



# CAN/CSA-Z321-96 *Signs and Symbols for the Workplace*

*Life Sciences*

*A National Standard  
of Canada*



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# **General Instruction No. 1**

## **CAN/CSA-Z321-96**

### *March 1996*

CSA Standard CAN/CSA-Z321-96, *Signs and Symbols for the Workplace*, consists of **49 pages**, each (vi preliminary and 43 text) dated **March 1996**

This Standard, like all CSA Standards, is subject to periodic review, and amendments in the form of replacement pages may be issued from time to time; such pages will be mailed automatically to those purchasers who complete and return the attached card.\* Some Standards require frequent revision between editions, whereas others require none at all. It is planned to issue new editions of the Standard, regardless of the amount of revision, at intervals not greater than 5 years. Except in unusual circumstances, replacement pages will not be issued during the last year of that edition.

*\*This card will appear with General Instruction No. 1 only.*

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*National Standard of Canada*

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## Preface

This is the second edition of CSA Standard CAN/CSA-Z321, *Signs and Symbols for the Workplace*. It supersedes the first edition, titled *Signs and Symbols for the Occupational Environment*, published in 1977.

**Revisions.** This edition includes additional symbols, and establishes three types of signs to communicate a message: a symbol sign, a symbol sign with text, and a text sign. The different types are intended to provide greater flexibility when developing sign messages and reflect the fact that text is often needed to complement a symbol sign. Furthermore, certain concepts can only be conveyed by text because no suitable symbol exists.

This new edition includes a User Guide to make the Standard a more useful tool and to assist with its implementation. Other improvements include guideline designs for the standard symbols, a subject index, and a rationale for the use of standard colours.

The objective of this Standard is to provide a logical, consistent framework for designing safety signs. The use of geometric shapes and specific colours provides users with uniform, easily learned and understood signs and symbols. This Standard sets out the classification of signs (Regulatory, Warning, and Information), their graphic requirements, and the appropriate use of shapes and colours.

**Gender Issues.** When depicting the human figure in symbols shown in Table 2, the Technical Committee recognized the desire for a figure that represents both men and women; however, the Committee is not aware of such a figure. The designs of the human figure shown in Table 2 are examples only. The image content description allows designers to develop versions of the human figure that appear to be more gender neutral.

**Harmonization.** The Technical Committee on Signs and Symbols for the Workplace reviewed related standards and practices in Canada and other countries. The need to harmonize with relevant International Standards was a factor during the initial development of the Canadian Standard, and the trend to a global

market means that harmonization has taken on even greater importance now. To this end, the Committee reviewed the principles established by Technical Committee 145 of the International Organization for Standardization (ISO) and adopted, to the extent possible, aspects of the following ISO Standards:

ISO 3864:1984, *Safety Colours and Safety Signs*;  
ISO 4196:1984, *Graphical Symbols—Use of Arrows*;  
and  
ISO 7001:1990, *Public Information Symbols*.

In addition, the Technical Committee undertook a study of ANSI Standards with the aim of achieving harmonization within North America. The following Standards were reviewed:

Z535.1-1991, *Safety Colour Code*;  
Z535.2-1991, *Environmental and Facility Safety Signs*;  
Z535.3-1991, *Criteria for Safety Symbols*; and  
Z535.4-1991, *Product Safety Signs and Labels*.

The harmonization process was unable to incorporate the practices of WHMIS and Hazardous Products labelling. However, the next revision cycle will review these two systems.

This Standard was developed by a Revision Subcommittee of the Technical Committee on Signs and Symbols for the Workplace under the auspices of the Standards Steering Committee on Occupational Health and Safety. It has been formally approved by both Committees. It has been approved as a National Standard of Canada by the Standards Council of Canada.

The Canadian Standards Association would like to acknowledge the partnership of the Treasury Board of Canada, Federal Identity Program, in the development of this Standard.

March 1996

### Notes:

- (1) *Use of the singular does not exclude the plural (and vice versa) when the sense allows.*

March 1996

- (2) *Although the intended primary application of this Standard is stated in its Scope, it is important to note that it remains the responsibility of the users of the Standard to judge its suitability for their particular purpose.*
- (3) *This publication was developed by consensus, which is defined by the CSA Regulations Governing Standardization as "substantial agreement reached by concerned interests. Consensus includes an attempt to remove all objections and implies much more than the concept of a simple majority, but not necessarily unanimity." It is consistent with this definition that a member may be included in the Technical Committee list and yet not be in full agreement with all clauses of the publication.*
- (4) *CSA Standards are subject to periodic review, and suggestions for their improvement will be referred to the appropriate committee.*
- (5) *All enquiries regarding this Standard, including requests for interpretation, should be addressed to Canadian Standards Association, Standards Development, 178 Rexdale Boulevard, Etobicoke, Ontario M9W 1R3.*

Requests for interpretation should

- (a) *define the problem, making reference to the specific clause, and, where appropriate, include an illustrative sketch;*
- (b) *provide an explanation of circumstances surrounding the actual field condition; and*
- (c) *be phrased where possible to permit a specific "yes" or "no" answer.*

*Interpretations are published in CSA's periodical Info Update. For subscription details, write to CSA Sales Promotion, Info Update, at the address given above.*

# CAN/CSA-Z321-96

## Signs and Symbols for the Workplace

### 1. Scope

#### 1.1

This Standard applies to signs intended for use in the workplace for the purpose of communicating a regulatory, warning or informational message with the emphasis on safety and/or health. It describes requirements for the design of signs and includes recommendations for their selection and placement.

#### 1.2

This Standard also includes requirements for signs that are not specifically safety- and/or health-oriented but are often part of the workplace.

#### 1.3

The use of these signs does not replace the need for other proper accident-prevention measures.

#### 1.4

This Standard does not apply to signs used to identify

- (a) the actual or potential presence of ionizing radiation;
- (b) objects, devices, materials, or combinations of materials that emit ionizing radiation;
- (c) product labelling;
- (d) hazardous materials (as defined by the Workplace Hazardous Materials Information System);
- (e) dangerous goods being transported; and
- (f) emergency exits (as defined by the Building Code).

#### 1.5

For guidance pertaining to the use of signs and symbols in the barrier-free design of buildings, readers should refer to CSA Standard B651.

### 2. Reference Publications

#### 2.1

This Standard refers to the following publications and where such reference is made it shall be to the edition listed below:

##### **CSA Standard**

B651-M90,  
*Barrier-Free Design.*

##### **ANSI\* Standards**

Z535.1-1991,  
*Safety Colour Code;*

Z535.2-1991,  
*Environmental and Facility Safety Signs;*

Z535.3-1991,  
*Criteria for Safety Symbols;*

Z535.4-1991,  
*Product Safety Signs and Labels.*

##### **ISO† Standard**

ISO 3864:1984,  
*Safety Colours and Safety Signs.*

\* American National Standards Institute.

† International Organization for Standardization.

## 3. Definitions

### 3.1

The following definitions apply in this Standard:

**Colour** The distinctive hue specified for each type of symbol.

**ICD** Image content description.

**Image** An abstract, conceptual, or object-related (ie, pictorial) representation.

**Image content description (ICD)** The verbal description of the graphic elements that constitute the image (formerly Glyph Content Description, GCD).

**Margin** The area surrounding a contrasting colour which isolates a symbol sign from its background (see Figure 1).

**Shape** The outer geometrical configuration of a symbol.

**Sign** A graphic device for conveying information.

**Symbol** An abstract or pictorial representation comprised of colours, a shape, a margin, and an image (see Figure 1).

**Symbol sign** A communication device which employs a symbol only (see Figure 1).

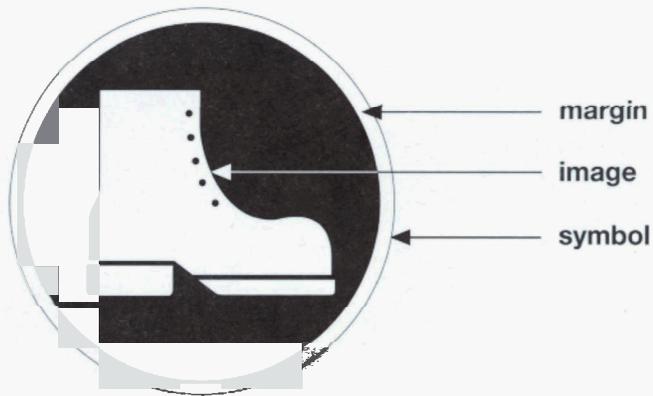
**Symbol sign with text** A communication device which employs a symbol and includes text (see Figure 1).

