

# Signage Audit Tool

Department: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Date: \_\_\_\_\_

Purpose: The purpose of this signage audit tool is to assess the signage requirements for each Department and determine if the required signs are missing.

	YES	NO
Are the restricted access locations signed?		
Are the emergency exits clearly signed?		
Is the first-aid box clearly signed?		
Is the emergency shower and eye-wash properly signed?		
Is the fire fighting equipment correctly identified and signed?		
Does each fire extinguisher have a fire extinguisher sign?		
If so, is the sign 2 meters above the ground?		
Is there a sign immediately above each extinguisher denoting type of fires extinguisher can safely be used on?		
List what PPE is required in this Department?		
Comments:		
Is there signage outlining all of the PPE requirements?		
If no, what PPE signage is missing?		
Comments:		
Are there identified hazards that require appropriate signage? (refer to SOP's, injury statistics) eg danger signs, caution signs		
Comments:		
Are there dangerous goods and are they signed?		
Are there any damaged signs that need replacing?		
Comments:		
Are there any confined spaces that require signage?		
Is there adequate signage for fire blankets?		
Are there any 'hand written signs' that need replacing?		
Comments:		

Has the Supervisor been advised of the signage requirements?

YES NO

Name of Supervisor: \_\_\_\_\_

Date Advised: \_\_\_\_\_