Hazard Door Sign Instructions

These instructions will guide you on how to use the new hazard door sign templates (1, 2 or 3 hazards) and how to post it on your door. The biohazard and radiation portion of the door sign can only be used by labs that hold an active permit with the university. The chemical portion can be used by any lab that stores and uses chemicals.

Door sign posting

The hazard door sign must be:

- Posted at eye level on your lab door.
- It must be easily visible and not obstructed by any other signs or stickers.
- It is recommended to use a plastic sheet protector, or to laminate the door sign, to protect it from damage over time.

The sign should be edited and re-posted when the following occurs:

- Your highest risk radiation or biohazard agent increases or decreases—an amendment must be submitted and approved prior to editing the sign.
- A higher risk chemical is purchased
- Your main lab contact information has changed
- The PPE requirements have changed
- The sign has deteriorated

Door sign template

Download the appropriate door sign template for your lab (1, 2 or 3 hazards), save as a new file. Also, download the zip folder containing the PPE symbols that are to be inserted into the template. These templates can be edited as needed.

Edit each section of the sign to customize it to your lab work. Do not remove the Queen's Logo or EHS contact information from the sign. Also, do not adjust the size of the sign, pictures or fonts.

- **Building Name & Room Number**

  Type the building name and room number of your lab at the top left corner.

- **Radiation**

  If you need to change a hazard logo, right click on the hazard you want to change, and choose 'Change Picture' then 'From this Device' to select the appropriate Radiation logo

from the downloaded image files (Radiation, X-Ray or Laser). Select the highest risk radiation type from the drop-down menu that you are approved to work with on your radiation permit. If you require X-ray or Laser, please select the appropriate hazard symbol from the files provided. If you don't work with Radiation, use the appropriate door sign template (1 or 2 hazards).

- **Chemical**

  If you need to change a hazard logo, right click on the hazard you want to change, and choose 'Change Picture' then 'From this Device' to select the Chemical logo from the downloaded image files. Check your chemical inventory and select the highest risk chemical type to complete in the drop-down menu. There are four sections to choose from. Health Hazard, Flammability Hazard, Instability and Special Hazard. This information is available on the SDS. If you don't work with Chemicals, use the appropriate door sign template (1 or 2 hazards).

- **Biohazard**

  If you need to change a hazard logo, right click on the hazard you want to change, and choose 'Change Picture' then 'From this Device' to select the Biohazard logo from the downloaded image files. Select the highest risk biohazard containment level from the drop-down menu that you are approved to work with on your biohazard permit. If you don't work with Biohazards, use the appropriate door sign template (1 or 2 hazards).

- **Hazard Type Additional Information**

  Select each hazard that is represented by the hazard symbols on your sign. Is there any additional information that users should know?

  Biohazards for example, could include Human cell lines, Viruses, Bacteria, Human Blood, Immunization requirements etc. Chemicals could include EtOH, Oxygen etc. Radiation could include P32, an X-ray device, or a Laser device etc.

- **PPE required**

  Select all PPE that is required to work with the highest hazards in the lab. Replace the default template symbols by right clicking on each image and selecting 'Change Picture' then 'From This Device' from the menu, and selecting the appropriate symbols found in the downloaded image files.

If you don't need all 5 symbols, replace the empty PPE sections with the 'No PPE' image. This will help maintain the integrity of the template. If you require more than 5, please contact Natalie Roy (royn@queensu.ca) for assistance.

- **Additional PPE requirements**

  This section is intended for additional PPE requirements that cannot be captured by PPE symbols. This may include information regarding PPE that is only needed during certain procedures or situations. If there is no additional info required, please write 'None' in this section.

- **Emergency Contact Information**

  Role- Edit the role examples on the template to fit your lab contact needs. Feel free to add additional rows, as long as everything fits on one page.
  Name- Type the name of the contact person.
  Phone Number- Type the main phone number of the contact person (preferably cell phone if possible) in case of an emergency.
  Office (Room) Number- Type the room number where the contact can be found in case of an emergency.

Document accessibility

If you are having accessibility issues with this document, please contact Natalie Roy (royn@queensu.ca) for assistance

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