


User Guide for Hazard Poster

(MS Word Template)

These posters should be displayed outside every area where there are significant hazards e.g workshops, laboratories, plant rooms.

Example of a blank hazard poster produced from a MS Word document. This has been produced as an alternative to the online package that is available, and also allows those producing these posters to view them prior to printing. The final versions should also be stored in SHE Assure.



UKRI Science and Technology Facilities Council

Room Hazard Details as of: [Click here to enter a date.](#)

Building and Room Number	Local Room Name	Department & Division	

Hazard	Warning	Hazard Description	Hazard Location

Additional Hazard / Emergency Information

Click here to provide brief details of any other significant safety hazards or information that people entering the room in an emergency need to know about.

Power and Gas Isolation Details

Click here to provide brief details of how to isolate the electrical, mains gas and any compressed gas supplies to the room. This information is for people to use in the event of an emergency.

Primary Contacts for Room			
Name	Direct Dial	Mobile / Out of Hours	Location (Building & Room No.)

Select the emergency details for your site from the options on this drop down list

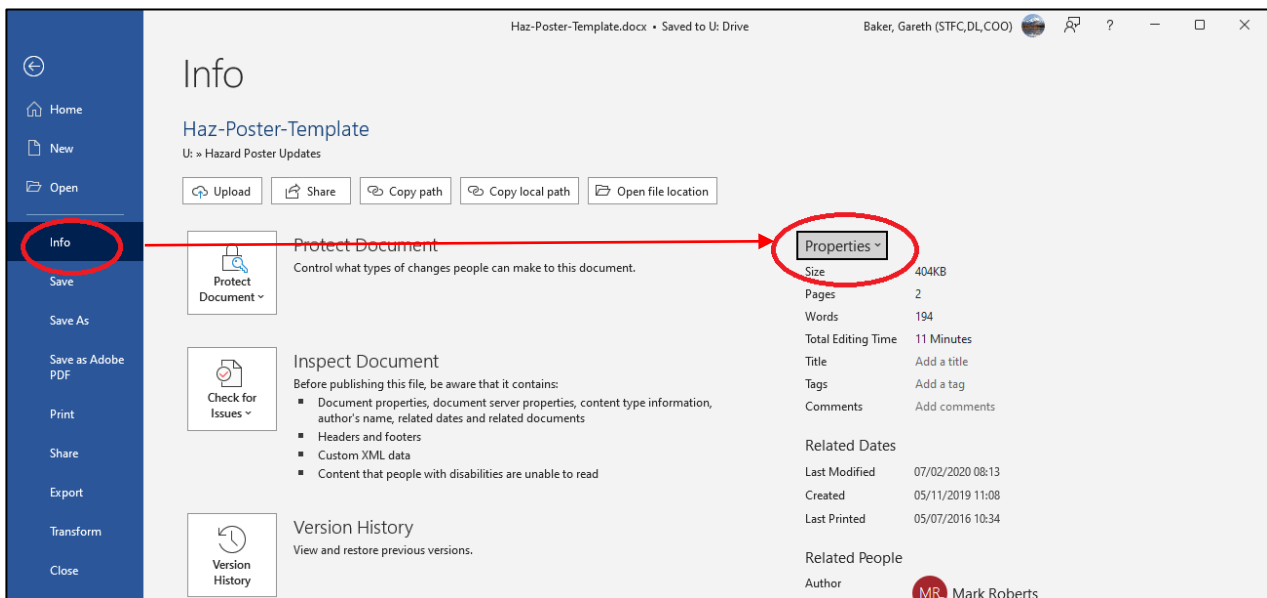
Document Owner:

SHE Group - Room Hazard Warning Template (v3 - 03 Aug 2016)

This guide will identify the key point to be included in these hazard posters.

There are a number of key points to consider prior to opening the document since the details will appear in the **footer** of the poster.

- 1) The name of the document.
- 2) The author of the document. This is read from the 'Properties' of the file and can be changed by selecting File, then Info on the left and Properties:



Haz-Poster-Template.docx Properties

General Summary Statistics Contents Custom

Title:

Subject:

Author:

Manager:

Company:

Category:

Keywords:

Comments:

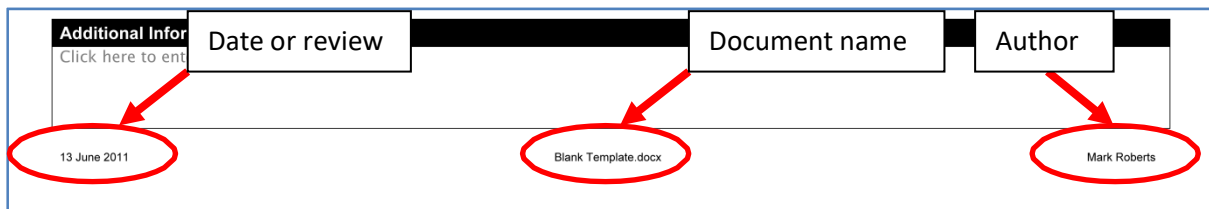
Hyperlink base:

Template: Normal.dotm

Save Thumbnails for All Word Documents

OK Cancel

The footer of the poster will contain; the date it was produced/edited, the file name and the author.



