 <b>NUS</b> National University of Singapore	<b>NUS Safety &amp; Health Manual</b>		Procedure No:	OSHE/SOP/GL/01
	Title: <b>Lab Sign Posting and Labeling</b>		Revision No : Issue Date :	000 21-Oct-04
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Prepared By	Approved By	Review Date		
Leong Weng Fei	Dr Peck Thian Guan	21-Oct-04		

## 1.0 OBJECTIVE

The objective of this SOP is to ensure all laboratories in the National University of Singapore (NUS) use a standard and appropriate form of safety signage on facilities and labeling of hazardous substances to accurately reflect the hazards that are present in a facility or hazardous nature of such substances.

## 2.0 SCOPE

This SOP is applicable to all labs under the management of NUS. This SOP is also applicable under the Chemical, Radiation and Fire Safety & Health programmes.

## 3.0 RESPONSIBILITIES

### 3.1 Principal Investigators (PI)

It is the responsibility of respective Principal Investigators (PI) or his/her designated person to ensure that standard and appropriate forms of sign posting and labeling are used on facilities and containers of hazardous substances.

## 4.0 DEFINITION


**Responsible Person:** The person assigned the responsibility to ensure that standard and appropriate form of sign posting and labeling are used on facilities and containers of hazardous substances. This is usually the PI of the lab but this can also be a designated personnel assigned by the PI.

**Hazardous substances:** Hazardous substances include any material of biological, chemical or radiological origins that is determined by the responsible person to be hazardous.

## 5.0 PROCEDURES

### 5.1 Sign Posting of Laboratory Doors


- a. Proper risk assessment has to be conducted prior to deciding the signs to be posted at the door of the laboratory. The risk assessment exercise has to be conducted according to prescribed risk assessment framework.

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- b. The standard format for signs to be posted outside laboratories is shown in Appendix 1. The Standard Lab Signposting Generator software for the generation for the sign posting is posted on OSHE's website (<https://aserv.nus.edu.sg/osh/doorsign/>).
- c. The responsible person has to select the appropriate hazard signs according to the hazards that are present in the lab. Other information on the sign has to be duly filled. The standard sign shall be printed in colour on a standard A4 sized paper. The sign must be clear and can be seen clearly from a distance of 5 meters away.
- d. The sign has to be posted at least 1.5 meters from the floor either on the door to the lab or at the side wall next to the door provided that the sign is not more than 500mm from the door. If the lab has more than one door, all doors must also be sign posted.
- e. The sign must be enclosed in a transparent plastic folder or laminated. The sign must be firmly affixed on the door through suitable means.
- f. The sign posting must be reviewed at least every year or when the scope of work changes within the lab that necessitates a new risk assessment exercise be done or reviewed.

## 5.2 *Internal lab sign posting*

- a. The responsible person of the lab should also put up internal sign posting if there are specific hazards identified in the lab or in a certain area of the lab or specific personal protective equipment (PPE) are needed in the lab or certain area of the lab or when certain type of work is being carried out. The type of sign to be posted will depend on the results of the risk assessment exercise.
- b. Any hazard sign posting or PPE sign posting must be placed at the entrance of the area where hazards have been identified.
- c. The sign posting must be placed in a prominent position at height not less than 1.5 meter above the floor. The sign should be of good construction and firmly affixed to the intended location. It should also be clearly identified by lab users.
- d. First time lab users or visitors must be briefed on the meaning of the signs in the lab.
- e. The sign posting must be reviewed at least every year or when the scope of work changes within the lab that necessitates a new risk assessment exercise be done or reviewed.

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### 5.3 *Labeling of hazardous substances*


- a. All substances in the labs known to be hazardous have to be labeled.
- b. Labels on newly purchased/unopened hazardous substances prepared by the manufacturer or supplier are acceptable for the purpose of 5.3 (a).
- c. All intermediate containers of hazardous substances must be clearly labeled and the labels must be affixed firmly on the containers at all times. The labels must withstand the expected environment it is exposed to. This is also applicable to all waste containers.
- d. The labeling should minimally contain the following items:
  - i. Name of hazardous substances
  - ii. Chemical formula/composition (if relevant)
  - iii. Hazard symbol(s) associated with the hazardous substance
  - iv. Date of purchase/preparation (if available)
  - v. Activity level and date of record (for radioisotopes)
- e. Labels used must comply with local legislation or standards if available or any suitable overseas standard if local legislation and standards does not specify any labeling requirement.

### 6.0 **RECORDS**

Nil

### 7.0 **APPENDICES**

Appendix 1: Sample Door Sign-posting Template

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**Appendix 1**

**Sample Door Sign-posting Template**



# Lab Notice

**Hazards in the Lab**



**Personal Protection Required**



Special Procedures or Precautions for Entry:

None

**ADMITTANCE TO AUTHORIZED PERSONNEL ONLY**

Notice	Call or See	Office Tel	Home Tel
For Entry or Advice	OSHE	67894612	64642136
In Emergency	OSHE	6541 2365	65412136

**Emergency Contact Numbers**

Campus Security	<b>x1616</b>	Faculty Safety Officer	
Police	<b>999</b>	Ambulance / Fire	<b>995</b>
University Health and Wellness Centre	<b>x2880</b>	NUH	<b>67795555</b>
Name of Lab: Admin		Room No: Admin	
Department: Admin		Date Posted: 09/07/2004	