**Text** Verbal message(s) incorporated into a sign.

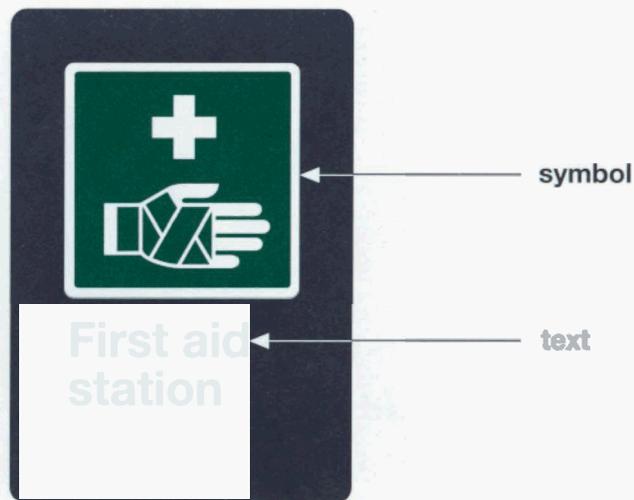
**Text sign** A communication device comprising text within an appropriate background colour (see Figure 1).

**Topic** The functional concept that the symbol represents (formerly Referent).

**Symbol sign**



**Symbol sign with text**



**Text sign**



**Figure 1**  
**Types of Signs**  
(See Clauses 6.8.1 and B3.1.)

## 4. Classification

### 4.1 General

#### 4.1.1 Sign Classification

Signs shall be classified as one of the following (see Table 1):

- (a) regulatory signs (comprised of categories 1.1 Prohibition, and 1.2 Mandatory);
- (b) warning signs (comprised of categories 2.1 Caution and 2.2 Danger); or
- (c) information signs (comprised of categories 3.1 Emergency and 3.2 General Information).

#### 4.1.2 Sign Types

One of three sign types shall be used to communicate a message (see Table 1):

- (a) symbol signs;
- (b) symbol signs with text; or
- (c) text signs.

### 4.2 Regulatory Signs

Regulatory signs shall be

- (a) the prohibition sign, which denotes an order for bidding an action; or
- (b) the mandatory sign, which denotes an order requiring an action.

### 4.3 Warning Signs

Warning signs shall be

- (a) the caution sign, which denotes a potential hazard; or
- (b) the danger sign, which denotes a definite hazard.

### 4.4 Information Signs

Information signs shall be

- (a) the emergency sign, which denotes first-aid, health, fire protection, fire fighting, and emergency equipment; or
- (b) the general information sign, which indicates permission or denotes public information.

	Symbol signs	Symbol signs with text	Text signs
<b>1.0 Regulatory signs</b>			
<b>1.1 Prohibition</b>			
<b>1.2 Mandatory</b>			
<b>2.0 Warning signs</b>			
<b>2.1 Caution</b>			
<b>2.2 Danger</b>			
<b>3.0 Information signs</b>			
<b>3.1 Emergency</b>			
<b>3.2 General information</b>			

**Table 1**  
**Classification and Categories of Signs**  
 (See Clauses 4, 6.8.1, 6.8.2, B2, B3.1 and B4.2.)

*Note* A text sign should be used only in cases where no appropriate symbol exists.

## 5. Established Topics

### 5.1

Signs relating to topics listed in Table 2 shall consist of a symbol or text, or both meeting the appropriate graphic requirements of Clause 6.

### 5.2

Users should determine the specific message requirements which they wish to implement and should consult the Topic Index (see Appendix B) to determine if the topic or message is part of the Standard. If the user cannot find the particular topic, the user may then use a text sign as indicated in Clause 6.8 or consult the Z321 Technical Committee regarding the development of an appropriate symbol.

### 5.3

The use of explanatory text is recommended to reinforce or explain the meaning of the symbol or to provide additional information that cannot be communicated by a symbol alone. When used, explanatory text shall meet the requirements of Clauses 6.8 and 6.9.

**1.1 Prohibition**

No parking	8
No buses	8
No trucks	8
No cars	8
No smoking	9
No open flame	9
Do not drink	9
Do not touch	9

**1.2 Mandatory**

Head protection	10
Hair protection	10
Eye protection	10
Hearing protection	10
Foot protection	11
Hand protection	11
Respiratory protection	11
Fall protection	11
Waste disposal	12

**2.1 Caution**

Be alert!	13
Slippery floor	13
Safety lane	13
Overhead crane	13
Work in progress	14

**2.2 Danger**

Chemical burn	15
Electrical hazard	15
Explosion hazard	15
Flammable	15
Compressed gas	16
Poison	16
Biohazard	16

**3.1 Emergency**

Fire alarm	17
Fire extinguisher	17
Fire hose	17
Fire hydrant	17
Fire axe	18
First aid	18
Stretcher	18
Emergency telephone	18
Emergency shower	19
Emergency eyewash	19
Direction	19

**3.2 General Information**

Bus transportation	20
Cars	20
Trucks	20
Parking	20
Way in	21
Way out	21
Direction	21
Passenger elevator	21
Freight elevator	22
Stairs, up	22
Stairs, down	22
Stairs	22
Public telephone	23
Cafeteria	23
Coffee shop	23
Drinking water	23
Shower	24
Toilet for men	24
Toilet for women	24
Security post	24
Smoking area	25
Drain	25
Valve shut-off	25

**No parking**



**ICD**  
Sanserif capital letter "P".

**Purpose**  
To indicate an area where parking is prohibited.

**Text**  
No parking

**No buses**



**ICD**  
Side view of bus.

**Purpose**  
To indicate an area where buses are prohibited.

**Text**  
No buses

**No trucks**



**ICD**  
Side view of truck.

**Purpose**  
To indicate an area where trucks are prohibited.

**Text**  
No trucks

**No cars**



**ICD**  
Side view of car.

**Purpose**  
To indicate an area where cars are prohibited.

**Text**  
No cars

**Note** Users of Table 2 should note that the image description (ICD) for each topic is mandatory. The design of a symbol is not a standard but an example; the use of the designs shown is being encouraged.

**No smoking**



**ICD**  
Cigarette with smoke in side view, angled.

**Purpose**  
To indicate an area where smoking is prohibited.

**Text**  
No smoking

**No open flame**



**ICD**  
Match with flame in side view, angled.

**Purpose**  
To indicate an area where open flames are prohibited.

**Text**  
No open flame

**Do not drink**



**ICD**  
Tap above glass containing water indicated by wavy lines.

**Purpose**  
To signify non-drinkable (tap) water.

**Text**  
Do not drink

**Do not touch**



**ICD**  
Hand pointing downward with index finger extended; horizontal line below.

**Purpose**  
To signify a surface that must not be touched.

**Text**  
Do not touch  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

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**Head protection**

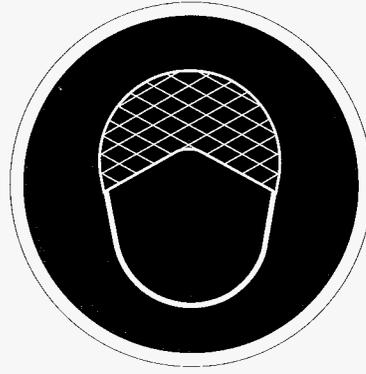


**ICD**  
Front view of head with hard hat in place.

**Purpose**  
To indicate an area or specific activity where head protection must be worn.

**Text**  
Head protection must be worn  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Hair protection**



**ICD**  
Front view of head with hair net in place.

**Purpose**  
To indicate an area or specific activity where hair protection must be worn.

**Text**  
Hair protection must be worn  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Eye protection**



**ICD**  
Front view of head with eye protection in place.

**Purpose**  
To indicate an area or specific activity where eye protection must be worn.

**Text**  
Eye protection must be worn  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Hearing protection**



**ICD**  
Front view of head with ear muffs in place.

**Purpose**  
To indicate an area or specific activity where hearing protection must be worn.

**Text**  
Hearing protection must be worn  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Note** Users of Table 2 should note that the image description (ICD) for each topic is mandatory. The design of a symbol is not a standard but an example; the use of the designs shown is being encouraged.

**Foot protection**



**ICD**  
Side view of safety boot.

**Purpose**  
To indicate an area or specific activity where foot protection must be worn.

**Text**  
Foot protection must be worn  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Hand protection**



**ICD**  
Safety glove in side view, angled at 45 degrees.

**Purpose**  
To indicate an area or specific activity where hand protection must be worn.

**Text**  
Hand protection must be worn  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Respiratory protection**



**ICD**  
Front view of head with respirator in place.

**Purpose**  
To indicate an area or specific activity where respiratory protection must be worn.

**Text**  
Breathing protection must be worn (texts may refer to a specific hazard and the type of respirator required).  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Fall protection**



**ICD**  
Side view of human figure off balance supported by full body safety harness attached to rope.

**Purpose**  
To indicate an area or specific activity where fall protection must be worn.

**Text**  
Fall protection must be worn  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Waste disposal**



**ICD**  
Standing figure adjacent to sectional elevation of waste receptacle; four representative articles of rubbish falling into the receptacle.

