

SIGN SURVEY FORM

Take the guesswork out of your signage obligations. This form is designed to provide a guide to building signage requirements from a walk through perspective. The signs below offer a selection in each area.

CUSTOMER DETAILS:

Company: _____ Contact Name: _____

Phone: _____ Mobile: _____

Email: _____

KEY THINGS TO LOOK OUT FOR:

Is your current signage clearly visible to its intended audience? Signage can be prone to wear and tear over time. If no longer clearly visible then these should be replaced.

Does your signage comply with NZS/AS 1319:1994 and NZS 4503-2005, HSWA 2017, New Zealand Building Code (F8) or Globally Harmonised System (GHS 7) April 2020?

Refer to NZ Safety Blackwoods Catalogue, Easy Guide - Signage & Visual Safety Products or our website www.nzsafetyblackwoods.co.nz for more information.

Hazardous Substances – Indicates the type of goods and the level of danger

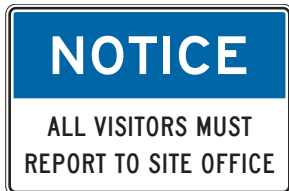
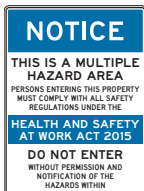
- Are there any hazardous substances held on site?
- Are there any hazardous substances that are transported in a company vehicle (car, ute or truck)?
- If you have hazardous substances over specific levels on site or in transit, signs must be displayed to inform of the substance on site and the associated hazard.
- Refer to www.hazardoussubstances.govt.nz and the Safety Data Sheet (SDS) of the hazardous substances for the relevant information required on a HAZCHEM sign - we can customise any sign!



| Site Location | Sign Code | Quantity |
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Visitors and Contractors – Inform visitors of the Hazards and health & safety policies on site

- Is signage clearly displayed for all entering your site?
- Does your signage clearly communicate instructions, identify restricted access or remind employees of relevant health and safety policies within your facility or site?



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Traffic Management – Direct traffic movement safely

- Is your signage clear and visible?
- Do you have an effective traffic management plan in place?
- Are all traffic and pedestrian hazards clearly displayed?



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Fire, Exit and Emergency Procedures – Clearly identify exits points and emergency/first aid equipment

- Are your Emergency Evacuation procedures up to date and are Emergency Exit and Assembly Points clearly identified by signage?
- Is your fire management plan up to date and are the locations of firefighting equipment such as fire extinguishers clearly identified by signage?
- Is your first aid equipment eg first aid kit and defibrillators up to date and are their locations clearly identified by signage?



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Access and Facility Signs – Identify accessible routes and facilities

- Is there clear identification of key facilities such as mobility access and toilets on your worksite?
- Do you know that we can also do English/Māori language signs?
- Are there areas where you may want to direct or restrict access and therefore need signage to identify these restricted areas eg Staff Only?



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Danger Signs – Indicate hazards that are likely to be life threatening

- Are life threatening hazards clearly marked?



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Warning Signs – Indicate hazards that are not likely to be life threatening

- Are hazards that represent a risk of injury clearly marked?



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Mandatory Signs – Indicate instructions that must be carried out

- Are requirements for Personal Protective Equipment clearly communicated?
- Are there other mandatory instructions that need to be communicated eg Aisle Must Be Kept Clear
- Did you know that we can produce customised mandatory signs that meet compliance and ensure that your specific instructions are communicated



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Prohibition Signs – Indicate actions that are not permitted

- Are restricted access areas clearly marked?
- Are there areas where a No Smoking policy is in place and are these areas clearly marked?
- Did you know that we can produce customised prohibition signs that meet compliance and ensure that your specific instructions are communicated



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Other Signage – Examples include pipe markers, floor stands, lockout safety, floor graphics and any other custom signage you require

- NZ Safety Blackwoods provide a diverse set of safety signs to suite your business requirements, select form our comprehensive range of NZS/AS 1319:1994 compliant signs, or create a customised safety signage solution that is compliant and effectively communicates your businesses unique safety message.



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