The contents of the footer are updated by selecting the items in the footer and using 'update field'.

Note

In order to keep formatting and guide staff to completing this document there are text boxes where information is required, normally identified by 'click here to enter text'. However, all the boxes where information has not been included and therefore show the 'click here to enter text' will also print on the poster. These boxes all need some text string to replace this standard text. If you wish to show it as an empty box, e.g. you only have 2 significant hazards and the remaining 4 rows should be empty, then replace the text with a 'space'. The text box will then appear empty.

Identifying the area



Room Hazard Details as of: [Click here to enter a date.](#)


Building and Room Number		Local Room Name		Department & Division	
Hazard	Warning	Hazard Description	Hazard Location		

Add the following in the text boxes:
















- 1) Building and room number e.g. A52
- 2) Local Room Name e.g. Health Physics / SHE Facilities Room
- 3) Department/Division e.g. Cooperate Services Directorate

Identifying the 'Significant Hazards'

There are two pages in the poster document; the first is the post itself; the second is a list of the classifications and warning pictograms.




Cut and paste the relevant Hazard and Warning from this table (DO NOT Print this page)

Hazard	Warning	Hazard	Warning
	Corrosive Material		Oxidant Material
	Explosive Material		Toxic Material
	Flammable Material or High Temperature*		Low Temperature or Cryogenic material*
	Ionising Radiation		Non-ionising Radiation
	Laser Beam		Strong Magnetic Field
	Noise		Danger: Electricity
	Biological Risk		General Danger
	Gas under pressure		

* Select description that applies

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Once a particular 'significant hazard' has been identified the corresponding information can be copied from the table on page two to the first three columns in the poster, and the remaining information on the hazard description and location added.

Hazard	Abbreviation	Hazard/Warning	Description of Hazard	Location of Hazard
	F+	Highly Flammable	Up to 10 litres of common solvents e.g. propan-2-ol, acetone stored in bottles.	Solvents are stored in an appropriate solvents cabinet on left hand wall. Small quantities may be located on benches when in use.
			Click here to enter text.	Click here to enter text.

The poster has sufficient space for up to six 'significant hazards' if they exist. If you consider that your area has more than six then a discussion with the SHE Group would be advisable.

Further Information

There are a three more boxes for required information relating to the area:

1) Fire Fighting and Environmental Hazard

Provide any information regarding fire detection, fire fighting equipment, potential environmental impact should any incidents occur etc.

2) Power Supply and Shutdown Procedure

It is important to include instructions regarding emergency power off requirements for any special apparatus, safe shutdown procedures and making safe any equipment. Refer to any separate documentation required if appropriate, which should also be made available.

3) Additional Information

Anything that is important but not clearly fitting within the other sections of the poster.

