outline the requirements of selection, installation, placement and maintenance of safety signage to adequately manage and minimise the risk of injury or harm to workers and contractors.

## SCOPE

1. Users of Blayney Shire Council's owned, operated or controlled land are exposed to varying degrees of risk associated with the use of the land. The risk comes from the hazards which exist on the land: both natural hazards, and hazards related to developed facilities. It is desirable for Blayney Shire Council to provide a warning to users of the land about the nature of any hazards, to exercise its Duty of Care in accordance with the Civil liability Act 2002.

The Blayney Shire Council supports this methodology through Community Consultation Committees and through the development of the strategic plan of the Blayney Shire Community. Signs as remote supervision are supported through other operational related policies.

2. Council has adopted the [Blayney Statewide](#) Best Practice Guide for Signs as Remote Supervision as the process for the assessment, selection and placement of signs at Blayney Shire Council facilities. Such signage shall be used to direct, advise or warn the public of inherent dangers in the environment in which they are operating.
3. The Blayney policy for Signs as Remote Supervision will identify Blayney Shire Council's facilities requiring signage. Council's WHS and Risk Coordinator will assess site risks and audit Council properties, including but not limited to Pools, Open spaces, Skate Parks and Recreation Facilities. The information from the site risk will be entered into Council's asset management system with the condition and appropriateness of each sign.
4. This Policy has been developed taking into account the principles of ISO31000 – 2018 Risk Management Standard and the Statewide Mutual Best Practice Manual, Signs [As](#) Remote Supervision with a view to limiting Council's exposure to potential litigation claims.
5. To bring Blayney Shire Council's signs up to best practice, signs in existence that do not meet the current standard shall be replaced as funds permit based on a priority order. Blayney Shire Council will consider the ongoing maintenance and replacement of damaged or vandalised signs in annual budget allocations.
6. Council may refer to other documents for style, layout and regulatory requirements relating to the use of signs in specific circumstances, for

Commented [JH3]: [@Vicki Walker](#) should this be Statewide best practice guide?

Commented [4R3]: Yes, as it is the Statewide best practice guide manual

example: Transport for NSW roadside signage guidelines.

7. When Blayney Shire Council becomes aware of a potential risk, it will endeavor to follow the hierarchical order of risk control principles ie:
  - Eliminate the risk
  - Reduce the risk
  - Accept the risk, using signs as remote supervision where possible.

## **ROLES AND RESPONSIBILITIES**

Outlined below are responsibilities specific for safety signage requirements at all Blayney Shire Council controlled worksites.

### **EXECUTIVE**

Executive and Senior Management are responsible for overseeing and ensuring the implementation of the requirements of this Policy and related procedures within their respective functional areas. This includes:

- Ensuring all tasks are assessed to identify required safety signage;
- Ensuring appropriate management practices are implemented;
- Ensuring safety signage is installed, suitable and maintained;
- Ensuring safety signage is regularly monitored and reviewed to ensure its effectiveness.

### **MANAGER**

Managers in all operational areas and Council worksites are responsible for ensuring the implementation of this Policy. This includes:

- Providing adequate resources to facilitate the provision all necessary safety signage and associated maintenance; and
- Providing awareness to all employees of this procedure.

### **SUPERVISOR**

Supervisors and Team Leaders in all operational areas and Council worksites are responsible for ensuring that the following is undertaken to minimise exposure to hazards and risks, including:

- Ensuring adequate signage has been installed, maintained and removed where necessary.
- Ensuring all workers are familiarised with the relevant parts of this Policy
- Documenting and retaining records of inspections; and
- Providing appropriate training, instruction and supervision for workers.

### **WORKER**

All workers shall ensure that they:

- Follow the requirements detailed in this Policy and associated documents.
- Adhere to all signage requirements; and
- Report any incidents/injuries immediately to their supervisor; and complete a

- WHS Incident [form](#).
- ~~report~~ [Report](#) in accordance with Council WHS incident reporting procedures.

## CONTRACTORS

At all times when performing work on a Blayney Shire Council site or for/on behalf of Council, contractors must meet and comply with Councils signage requirements detailed in this and related procedures.

## WHS COORDINATOR

The WHS and Risk Coordinator will work with the business to ensure:

- The establishment, review and continual improvement of management systems, arrangements and related procedures relating to the management and use of signage.
- The provision of advice to assist in the active management and resolution of hazards and risks that require safety signage and to ensure these are managed in accordance with Councils Safety Management System and relevant legislative requirements.

## PROCEDURE

Safety signage is used to draw attention to objects and situations affecting health and safety. Adequate safety signage must be in place in all areas of high risk and danger. Signage is essential to maintain heightened safety and awareness in and around Councils workplaces. Safety signage must be placed where required by legislation or another Councils' guidelines, as identified in a Safe Work Method Statements or Traffic Control Plans to increase protection in conjunction with other control methods.

The signage requirements are to be selected after reviewing the hazards and risks for each site and activity. Signage selected must comply with Australian Standards.

## GENERAL

Safety signage across all Council worksites must be of consistent quality and professional standard. Signage is an administrative control and must not be chosen as the primary control measure. Signage is classified into four (4) different categories. These include:

### Regulatory Signs:

- Prohibition Signs (such as Smoking Prohibited, No Pedestrian Access, Digging Prohibited);
- Mandatory Signs (such as Eye Protection Must Be Worn, Hearing Protection Must Be Worn);
- Limitation or Restriction Signs (such as Speed Limit signs); and
- Warning Signs (such as Confined Space and Asbestos warning signs).