**Purpose**  
To indicate the receptacle where waste must be deposited.

**Text**  
Waste disposal

**Be alert!**



**CD**  
Exclamation point (mark).

**Purpose**  
To indicate the presence of a potential hazard.

**Text**  
Be alert! (Caution!)

**Slippery floor**



**ICD**  
Side view of human figure toppling off balance; horizontal line below.

**Purpose**  
To indicate the slippery condition of a floor (generally a temporary condition).

**Text**  
Caution! Slippery when wet

**Safety lane**



**CD**  
Side view of human figure walking between parallel, slotted floor markings.

**Purpose**  
To indicate the presence of a safety lane.

**Text**  
Caution! Safety lane

**Overhead crane**



**ICD**  
Side view of hook with safety catch; block (pulley) and cable above.

**Purpose**  
To indicate the potential hazard of an overhead crane.

**Text**  
Caution! Overhead crane

**Note** Users of Table 2 should note that the image description (ICD) for each topic is mandatory. The design of a symbol is not a standard but an example; the use of the designs shown is being encouraged.

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**Work in progress**



**ICD**  
Side view of human figure working with shovel adjacent to a pile of earth.

**Purpose**  
To indicate a work site.

**Text**  
Caution! Work in progress



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**Compressed gas**



**ICD**  
Front view of gas cylinder with pressure gauge and cap in place.

**Purpose**  
To indicate the presence of compressed gas.

**Text**  
Danger! Compressed gas (or Propane)  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

---

**Poison**



**ICD**  
Front view of skull centered above crossed bones.

**Purpose**  
To indicate the presence of a poisonous substance.

**Text**  
Danger! Poison

---

**Biohazard**



**ICD**  
Abstract design.

**Purpose**  
To indicate the presence of an infectious substance (e.g. viruses, bacteria, fungi or molds).

**Text**  
Danger! Biohazard (Infectious substance)  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Fire alarm**



**ICD**  
 Side view of fire alarm device with index finger pointing towards a solid square symbol contained within the outline of a square; adjacent to flames.

**Purpose**  
 To indicate and identify a device that initiates a fire alarm and emits an acoustic and/or visual alarm and/or notification of fire.

**Text**  
 Fire alarm  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

**Fire extinguisher**



**ICD**  
 Side view of fire extinguisher adjacent to flames.

**Purpose**  
 To indicate the location of a fire extinguisher.

**Text**  
 Fire extinguisher

**Fire hose**



**ICD**  
 Side view of a coiled fire hose (with nozzle) hanging on a rack; adjacent to flames.

**Purpose**  
 To indicate the location of a fire hose (stand pipe).

**Text**  
 Fire hose (Stand pipe)

**Fire hydrant**



**ICD**  
 Side view of fire hydrant adjacent to flames.

**Purpose**  
 To indicate the location of a fire hydrant.

**Text**  
 Fire hydrant

**Note** Users of Table 2 should note that the image description (ICD) for each topic is mandatory. The design of a symbol is not a standard but an example; the use of the designs shown is being encouraged.

---

**Fire axe**



**ICD**  
Side view of fire axe, angled at 45 degrees.

**Purpose**  
To indicate the location of a fire axe.

**Text**  
Fire axe

---

**First aid**



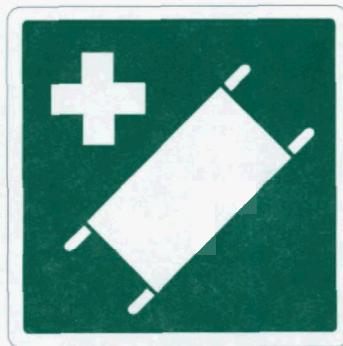
**ICD**  
Bandaged hand beneath a Greek cross.

**Purpose**  
To indicate the location of a facility providing first aid; e.g. a first aid station or first aid kit.

**Text**  
First aid

---

**Stretcher**



**ICD**  
Top view of stretcher (angled at 45 degrees) with Greek cross above.

**Purpose**  
To indicate the location of a stretcher.

**Text**  
Stretcher

---

**Emergency telephone**



**ICD**  
Telephone handset in profile adjacent to the letters "SOS" which are in sanserif type.

**Purpose**  
To indicate the location of an emergency telephone.

**Text**  
Emergency telephone

Emergency shower



**ICD**  
Side view of shower with shower head cantilevered over base; water indicated by lines of drops.

**Purpose**  
To indicate the location of an emergency shower.

**Text**  
Emergency shower  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

Emergency eyewash



**ICD**  
front view of eye above basin; water spray indicated by lines of drops.

**Purpose**  
To indicate the location of an emergency eyewash facility.

**Text**  
Emergency eyewash  
*Note: The use of explanatory text is recommended (see Clause 5.3).*

Direction



Arrow with Belgian head (as specified in ISO 496).

**Purpose**  
Indicating direction, this symbol may only be used in conjunction with one of the other "Emergency" symbols.

*Note: Text may be used to reinforce direction*

Single user license only. Storage, distribution or use on network prohibited. / Permis d'utilisation unique. Le stockage, la distribution ou l'utilisation sur le réseau est interdit.

**Bus transportation**



**ICD**  
Front view of bus.

**Purpose**  
To indicate the location where transportation by bus is available.

**Text**  
Bus transportation

**Cars**



**ICD**  
Side view of car.

**Purpose**  
To indicate a facility specifically designed (or intended) for cars.

**Text**  
Cars

**Trucks**



**ICD**  
Side view of truck.

**Purpose**  
To indicate a facility specifically designed (or intended) for trucks.

**Text**  
Trucks

**Parking**



**ICD**  
Sanserif capital "P".

**Purpose**  
To indicate an area where vehicles may be parked.

**Text**  
Parking (Visitor parking)

**Note** Users of Table 2 should note that the image description (ICD) for each topic is mandatory. The design of a symbol is not a standard but an example; the use of the designs shown is being encouraged.

Way in



**ICD**  
 Rectangular enclosure with top view of two swing doors in one side of enclosure. Doors are partially opened inwards with arrow head in opening.

**Purpose**  
 To indicate the location of an entrance or preferred way to enter.

**Text**  
 Way in (Enter)

Way out



**ICD**  
 Rectangular enclosure with top view of two swing doors in one side of enclosure. Doors are partially opened outwards with arrow head in opening.

**Purpose**  
 To indicate the location of an exit or preferred way to go out.

**Text**  
 Way out (Exit)

Direction



**ICD**  
 Arrow with Belgian head (as specified in ISO 4996).

**Purpose**  
 Indicating direction, this symbol may only be used in conjunction with one of the other "General information" symbols.

**Note:** Text may be used to reinforce direction.

Passenger elevator



**ICD**  
 Elevator cage in elevator shaft showing several pushbuttons on one side of cage; human figure in cage; "up" arrow above, "down arrow" below cage.

**Purpose**  
 To indicate the location of a passenger elevator.

**Text**  
 Elevator

Licensee only - Storage, distribution or use on network prohibited. / Permis d'utilisateur simple seulement. / Le stockage, la distribution ou l'utilisation sur le réseau est interdit.

**Freight elevator**



**ICD**  
Elevator cage in elevator shaft; push cart and crate in cage; "up" arrow above, "down" arrow below cage.

**Purpose**  
To indicate the location of a freight elevator.

**Text**  
Freight elevator

**Stairs, up**



**ICD**  
Staircase with one human figure walking up.

**Purpose**  
To indicate the location of stairs that lead to an upper level.

**Text**  
Stairs, up

**Stairs, down**



**ICD**  
Staircase with one human figure walking down.

**Purpose**  
To indicate the location of stairs that lead to a lower level.

**Text**  
Stairs, down

**Stairs**



**ICD**  
Staircase with two human figures, one walking up, one walking down.

**Purpose**  
To indicate the location of stairs.

**Text**  
Stairs

---

**Public telephone**



**ICD**  
Telephone receiver in profile.

**Purpose**  
To indicate the location of a public telephone.

**Text**  
Public telephone

---

**Cafeteria**



**ICD**  
Fork on left, knife on right, parallel.

**Purpose**  
To indicate the location of a cafeteria.

**Text**  
Cafeteria

---

**Coffee shop**



**ICD**  
Side view of cup and saucer.

**Purpose**  
To indicate the location of a coffee shop.

**Text**  
Coffee shop

---

**Drinking water**



**ICD**  
Tap above glass containing water indicated by wavy lines.

**Purpose**  
To signify drinkable (tap) water.

**Text**  
Drinking water

Single user license only - Storage, distribution or use on network prohibited / Permis d'utilisateur simple seulement. Le stockage, la distribution ou l'utilisation sur le réseau est interdite.

