

1 PURPOSE

This procedure outlines the methodology for safety signage at the University of Melbourne, covering selection, design, installation, inspection, maintenance, and removal.

2 SCOPE

Applicable to all staff, students, contractors, and personnel at University workplaces.

3 DEFINITIONS

Signs: Boards, plaques, or delineated spaces conveying messages through legend and symbolic shapes (AS 1319).

Temporary Signs: Used for short-term purposes like building works or experimental procedures.

4 REQUIREMENTS

4.1 Responsible officers

The responsible officers for management of safety signage are listed in the following table:

RESPONSIBLE OFFICERS				
Location and circumstances	Design and Selection	Installation	Inspection, maintenance and cleaning	Removal
New and refurbished buildings (building signage)	Director, Space Management	Executive Director, Project Services	Not applicable	Not applicable
Existing building signage	Director, Campus Services	Director, Campus Services	Director, Campus Services	Director, Campus Services
Plant and equipment signage	Local supervisor	Local supervisor	Local supervisor	Local supervisor
Temporary operations signage	Local supervisor	Local supervisor	Local supervisor	Local supervisor

4.2 Signage design, selection and installation

The Australian Standard AS 1319 and/or current University standards should be used when designing, purchasing or installing safety signs.

The responsible officer shall ensure signs are selected and designed to conform to relevant legislation, standards and University requirements, including:

- AS 1319: Safety signs for the occupational environment
- National Construction Code (NCC)
- Occupational Health and Safety Regulations 2017 (Vic)
- University requirements.

4.3 Installation

The responsible officer must ensure safety signage is installed to conform to relevant legislation, standards and University requirements. Where practicable, the responsible officer shall ensure that:

- signs are located where the messages are legible, attract attention and are clearly visible to all concerned.
- signs are located to eliminate or minimise the risk of the sign becoming obscured.
- signs are installed as close as practicable to an observer's line of sight; and
- signs do not create a hazard when installed.

4.4 Inspection, maintenance and cleaning

The responsible officer must ensure safety signs are inspected regularly in accordance with (NCC) and/or University requirements:

- Ensure relevance, good condition, proper location, cleanliness, and illumination.
- Staff and students to report missing/damaged signs to supervisors.

4.5 Removal

The responsible officer must ensure safety signs are removed when information becomes irrelevant or when the hazard ceases.

5 RESPONSIBILITIES

Executive Director, Project Services

Director, Campus Services

Director, Space Management

Supervisor

6 REFERENCES

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

AS 1319: Safety signs for the occupational environment

National Construction Code (NCC)

University of Melbourne Design Standards

[Health & Safety: Workplace monitoring and inspection requirements](#)