

Guidelines for the use of “Authorised Entry Only” Signage

Background

Some areas of the University pose specific risks to health and safety. Access to these areas is restricted. Staff, students, contractors and affiliates who require unsupervised access must be inducted and approved by the Area Supervisor prior to access.

Contact phone numbers for the area supervisor/s and other emergency contact details are provided at the bottom of the sign.

Authorised entry only

The primary message associated with the signage is that access to the area is restricted.



The words “**AUTHORISED ENTRY ONLY**” are displayed in the top line of the sign together with the universally understood “**NO ENTRY**” prohibition symbol.













Hazards and Safety Precautions














A range of standard warning (yellow) and mandatory (blue) symbols are used to describe the potential hazards and the standard safety precautions required to enter the space and/or work in the area. These are explained in further detail in the table below.

A small number of the common Dangerous Goods Class diamonds have also been included. Where relevant the Dangerous Goods diamonds override the standard warning pictograms. For example, in the situation where a laboratory uses flammable liquids and also stores flammable liquids in quantities greater than 250 litres, the Class 3 Flammable liquid diamond must be applied and the Fire Risk warning pictogram is not required.

There is only space on the standard sign for one line of warning pictograms and one line of mandatory pictograms. This allows for 4 or 5 of each. Avoid any unnecessary use of pictograms.



Symbol	Explanation	Symbol	Explanation
	Flammable or combustible liquids and/or solids are used in this area.		Lasers used in this area. Eye contact could cause irreversible eye damage. Contact with skin may cause burns.
	Toxic liquids or solids are used in this area.		Usually associated with NMR Spectroscopy Units. Steel or metal items will be strongly attracted to the magnet. Access may damage pacemakers and/or cause injury associated with metallic medical implants.
	Corrosive liquids or solids are used in this area.		Live electricity used or accessible from this area.
	Risk Group 1 microbiological agents are used in this area. Minor risk of infection.		Possible asphyxiation hazard. Usually associated with the storage of large volumes of cryogenic liquids, e.g. liquid nitrogen.
	Risk Group 2 microbiological agents are used in this area. Risk of infection.		Possible exposure to carbon dioxide gas (CO ₂) above the occupational exposure standards. This should be applied wherever CO ₂ cylinders are used internally, e.g. for incubators or -80 freezer backup.
	Ionising radiation is used in this area.		Hazardous workshop machinery is used in this area. Potential for pinching, crushing, entanglement, amputation etc.

	<p>Some equipment and/or processes in this area generate noise levels above or near occupational exposure limits. Hearing protection may be required in some circumstances.</p>		<p>Corrosive liquids or solids are stored in quantities greater than 50 litres or 50 kilograms in this area.</p>
	<p>Flammable liquids in quantities greater than 250 litres are stored in this area.</p>		<p>Flammable gases are used in this area.</p>
	<p>Toxic liquids in quantities greater than 250 litres are stored in this area.</p>		<p>Toxic gases are used in this area.</p>
Symbol	Explanation	Symbol	Explanation
	<p>Fully covered/enclosed shoes must be worn in this area. Applicable to everyone entering the area at all times.</p> <p>The shoes must have a rubber sole and the upper shoe must be constructed of a non-absorbent material.</p>		<p>Appropriate eye protection (glasses or goggles) must be worn in this area.</p> <p>In some areas this will be applicable to everyone at all times. In other areas, the use of safety glasses is only required while work is in progress.</p>
	<p>Laboratory coat/gown or dust coat/overalls must be worn when working in the area.</p> <p>When work is in progress, visitors may also need to wear the required protective clothing.</p>		<p>Gloves must be worn when carrying out specific tasks in the area.</p> <p>Disposable gloves must be monitored regularly for contamination and changed regularly.</p> <p>Gloves should not be worn outside of the area or used to handle doorknobs or other clean equipment (e.g. phones).</p>
Other safety pictograms usually displayed on Safe Operating Procedures or adjacent to plant or equipment.			
			<p>The specific conditions and requirements surrounding the use of protective equipment will be explained by the Local Area Supervisor.</p>

Using the Signage Template

Each faculty/school now has the capacity to independently create authorised entry only signage using the attached MS Word template.

1. Systematically review the high risk areas within your area of control.
2. Create an appropriate sign for each high risk area, e.g. laboratory, workshop.
 - a. Open the signage template.
 - b. Delete the hazard pictograms that are not applicable for the specific facility or area.
 - c. Delete the precaution pictograms that are not applicable for the specific facility/area.
 - d. Add the local contact details, including mobile phone numbers where possible.
 - e. Save the file with reference to the Building, Level and Room Number, e.g. AEO_K07_03_306.
 - f. Print the document in colour on white A3 paper.
 - g. Laminate.

Installing the signage

1. The signs must be displayed at all entrances to high risk areas. However, priority must be given to the main entrances.
2. If possible, the sign will be positioned immediately adjacent to the entrance (not on the door itself).
3. The top of the sign should be positioned approximately 1600mm above the floor.
4. Fix the sign in place using double sided tape (or a similar product).