**Shower**



**ICD**  
Side view of shower with shower head cantilevered over base; water indicated by lines of drops.

**Purpose**  
To indicate the location of a shower.

**Text**  
Shower

**Toilet for men**



**ICD**  
Front view of male figure.

**Purpose**  
To indicate the location of a toilet intended for men only.

**Text**  
Men

**Toilet for women**



**ICD**  
Front view of female figure.

**Purpose**  
To indicate the location of a toilet intended for women only.

**Text**  
Women

**Security post**



**ICD**  
Security guard's badge.

**Purpose**  
To indicate the location of a security post.

**Text**  
Security post  
*Note: The use of explanatory text is recommended (see Clause 5.3).*



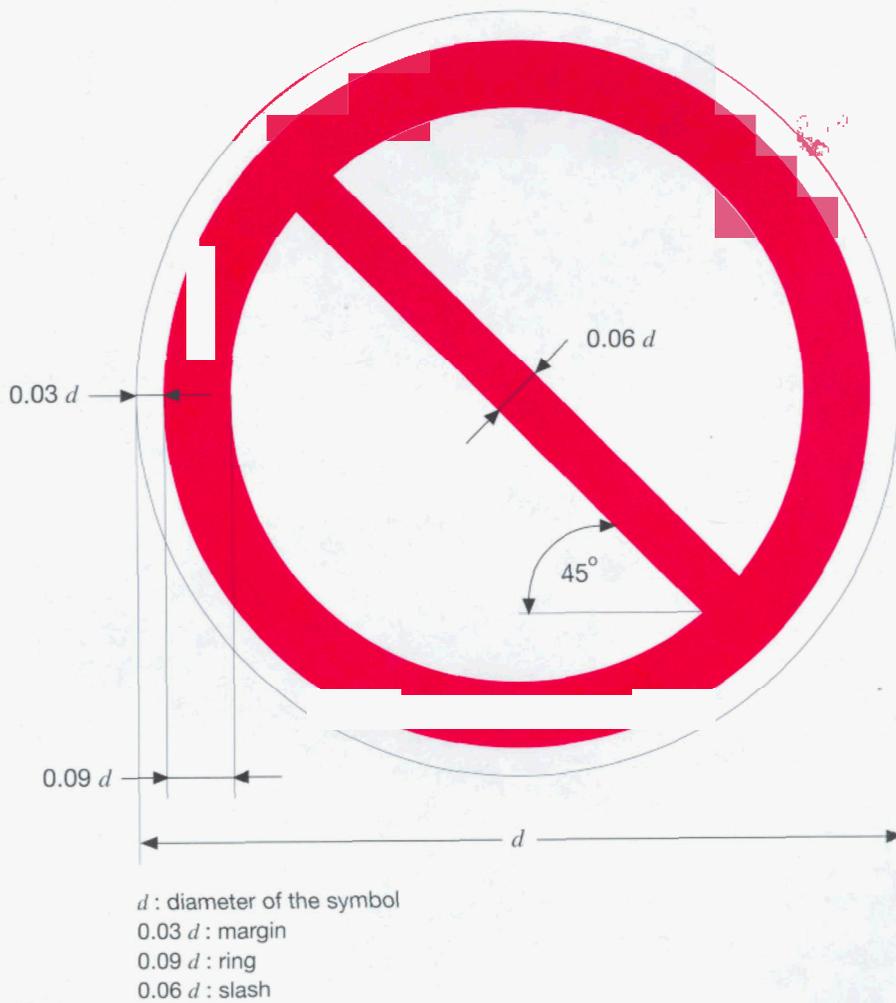
## 6. Graphic Requirements

### 6.1 Regulatory Signs

#### 6.1.1 Prohibition

**6.1.1.1 Symbol Sign** This sign shall have a black image located on a white disc surrounded by a red

ring, diagonally bisected at 45° by a red slash. This slash is preferably from top left to lower right, although from top right to lower left may be necessary under some circumstances having to do with the configuration of the image. The black image shall be overprinted by the red slash. Proportions for the image and slash are illustrated in Figure 2.



**Figure 2**  
**Prohibition Symbol**  
 (See Clause 6.1.1.1)

## 6.1 Regulatory Signs (Continued)

**6.1.1.2 Text Sign** This sign shall have black text located on a white field surrounded by a red rectangle.

**6.1.1.3 Symbol Sign with Text** This sign shall have a dark grey background in which is located, centered at top, the red, black and white symbol sign, surrounded by a white margin, with text in white, below.

### 6.1.2 Mandatory

**6.1.2.1 Symbol Sign** This sign shall have a white image located on a black disc. The colour black shall cover at least 50% of the total surface of the sign.

**6.1.2.2 Text Sign** This sign shall have white text located on a black rectangle.

**6.1.2.3 Symbol Sign with Text** This sign shall have a dark grey background on which is located, centered at top, the black and white symbol sign, surrounded by a white margin, with text in white, below.

## 6.2 Warning Signs

### 6.2.1 Caution

**6.2.1.1 Symbol Sign** This sign shall have a black image located inside a yellow equilateral triangle. The colour yellow shall cover at least 50% of the total surface of the sign.

**6.2.1.2 Text Sign** This sign shall have black text located on a yellow rectangle.

**6.2.1.3 Symbol Sign with Text** This sign shall have a dark grey background on which is located, centered at top, the yellow and black symbol sign, surrounded by a black margin, with text in white, below.

## 6.2.2 Danger

**6.2.2.1 Symbol Sign** This sign shall have a white image located on a red equilateral triangle. The colour red shall cover at least 50% of the total surface of the sign.

**6.2.2.2 Text Sign** This sign shall have white text located on a red rectangle.

**6.2.2.3 Symbol Sign with Text** This sign shall have a dark grey background on which is located, centered at top, the red and white symbol sign, surrounded by a white margin, with text in white, below.

## 6.3 Information Signs

### 6.3.1 Emergency

**6.3.1.1 Symbol Sign** This sign shall have a white image located on a green square. The colour green shall cover at least 50% of the total surface of the sign.

**6.3.1.2 Text Sign** This sign shall have white text located on a green rectangle.

**6.3.1.3 Symbol Sign with Text** This sign shall have a dark grey background on which is located, centered at top, the green and white symbol sign, surrounded by a white margin, with text in white, below.

### 6.3.2 General Information

**6.3.2.1 Symbol Sign** This sign shall have a white image located on a blue square. The colour blue shall cover at least 50% of the total surface of the sign.

**6.3.2.2 Text Sign** This sign shall have white text located on a blue rectangle.

**6.3.2.3 Symbol Sign with Text** This sign shall have a dark grey background on which is located, centered at top, the blue and white symbol sign, surrounded by a white margin, with text in white, below.

**6.4 Margins**

A white (or black, in the case of category 2.1) margin shall form part of a symbol to emphasize its shape. The width of the margin shall be  $3 \pm 0.5$  units (see Figure 3 regarding units).

**Notes:**

- (1) *Throughout this Standard, a 3 unit wide margin was used for the illustrations.*
- (2) *All margins for symbol signs are white, with the exception of that for Clause 6.2.1.1 which is black.*

**6.5 Colours**

**6.5.1 Use of Colour**

Specific colour codes have been adopted to distinguish between the six sign categories. The colours have been chosen to provide maximum feasible recognition by both normal and colour-deficient (specifically red-green confusing) observers. The use of colour shall be as follows:

- (a) **Prohibition:** red and black on white;
- (b) **Mandatory:** white on black;
- (c) **Caution:** black on yellow;
- (d) **Danger:** white on red;
- (e) **Emergency:** white on green; and
- (f) **General information:** white on blue.

**Note:** *For symbol signs with text, a dark grey shall be used as field (background) colour.*

**6.5.2 Colour Specifications**

The following is a list of Munsell system notations for each standard colour, and the equivalent CIE 1931 system data which may be needed when specifications are required.

**Notes:**

- (1) *Further information about colours can be found in Appendix A.*
- (2) *For the permitted tolerances to the data below, please refer to Table 1 of ANSI Standard Z535.1.*

Colour	Munsell notation		CIE Data		
	hue	value chroma	(y%)	x	y
Red	7.5 R	4.0/14	12.00	0.5959	0.3269
Yellow	5.0 Y	8.0/12	59.10	0.4562	0.4788
Green	7.5 G	4.0/9.0	12.00	0.2110	0.4121
Blue	2.5 PB	3.5/10	9.00	0.1691	0.1744
White	N	1.0(5R-5Y)	78.70	0.3101	0.3163
Black	N	5.0/	19.80	0.3101	0.3163
Dark grey	N	5.0/	19.80	0.3101	0.3163

## 6.6 Images

Images shall conform to the image content descriptions (ICD) specified in Table 2.

