

# SURVEY THE WORKPLACE TO EVALUATE YOUR SIGN NEEDS

Even if your facility has safety signs, it's a good idea to conduct a walkthrough to assess *what you have* and determine *what you need*. Be sure to document your findings as you go along and consider taking photographs. Asking workers for input may also assist you with this effort.



## LOOK FOR SIGNAGE CONCERNS

As you survey your workplace, you may find any number of signage issues, including:

- Sign overload, where several signs are posted in one place;
- Illegible, defaced, or otherwise damaged signs;
- Covered or obstructed signs that are blocked from view;
- Missing signs (that you know were once posted);
- Signs indicating the location of safety or fire equipment that is no longer present;
- Temporary signs that should have been removed when the hazard or operation ended;
- Otherwise inaccurate signs with false messages or arrows;

### Remember ...

OSHA requires safety signs to be accurate!