

Safety Signs

SAFETY AWARENESS KEPT SIMPLE

Safety Talk Delivery Pack

This Safety Talk contains:

- 7 - Page Talk Text
- 10 - OHP Presentation Slide Pack
- 20 - A5 Talk Handout Sheets
- Assessment and Assessment Answers Sheet
- Employee Attendance Register
- A "How to Present Safety Talks Guide"

Using the talks (Extract "How to Present Safety Talks"):

Plan which topic you want to discuss with your team.

Read through the script before you hold the meeting to familiarise yourself with the material.

Start the talk with a comment that makes the topic relevant to the team. For example, if you have seen a number of people using ladders incorrectly, use this as your opening comment.

Follow the script but don't read straight from the page. The script is only a prompt and it will sound better if you use your own words.

Ask the questions as they appear in the script. It is important you do this because they are a lead in to the next section of your talk.

Give the team enough time to answer the questions. Safety talks can be boring for the team if you are the only one talking.

Hand out the information sheets as they appear in the script. Don't hand out all the information sheets at the start of the talk otherwise there is a temptation for the team to read ahead and not listen to the points you are making.

Collect the information sheets at the end of the talk so they can be used again.

To obtain your Safety Talk Delivery Pack go to: www.smartsafe.com.au

TABLE OF CONTENTS

INTRODUCTION.....	3
LEARNING OUTCOMES	3
MAIN TYPES OF SAFETY SIGNS.....	3
MEANING OF THE SHAPES	4
REGULATION SIGNS.....	5
CAUTION SIGNS.....	6
EMERGENCY INFORMATION SIGNS	7
USE OF SAFETY SIGNS.....	8
SUMMARY.....	9
FURTHER REFERENCES FOR THE SUPERVISOR/PRESENTER.....	9
LICENCE AND LIMITATION OF LIABILITY	10
DISCLAIMER	10

INTRODUCTION

Safety signs are a type of safety equipment that provides you with important safety information. Just like any safety equipment, safety signs are only effective if you use the information that is provided.

LEARNING OUTCOMES

By the end of this talk you will understand:

- the types of safety signs;
- the meaning of the symbols, shapes and colours used for safety signs; and
- how to use safety signs properly.

MAIN TYPES OF SAFETY SIGNS



Hand out sheet 1 – Main types of signs

The two main types of safety signs are:

- Symbolic safety signs; and
- Text safety signs.

Symbolic safety signs use shapes, symbols and colours that allow you to instantly recognise and understand the safety message. The advantage of symbolic signs is they easily convey an important message to people without relying on their ability to read English.

A symbolic safety sign consists of three parts:

- a shape;
- a colour; and
- a symbol.


The shape, colour and symbol that are used on a sign is based upon the type of information that is being conveyed.

Text type signs use similar shapes and colours but do not use symbols. Text signs are used to:


- supplement symbolic signs; or
- provide safety information in words when the message cannot be easily communicated by a symbol alone.

Sample OHP Presentation Slide

Sheet 1 – Main Types of Safety Signs




SYMBOLIC SIGNS



TEXT SIGNS

Safety Signs – ST032

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Sample A5 Handouts

Sheet 10 – Use of Safety Signs



Safety signs are provided to help protect your safety and health so:

- **ALWAYS** obey safety signs;
- **NEVER** remove any safety sign unless you have permission from management;
- **NEVER** deface or alter a sign;
- **NEVER** obstruct visibility by stacking materials or equipment in front of signs; and
- **ALWAYS** keep signs clean and legible.



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