## 6.7 Shapes

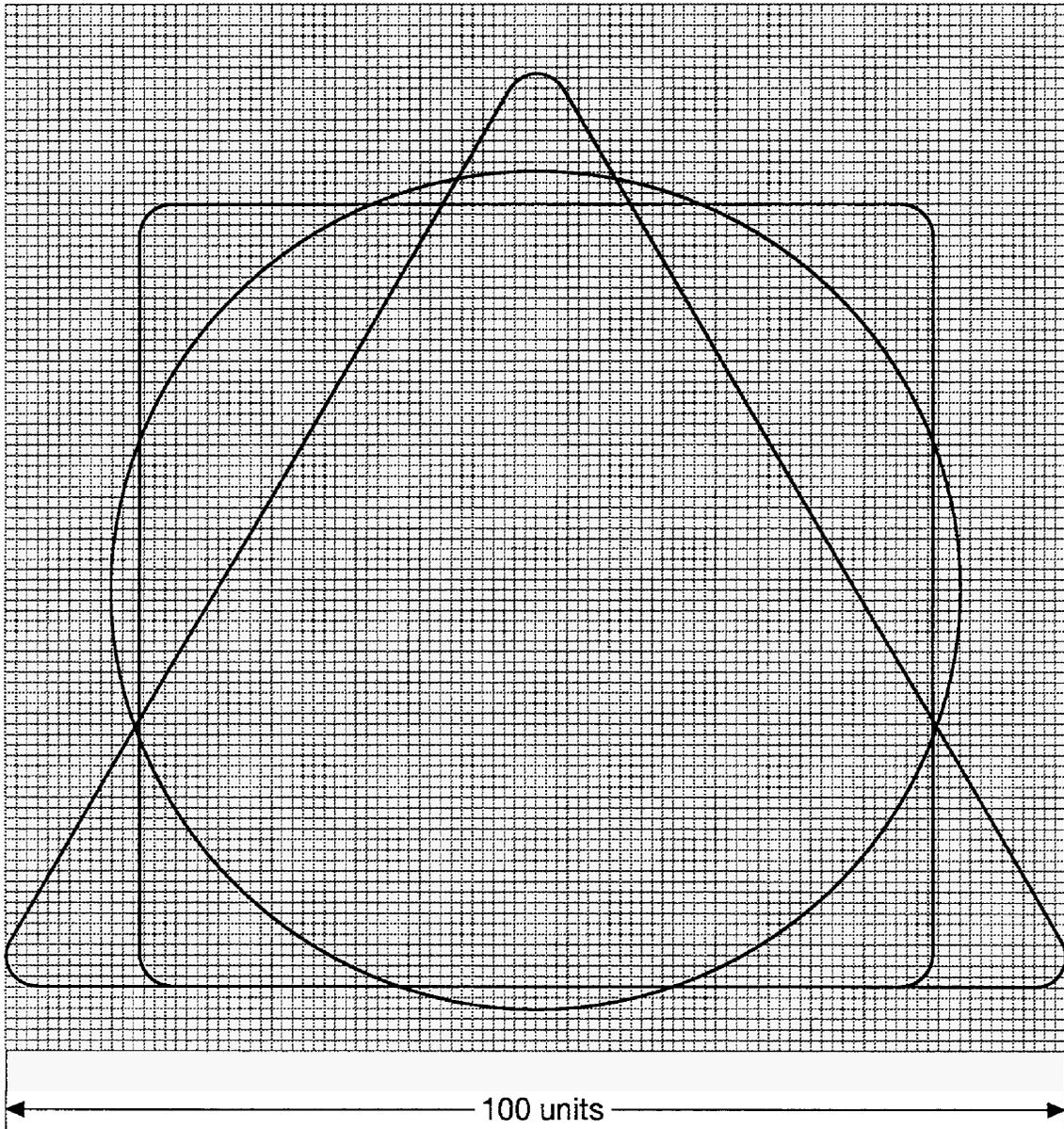
### 6.7.1

To compensate for differences in the surface area of the three shapes, and to ensure that all symbols appear relatively equal in size when viewed from the same distance, the relative proportions shall be as follows (see Figure 3):

- (a) the base of the equilateral triangle: 100 units;
- (b) the diameter of the circle: 80 units; and
- (c) the height of the square: 75 units.

### 6.7.2

The use of rounded corners is recommended for triangular and square symbols and also for signs. (For reference see illustrations throughout this Standard.)



**Triangle :** 100 units (measured on the base)  
**Circle :** 80 units (measured on the diameter)  
**Square :** 75 units (measured on the height)

**Figure 3**  
**The Relative Proportions of Circles, Triangles and Squares**  
(See Clauses 6.4 and 6.7.1.)

## 6.8 Text

### 6.8.1 Symbol Signs with Text

Signs that incorporate a symbol and text shall have a dark grey background. The symbol shall appear in the specified colours and the explanatory text shall be white (see Table 1 and Figure 1.)

### 6.8.2 Text Signs

The colour of the text shall be white or black, as appropriate, to contrast with the particular background colour (see Table 1).

### 6.8.3 Use of Text

The use of explanatory text is recommended (see Clause 5.3) for the following topics:

- (a) Do not touch;
- (b) Head protection;
- (c) Hair protection;
- (d) Eye protection;
- (e) Hearing protection;
- (f) Foot protection;
- (g) Hand protection;
- (h) Respiratory protection;
- (i) Fall protection;
- (j) Compressed gas;
- (k) Biohazard;
- (l) Fire alarm;
- (m) Emergency shower;
- (n) Emergency eyewash;
- (o) Security post;
- (p) Drain; and
- (q) Valve shut-off.

## 6.9 Letterforms

### 6.9.1 Letterstyle

Sanserif, bold or regular versions shall be used (see Figure 4).

### 6.9.2 Proportions

The relative proportion of x-height to cap-height should be 3:4 (see Figure 4).

#### Bold version



#### Regular version



**Figure 4**  
**Letterforms**

(See Clauses 6.9.1 and 6.9.2.)



## Appendix A Rationale for the Use of Specific Colours

*This Appendix is not a mandatory part of this Standard.*

### A1. Specific Colours

#### A1.1

Four distinct hues are specified in this Standard:

red;  
yellow;  
green; and  
blue.

In addition, three supplementary colours are specified:

black;  
white; and  
dark grey.

#### A1.2 Red

**A1.2.1** This Standard gives greater meaning to red by restricting its use to two categories only: 1.1 Prohibition and 2.2 Danger. Psychologically, red has a long-standing association with both of these concepts. Even before this Standard was first published in 1977, a preferred method of indicating prohibition was a red X over an image.

**A1.2.2** This Standard differs from ISO 3864 in that it uses two separate colours for Warning. Whereas ISO has only yellow signs, this Standard calls for two grades of Warning, making a distinct difference between Caution (yellow) and Danger (red).

#### A1.3 Yellow

Yellow is restricted to one category only: 2.1 Caution. There is a long-standing association of yellow with this concept, especially for North American road signs.

#### A1.4 Green

Green is restricted to one application only: 3.1 Emergency. This Standard uses green (not red) as the colour to symbolize the concept of personal safety, particularly in the context of fire protection equipment. This Standard is in keeping with long-standing usage throughout Europe, Japan, parts of S.E. Asia, and several states in the USA, and corresponds to ANSI Standards Z535.1 to Z535.4.

#### A1.5 Blue

Blue is restricted to a single use: 3.2 General Information. Unlike red, yellow, and black, which have forceful overtones, blue is a relatively bland and permissive hue. It was selected for this reason, in as much as so many signs fall into the General Information category. Note also that this permissive quality is likewise appropriate because the colour blue is used to convey the concept of permission in direct contrast to red, which denotes prohibition.

#### A1.6 Black

**A1.6.1** Black is used in three applications: 1.1 Prohibition, 1.2 Mandatory, and 2.1 Caution. Frequently it is combined with white and thus assumes a psychological overtone of authority, as when something is spelt out in black and white. Black and white are the colours used to denote regulations on highways.

**A1.6.2** This standard also differs from ISO 3864 on the matter of colour in category 1.2. While this Standard specifies a black disk with a white image, ISO calls for a blue disk with a white image. The rationale behind this is noted in Clause A1.6.1. Black and white are well established as regulatory colours in Canada, whereas blue has a permissive connotation (ie, a place where people may eat is identified by a knife and fork on a blue field); hence CSA's adoption of black for the purpose of mandatory signs.

#### A1.7 White

White is widely used in this Standard, appearing in five of the six categories, the exception being category 2.1 which is yellow and black. The reason for this is that a reverse (ie, white) image on a yellow field lacks adequate contrast for legibility purposes.

#### A1.8 Dark Grey

Dark grey is used as the background colour for symbol signs with text. This colour provides good contrast with any of the colours in this Standard and, because of its neutral value, is compatible with most environments.

## A2. Acceptable Alternative Colours

In lieu of the colours specified throughout this Standard, you may use the following PANTONE®\* Colours, the standards for which are as shown in the current edition of the PANTONE Colour Formula Guide 1000. For:

Red, use PANTONE 193C;  
Yellow, use PANTONE 109C;  
Green, use PANTONE 341C;  
Blue, use PANTONE 3015C; and  
Dark grey, use PANTONE 432C.

**The colours shown throughout this Standard are not intended to match the PANTONE Colour Standards.** The non-PANTONE Colours listed in this Standard are not equivalent to the Pantone Colours cited and should not be cross-referenced.

\* PANTONE® is a registered trademark of Pantone, Inc.

## Appendix B User Guide

This Appendix is not a mandatory part of this Standard.

### Introduction

This Standard describes a system for the standardization of signs and symbols for use in the workplace. It is concerned with health, safety, and related messages and sets out specific requirements for the design and use of signs and symbols in the workplace.

The guidelines in this User Guide provide a general overview of the Standard as well as general information for the planning and implementation of signs. Before using these guidelines, users should review the Standard itself.

### B1. Classifications of Signs

#### B1.1

Within the context of this Standard, there are three classifications of signs for the workplace:

- Regulatory;
- Warning;
- Information.