### Hazard Signs:

- Danger Signs (such as Confined Space, Overhead Power); and

- Warning Signs (such as Electric Shock Risk, Asbestos, Forklift Hazard, and Slippery When wet)

**Emergency Information Signs** (such as First Aid, Emergency Eye Wash).

**Fire Signs** (such as Fire Alarm Sign, Fire Fighting Signage – e.g. extinguisher).

Additionally, there is specific signage (e.g. Entry Signage) which must be in-place at all fixed Worksites if required.

See Appendix A for examples of each category of signage.

### **DESIGN AND LAYOUT OF SIGNS**

The type of sign used must be suitable for the intended purpose. All signage covered by this guideline must follow the same format as outlined in Statewide Best Practice Manual, Signs for Remote Supervision and AS1319 – Safety Signs for the Occupational Environment. Where no symbol is available for a required purpose, a worded message sign is to be used.

### **INSTALLATION OF SIGNS**

Signs other than those painted directly on existing surfaces are to be constructed and erected so that they do not create a hazard (e.g. signs do not project into walkways or roadways so that persons or mobile plant including vehicles could strike them).

Signs are to be located where the message(s) are legible and clearly visible and so that they attract the attention of all workers (e.g. located at eye height, adjacent to plant such as lathes or at entrances to buildings/facilities). This also includes the installation of placards at the front of the facility, tanks and buildings where required.

Signs are to be installed in locations where there is limited possibility of them being obscured (e.g. placing items in front of signs or being overgrown by trees etc.). Placing several signs close together should be limited wherever practicable, as this may lead to confusion and make it difficult to distinguish individual messages.

Signs must not be placed on movable objects where a change in position would place the sign out of sight (e.g. doors or windows).

External or internal signs should be illuminated where it is required under legislation or where there is poor visibility as determined by a risk assessment.

All signs are to be kept clean and in good condition (e.g. not faded).

### **MAINTENANCE AND REMOVAL OF SIGNS**

The Supervisor in conjunction with the WHS and Risk Coordinator must ensure safety signs are:

- Immediately removed, after the information they contain is no longer relevant; and/or when the hazard ceases to exist and,

- Removed for maintenance if safe to do so/ maintenance conducted on site.

#### **SITE SPECIFIC MANAGEMENT OF SAFETY SIGNS**

In addition to the signage outlined in [Section 7.4](#) throughout this policy, there are other signs that must be installed, but not limited to. These include:

- Evacuation Signs;
- Traffic Management Signs
- Office/Reception/Stores Signs;
- Public Access Signs;
- Evacuation Assembly Point Signs.












#### **REVIEW**




This Policy is to be reviewed once every Council Term or earlier if:

- There is an identified risk to business.
- A significant safety or unplanned event occurs.
- Incident investigation or audit results show that application of the standard fails to deliver the required outcomes.
- There are changes in associated legislation.

Commented [VW5]: where is 7.1? change to "throughout this policy"

## EXAMPLES OF RELEVANT SIGNAGE USED

SIGN DESCRIPTION		EXAMPLE OF SIGN		
REGULATORY SIGNS	Prohibition Signs	 NO SMOKING	 WATER NOT SUITABLE FOR DRINKING	
	Mandatory Signs	 EYE PROTECTION MUST BE WORN IN THIS AREA	 FOOT PROTECTION MUST BE WORN	 HEARING PROTECTION MUST BE WORN IN THIS AREA
	Limitation Or Restriction Signs			
HAZARD SIGNS	Danger Sign	 DANGER CONFINED SPACE ENTRY BY PERMIT ONLY	 DANGER AUTOMATICALLY CONTROLLED MAY START AT ANY TIME	
	Warning Sign	 WARNING CONTAINS ASBESTOS FIBRE AVOID CREATING DUST BREATHING ASBESTOS DUST MAY CAUSE SERIOUS DAMAGE TO YOUR HEALTH INCLUDING CANCER SMOKING GREATLY INCREASES THE RISK	 WATCH OUT FORKLIFT OPERATING IN THIS AREA	 PINCH POINT CAN CAUSE SEVERE PERSONAL INJURY

SIGN DESCRIPTION		EXAMPLE OF SIGN
OTHER SIGNS	Emergency Information Sign	 A green rectangular sign with two white icons: a person under a shower and a person washing their face. Below the icons, the text reads: "EMERGENCY SHOWER AND EYE WASH" and "IN CASE OF CHEMICAL SPLASH WASH FOR 15 MINUTES PRIOR TO MEDICAL TREATMENT".
	Fire Sign	 Two red rectangular signs. The left sign shows a white icon of a person using a fire blanket and the text "FIRE BLANKET". The right sign shows a white icon of a fire extinguisher and the text "FIRE EXTINGUISHER".
	Entry Signage To Recreation Areas	 A complex entry sign for Carcoar Dam Recreational Area. It includes the Blayney Council logo, a warning that use may be hazardous, several prohibition signs (no swimming, no fishing, no motor vehicles, no dogs), two warning signs (deep water, overhead power lines), a mandatory sign (keep children under active supervision), and emergency contact information at the bottom.

## RELATED DOCUMENTS

This Policy complies with various provisions of the Civil Liability Act 2002 [NSW] including sections 42, 43 and 45 by ensuring resources allocated to an asset and its maintenance are utilised to meet Council's commitments and in accordance with other relevant Legislation and associated Regulations.

Work Health and Safety Act 2011.

Work Health and Safety Regulations 2017

Civil Liability Act 2002

Statewide Best Practice Manual, Signs for Remote Supervision, [Version 11: October 2021](#)

WHS Safety Signage Audit Form

AS/NZS 1319:1994 Safety Signs for the Occupational Environment

WHS Risk Management Policy

Traffic Management SWMS—[W-010](#)



End of Policy

	<b>Date</b>	<b>Minute No.</b>
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