These three classifications define the intentions for individual signs and set out the contexts for the images that are displayed on the signs.

#### B1.2 Regulatory

Regulatory signs are intended to regulate behaviour, either in terms of prohibiting certain acts (ie, parking) or declaring others mandatory (ie, the wearing of protective equipment).

#### B1.3 Warning

Warning signs are intended to warn, either of potential hazards to health and safety (ie, “Floor slippery when wet” signs) or as imminent hazards involving danger (ie, signs relating to the presence of explosives).

#### B1.4 Information

Information signs are intended to identify fire protection and emergency equipment (ie, fire hose cabinets) and to convey other information, such as washrooms, vending equipment, etc.

### B2. Categories of Signs

Please read in conjunction with Table 1 of the Standard

#### B2.1 Six Categories

The three sign *classifications*, are divided into six sign *categories* or ways in which safety information may be transmitted.

#### B2.2 Classification 1.0 Regulatory

**B2.2.1 Category 1.1 Prohibition** Text for these signs generally begins with “No” followed by the word identifying the prohibited action (ie, no running, no entry, etc); there are some exceptions (ie, “Do not drink the water”).

**B2.2.2 Category 1.2 Mandatory** Most mandatory text messages refer to protective equipment that must be worn; the general form is to commence with words describing this protective equipment and to conclude with the words “must be worn”.

#### B2.3 Classification 2.0 Warning

**B2.3.1 Category 2.1 Caution** The prefix “Caution” (or “CAUTION”), in CAPS or a mixture of upper and lower case letters, is used in conjunction with the hazard or subject of concern, (ie, “Slippery Floor” or “Floor slippery when wet”). Both of these phrases are equally acceptable although only in the case where the floor is actually wet, otherwise “slippery floor” may indicate a permanent condition. There is considerable latitude in this category governed by good sense and concise language.

**B2.3.2 Category 2.2 Danger** The prefix “Danger” (or “DANGER”), in CAPS or a mixture of upper and lower case letters, precedes the hazard or subject of concern.

#### B2.4 Classification 3.0 Information

**B2.4.1 Category 3.1 Emergency** Emergency signs refer to the emergency equipment (ie, stretchers) which is being identified or the emergency concept (ie, First Aid) which is being referenced.

**B2.4.2 Category 3.2 General Information** Used mainly to identify a wide range of concepts (ie, from “Bus transportation” to “Showers”), this classification is also used for indicating the concept of permission (ie, the image of an upper case “P” implies “Parking”).

## B3. Types and Functions of Signs

### B3.1 Types of Signs

There are three types of signs within the context of this Standard:

**Symbol signs** have as their sole content images inside distinctive shapes and colours;

**Symbol signs with text** have as their content a symbol sign and some explanatory text, all on a neutral, dark grey field or background; and

**Text signs** have their messages composed entirely in words, or text on backgrounds that are appropriately coloured.

These sign types are illustrated in Figure 1 and Table 1 of this Standard.

### B3.2 Functions of Sign Types

**B3.2.1** Some further explanations of the principal functions of each of these types of signs are necessary for a complete understanding of this Standard.

**B3.2.2 Symbol Signs** *Symbol signs* are only used when the images they display can be counted on to be instantly recognized and understood. The “P” for parking signs, whether prohibiting or permitting the act, is such an example. There are, however, relatively few others where the image is in no need of support or explanation by text. Washrooms, pay telephones, cafeterias, and coffee shops are further examples of the appropriate use of symbol signs.

**B3.2.3 Symbol Signs with Text** *Symbol signs with text* are the norm whenever there is a need for explanation or amplification of the image. A good example is the sign for breathing protection (see Table 2, 1.2 Mandatory). In all probability, the image of this equipment alone will be inadequate to fulfill health and safety requirements; some definition of the type of breathing protection equipment will be necessary.

A further reason for the desirability of this type of sign is that the words used with the image may be more important and significant than the image itself. In other words, compliance with the sign’s message is more assured when words are added to these specific images.

A third reason has to do with familiarity. All symbol signs require a certain amount of knowledge or acquaintance with the concept being illustrated by the symbol. The combination of text with picture confirms this.

Finally, the combination of symbols with text is a valuable communication tool where the symbol part of the sign, the image in its distinctive shape and colour, attracts the eye and focuses the mind on a certain desired or undesirable action or hazard, while the text explains it further. The effect is similar to the added potency of television images with speech, compared to voice only on the radio.

**B3.2.4 Text Signs** *Text signs* are used whenever there is no appropriate symbol to convey a given message. Biohazards such as airborne asbestos fibre are difficult, if not impossible, to display symbolically and in all such cases, rather than inventing an image that may be meaningless, text signs are used. As illustrated in Table 1, there are requirements for the creation of text signs just like there are for all other safety signs.

*Text signs with symbols* are a sub-section of text signs. A text or verbal message sign may be improved, from a communication standpoint, if it is accompanied by an appropriate symbol. For example, the statement that there are additional washrooms down the hall can best be expressed by a text sign. Its meaning, however, will be enhanced by the addition of a washroom symbol located alongside, or over, the text or verbal message.

## B4. Sign Requirements

### B4.1 Basic Elements

Safety signs are composed of three basic and distinctive elements:

**Shapes** (circles, triangles, squares, and rectangles);

**Colours** (red, yellow, green, blue, grey, black, and white);

**Images** (pictorial representation of objects or actions).

### B4.2 Classification

The three basic elements of shape, colour and image combine to create individual classifications, categories, and types of signs (see Table 1). Although there is latitude in the precise manner and style of designing the images, there can be no departure from the use of shapes and colours to define the functions and look of signs in the work environment.

### B4.3 Rationale for Shapes

There are only three distinct shapes used for signs. They include:

**Circles;**

**Triangles;**

**Rectangles** (including squares).

There is a long-standing use of the circle for traffic control signs to indicate restrictions, although the added diagonal to create the prohibition concept is relatively recent. Prior to the early 1970s, prohibition was expressed by a free-standing symbol with an x pasted over it. Otherwise it was a symbol in a square with a diagonal line or slash through it.

There is a long-standing use of the triangle as a symbol of warning in traffic signs. The triangle is used for this purpose in Europe, as well as in North America where an upside-down triangle is a "Yield" sign. Of the three shapes, the spiky nature of the triangle is unquestionably the most aggressive and is therefore considered to be the most suitable for the purpose of warning.

Rectangles (including squares) have been the most commonly used shapes for signs. The rectangle has long been associated with messages that convey information, and it is also the most efficient shape with respect to surface area.

## B5. Symbol Selection

### B5.1 Message Requirements

Users will probably have developed specific message requirements suitable for their particular workplace. This Standard includes most of the commonly-used messages expected to be displayed in these environments; they are listed in the Topic Index (Clause B7) at the end of this User Guide.

### B5.2 Topic Index

To determine whether there is a symbol that is suited to a given message, consult the Topic Index using a key word or topic (ie, "Parking", for both "No Parking" and "Parking" or "Fire equipment" for a listing of the range of such equipment).

The Topic Index also shows the category in which the image should be used. Under "Eye protection", for example, the reader will see, in the right hand column, that the proper application is category 1.2 Mandatory and, therefore, should be accompanied by the text "Eye protection must be worn".

If the user cannot find a particular topic, it means that it is not part of this Standard. The user is then encouraged to use a text sign as indicated in Clause 6.8, to consult the Z321 Technical Committee regarding the development of an appropriate symbol, or to refer to the list of symbols in International Standard ISO 3864.

## B6. Planning, Placement and Installation of a Sign System

### B6.1 Introduction

This Clause sets out principles to assist in the planning, placement, and installation of signs in the workplace.

Signs have a direct influence on the operation and appearance of the workplace and therefore should be well planned and executed. This means interpreting the needs of users, or workers, and defining operational requirements. Good signage helps to explain the workplace and, in a sense, answers questions before they are asked.

## B6.2 Planning

**B6.2.1 General Concerns** When undertaking the task of determining the sign messages required and establishing a sign schedule, a number of key questions should be answered. These include:

- What are the user's needs for information about access, traffic patterns, principal destinations, safety, and security?
- What messages are needed to regulate, warn, inform, or identify?
- Have all of these required messages been classified in accordance with the system described in this Standard?
- Which messages can be conveyed by means of the appropriate symbol sign as described in this Standard?
- Which messages must be conveyed by using symbol signs with text, or text signs; and is the proposed wording clear and concise? (Rephrasing can often lead to a more effective sign.)
- Is there a hierarchy, or order of importance, for the different messages?
- Is this order being conveyed to the users? (More important messages should stand out.)
- Has there been an assessment of all existing signs in the workplace? Certain signs may prove to be obsolete or redundant; have they been removed?

These questions reinforce the notion that few signs work in isolation and that the effectiveness of a sign system depends on the consistency of all its components. To this end, it is important to develop an appropriate site plan, a sign schedule, and instructions concerning installation.

**B6.2.2 Perception Factors** The perception of a sign depends on factors such as :

- viewing distance and angle;
- illumination;
- clarity of the messages;
- reading time; and
- speed of movement past it.

These factors influence an observer's ability to perceive a specific sign; to read its message; and to act upon it. Because viewing conditions will vary greatly, the conditions in the particular workplace should be assessed.

Basically, there are two questions that need to be answered when planning the size and location of a sign:

- Will the sign be conspicuous enough? (see Clause B6.4); and
- Will the sign be legible? (see Clause B6.5).

**B6.2.3 Application of Signs** Each symbol should be used only for the specific purpose outlined in Table 2 of the Standard. For example, the symbol for eye protection should only be used to indicate that eye protection is mandatory or must be worn in a specific area. (See also the Topic Index, Clause B7.)

To ensure correct usage, instructions regarding the specific purpose of the symbol should accompany the symbol. For example, instructions for the eye protection symbol might state: "This symbol should only be used to indicate that eye protection is mandatory in a particular area or near the activity where the symbol is placed".

Symbols should not be used decoratively as safety posters in areas where they are not needed. This decreases their effectiveness in those areas when they are required to convey a specific message. For example, the mandatory symbol for eye protection should not be placed on a lunch room wall where the wearing of eye protection is not mandatory.

## B6.3 Placement of Signs

**B6.3.1 General Concerns** Effective placement of workplace signs is as important as their design. Signs function in the context of their surroundings and are perceived as being part of these surroundings. The following points should be considered when planning the placement of symbol signs:

- The placement of signs should be done in consultation with the regulatory authority responsible for workplace safety.
- Signs should be placed in a uniform and consistent manner giving users reference points at appropriate locations or decision points.

- Signs should be placed in areas where they will immediately be visible. For example, place signs in areas where lighting is adequate or at entrances to areas where they will apply.
- Signs should be placed so that users have enough time to take appropriate action.
- Each sign should be used only for the purpose for which it was intended. This is most critical in the case of workplace signs that have a clearly defined function (see Table 2 of the Standard and the Topic Index, Clause B7).
- In general, signs are more effective when displayed alone. When signs must be grouped together, they should be placed in an appropriate order or hierarchy.
- The number of symbols placed in one area should be limited. Too many symbols displayed in the same area may lead to situations where the worker will not be able to assimilate all the messages being conveyed. It is recommended that the number of symbols in any one location be kept to a maximum of three. When signs are grouped together, there should be adequate distance between them to avoid confusion.
- The selection of symbol sizes should be based on consideration of all factors related to anticipated viewing distance, placement, and the environment.
- When signs are installed, testing should be done to ensure that the location is appropriate and that the messages are understood by the workforce.
- Workplace signs should be maintained in good condition at all times.

**B6.3.2 Viewing Distance** The values shown below are based on normal viewing and adequate lighting conditions. Legibility at a given viewing distance varies according to a number of factors including:

- the image detail of the symbols;
- illumination; and
- the visual acuity of the viewer.

The following values, therefore, are intended for general guidance only and do not represent a definitive distance/size relationship.

Viewing distance	Symbol size
3–6 m	40 mm
6–9 m	60 mm
9–12 m	80 mm
12–15 m	100 mm
15–18 m	120 mm
18–24 m	160 mm
24–30 m	200 mm
30–36 m	240 mm
36–48 m	320 mm
48–60 m	400 mm
60–72 m	480 mm
72–90 m	600 mm

## **B6.4 Installation** (See Figure B1)

**B6.4.1** Signs can be installed by various means employing the following methods:

- mounted on exterior or interior surfaces;
- erected on posts to be free-standing;
- suspended from ceilings;
- mounted on wall brackets; or
- designed to be movable when the message to be conveyed is temporary in nature.

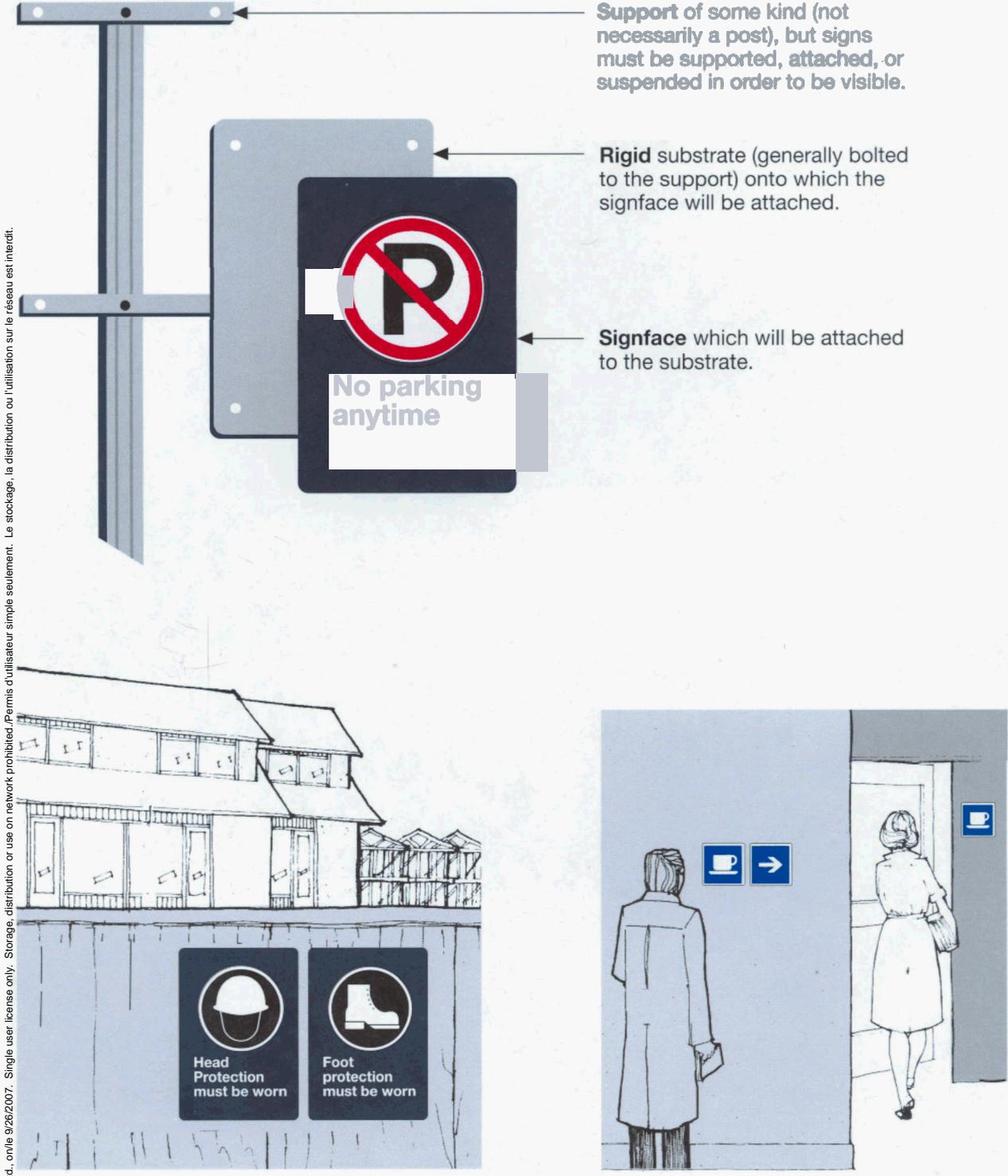
**B6.4.2** The most suitable method of installation will normally be based on:

- the nature of the facility;
- the type of sign;
- its message; and
- the needs of the users.

**B6.4.3** All signs should be displayed in a manner that is consistent throughout a facility. For example, directional signs should appear at the same height and, thus, become reference points that are readily noticeable.

## **B6.5 Illumination**

Normally, available ambient light should be sufficient to illuminate signs. Signs that must be visible during emergency conditions (ie, in a power failure) will require special battery-operated lighting. It is also important to provide proper illumination for signs that convey a regulatory, warning, or emergency message, and to ensure effective recognition of safety colours. Certain light sources such as low and high pressure sodium lamps, and clear mercury vapour lamps may distort colours. These are to be avoided as they may alter the appearance of the colours completely.



**Figure B1**  
**Examples of Installation**  
(See Clause B6.4.)

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## B7. Topic Index

References in italic type refer to Table 2

### A

Acid  
Chemical burn *2.2 Danger*

### B

Be alert! *2.1 Caution*  
Biohazard *2.2 Danger*  
Breathing (respiratory) protection *1.2 Mandatory*  
Burns  
Chemical *2.2 Danger*  
Buses  
No buses *1.1 Prohibition*  
Bus transportation *3.2 General Information*

### C

Cafeteria *3.2 General Information*  
Cars  
No cars *1.1 Prohibition*  
Caution  
Be alert! *2.1 Caution*  
Coffee shop *3.2 General Information*  
Compressed gas *2.2 Danger*  
Crane  
Overhead *2.1 Caution*

### D

Direction  
Emergency-related *3.1 Emergency*  
General information-related *3.2 General Information*  
Drain *3.2 General Information*  
Drinking water  
Do not drink *1.1 Prohibition*  
Drinking water *3.2 General Information*

### E

Electrical hazard *2.2 Danger*  
Elevator  
Freight *3.2 General Information*  
Passenger *3.2 General Information*  
Emergency  
Eyewash *3.1 Emergency*  
Telephone *3.1 Emergency*  
Shower *3.1 Emergency*  
Entry (way in) *3.2 General Information*  
Explosion hazard *2.2 Danger*  
Exit (way out) *3.2 General Information*

Eye protection *1.2 Mandatory*  
Eyewash *3.1 Emergency*  
Emergency

### F

Fall protection *1.2 Mandatory*  
Fire hazard (flammable) *2.2 Danger*  
Fire-fighting equipment  
Fire alarm *3.1 Emergency*  
Fire axe *3.1 Emergency*  
Fire extinguisher *3.1 Emergency*  
Fire hose (stand pipe) *3.1 Emergency*  
Fire hydrant *3.1 Emergency*  
First aid *3.1 Emergency*  
Flammable  
Floor  
Slippery *2.1 Caution*  
Foot protection *1.2 Mandatory*  
Freight Elevator *3.2 General Information*

### G

Gas  
Compressed *2.2 Danger*

### H

Hair protection *1.2 Mandatory*  
Hand protection *1.2 Mandatory*  
Head protection *1.2 Mandatory*  
Hearing protection *1.2 Mandatory*

### L

Lane  
Safety lane *2.1 Caution*

### N

No  
Open flame *1.1 Prohibition*  
Parking *1.1 Prohibition*  
Buses *1.1 Prohibition*  
Cars *1.1 Prohibition*  
Trucks *1.1 Prohibition*  
Entry *1.1 Prohibition*

### O

Overhead crane *2.1 Caution*

**P**

- Parking 3.2 *Information*
  - No Parking 1.1 *Prohibition*
  - Parking allowed 3.2 *General Information*
- Passenger elevator 3.2 *General Information*
- Personal protective equipment 3.2 *Mandatory*
  - Breathing (respiratory) protection 1.2 *Mandatory*
  - Eye protection 1.2 *Mandatory*
  - Fall protection 1.2 *Mandatory*
  - Foot protection 1.2 *Mandatory*
  - Hair protection 1.2 *Mandatory*
  - Hand protection 1.2 *Mandatory*
  - Head protection 1.2 *Mandatory*
  - Hearing protection 1.2 *Mandatory*
- Phone—see Telephone
- Poison 2.2 *Danger*
- Public telephone 3.2 *General Information*

**S**

- Safety lane 2.1 *Caution*
- Security post 3.2 *General Information*
- Shower
  - Emergency 3.1 *Emergency*
  - Shower 3.2 *General Information*
- Slippery floor 2.1 *Caution*
- Smoking
  - No smoking 1.1 *Prohibition*
  - Smoking area 3.2 *General Information*
- Stairs
  - Down 3.2 *General Information*
  - Up 3.2 *General Information*
  - Down/Up 3.2 *General Information*
- Stretcher 3.1 *Emergency*

**T**

- Telephone
  - Emergency 3.1 *Emergency*
  - Public 3.2 *General Information*
- Toilet
  - Men 3.2 *General Information*
  - Women 3.2 *General Information*
- Touch
  - Do not touch 1.1 *Prohibition*
- Trucks
  - No trucks 1.1 *Prohibition*
  - Trucks 3.2 *General Information*

**V**

- Valve shut-off 3.2 *General Information*
- Vehicles
  - No buses 1.1 *Prohibition*
  - No cars 1.1 *Prohibition*
  - No trucks 1.1 *Prohibition*

**W**

- Washroom—see Toilet
- Waste disposal 1.2 *Mandatory*
- Water
  - Do not drink 1.1 *Prohibition*
  - Drinking water 3.2 *General Information*
- Work in progress 2.1 *Caution*
- Way in (entry) 3.2 *General Information*
- Way out (exit) 3.2 *General Information*

# Proposal for Change

To help our volunteer members to assess proposals to change requirements we recommend that each proposal for change be submitted in writing and identify the

(a) Standard number;

(b) Clause number;

(c) proposed wording of the Clause (requirement, test, or pass/fail criterion) using mandatory language and underlining those words changed from the existing Clause (if applicable); and

(d) rationale for the change, including all supporting data necessary to be considered.

The proposal should be submitted to the Standards Administrator at least one month prior to the next meeting of the Committee. It is CSA Committee practice that only those proposals sent out to members prior to a meeting can be the subject of discussion and action. This is to allow the members time to consider the proposal and to do any research they may feel necessary.

**Date:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
YY MM DD

**To:** The Standards Administrator of CSA Standard \_\_\_\_\_

**From:** \_\_\_\_\_

**Affiliation:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Re:** Request for an Amendment, Deletion, or Addition to Clause(s) \_\_\_\_\_

**Proposed change:**

(Use reverse and additional pages as required.)

# Order Form Bon de commande

Product Description Produit	Quantity Nombre	Price Prix	Sub-Total Total	Shipping (see chart) Frais de port (voir grille)	Sub-Total Total	GST* TPS*	PST** TVP**	Sub-Total Total	QST*** TVQ***	Sub-Total Total
	X		=	+			+			+
	X		=	+			+			+
	X		=	+			+			+
	X		=	+			+			+
	X		=	+			+			+
<b>Grand Total/Total global :</b>										

\* Add GST to all Canadian Orders. (NOTE: The CE Code Handbook and all PLUS products are GST exempt) / Ajouter la TPS à toute commande passée au Canada. (NOTE: Le Guide explicatif du CCE et les répertoires sont exempts de TPS.)  
 \*\* Add PST on all orders for electronic products placed in Alberta, British Columbia, Manitoba, New Brunswick or Ontario. / Ajouter la TVP à toute commande de produits électroniques passée en Alberta, en Colombie-Britannique, au Manitoba, au Nouveau Brunswick et en Ontario.  
 \*\*\* Add QST to all Quebec orders. (NOTE: The CE Code Handbook and all PLUS products are QST exempt) / Ajouter la TVQ à toute commande passée au Québec. (NOTE: Le Guide explicatif du CCE et les répertoires sont exempts de TVQ.)

## SHIP TO • EXPÉDIER À

If billing address is different, please specify.  
 Si la facture doit être envoyée à une autre adresse, veuillez l'indiquer.

Name / Nom \_\_\_\_\_ Title / Titre \_\_\_\_\_  
 Address / Adresse \_\_\_\_\_  
 City / Ville \_\_\_\_\_ Prov. / State / Prov. / Ét t \_\_\_\_\_  
 Country / Pays \_\_\_\_\_ Postal / Zip code / Code postal \_\_\_\_\_  
 Telephone / Téléphone \_\_\_\_\_ SM or CM NO. / N° MS ou MC \_\_\_\_\_

Note: Discount applicable only if sustaining or certification No. provided.  
 La remise est accordée uniquement si le n° de membre de soutien ou de certification est donné.

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Product Produit	Canada	United States États-Unis	Other Countries Autres pays
Printed Publications Publications imprimées	\$4/copy 4 \$/exemplaire	\$6/copy 6 \$/exemplaire	\$10/copy 10 \$/exemplaire
CD-ROM 2200	\$60/year 60 \$/année	\$60/year 60 \$/année	\$200/year 200 \$/année
Other Electronic products Autres produits électroniques	\$15/copy 15 \$/exemplaire	\$15/copy 15 \$/exemplaire	\$60/copy 60 \$/exemplaire

**NOTES**  
 (1) All printed publications are shipped by first class mail unless otherwise specified. All electronic products are shipped by courier.  
 (2) Any items shipped to the United States, air or ground, may be charged customs charges for clearance. These charges are passed on to the consignee and are based on the declared value of the shipment.

**REMARQUES**  
 (1) Sauf indication contraire, les publications imprimées sont envoyées par courrier de 1<sup>re</sup> classe, et les produits électroniques, par service de messagerie.  
 (2) Tout article expédié aux États-Unis, par transport aérien ou terrestre, peut faire l'objet de frais de douanes. Ces frais, le cas échéant, sont payables par le destinataire et sont basés sur la valeur déclarée de l'envoi.

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All first-time orders are to be paid by cash, cheque or credit card.  
 Toute commande initiale doit être payée comptant, par chèque ou par carte de crédit.

4 Charge to credit card indicated • Porter à mon compte :  
 American Express  Visa  Master Card  Expiration date/Date d'expiration \_\_\_\_\_  
 Card holder's name • Nom du titulaire \_\_\_\_\_  
 Signature \_\_\_\_\_

1 Purchase Order No. • Bon d'achat n° \_\_\_\_\_ CSA Customer No. • N° de client CSA \_\_\_\_\_  
 (North America only/Amérique du Nord seulement)  
 3 Payment enclosed \$ • Montant inclus \$ \_\_\_\_\_  
 Make cheque payable to Canadian Standards Association. / Le chèque doit être fait à l'ordre de l'Association canadienne de normalisation.



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