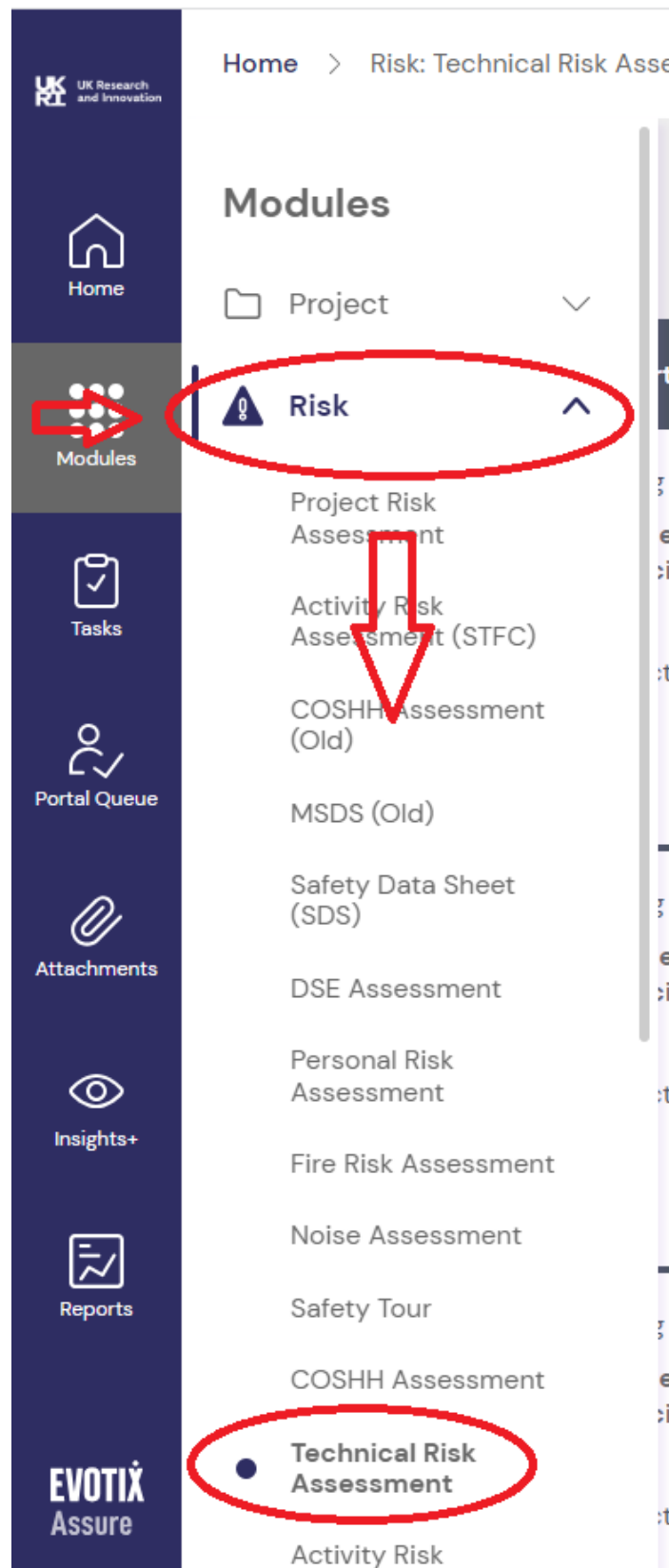
Contact Details

The completion of this section is important and **not** optional.

The contact information for persons responsible for the area to which this hazard poster applies must be included, both **during normal working hours and for out-of-hours operation** where systems are operational during extended periods. This is important where, in the event of an incident, persons who have responsibility for the area are contactable should further information be required for making safe access and to prevent damage or undue loss of facilities through improper shutdown or operation.

Entry of Completed Hazard Poster in to SHE Assure

Access SHE Assure and go to the Risk Module in the list from where you can locate the 'Technical Risk Assessment' area.



Once you have selected the 'Technical Risk Assessment' area you will see information recorded in a number of categories. To enter a new Hazard Poster into the system select the **+New Record** button in the top right-hand side, where you will be asked to 'Select Technical Risk Assessment'. (This is purely a categorisation list). Choose 'Select' from the cog-wheel drop-down.

Select

Display: 10 Search:

Template
Basic DSEAR (STFC)
ENVIRONMENTAL
Hazard Warning Poster

Showing 1 to 3 of 3 entries

Close

Then click 'Close' then 'Continue'.

A new 'Technical Risk Assessment' item is created and given a reference number.
Complete the information as required.

The record will need to be saved at least once to create the database entry before the Hazard Poster can be added in the 'Attachments' section on the left.

The screenshot shows a web application interface with a top navigation bar containing several menu items: 'iQ HOME', 'iQ COMMITTEES', 'iQ TRAINING VIDEOS', 'iQ DIRECTORY (REQ)', 'iQ TEAM', and 'Upgrading and using...'. Below the navigation bar is a form titled 'General Details' with a dropdown arrow. The form contains the following fields and controls:

- Org Unit:** A dropdown menu showing 'UK Research and Innovation' with a settings icon.
- Reference*:** A dropdown menu showing 'Automatic Reference' and a checked checkbox for 'System Assigned'.
- Is This Confidential:** An unchecked checkbox.
- Publish To Portal:** An unchecked checkbox.
- Description*:** A large text input area.
- Project Risk Assessment Reference:** A dropdown menu with a settings icon.
- Location:** A large text input area.
- Locality:** A dropdown menu.
- Assessor Name:** A text input field containing 'Gareth Baker'.
- Assessment Date*:** A date input field with a calendar icon.
- iQ Template Name:** A dropdown menu showing 'Hazard Warning Poster'.
- Number Of People:** A text input field.
- Time Spent:** A text input field.

Below the 'General Details' section are two expandable sections: 'Conclusion' and 'Record Review', each with a right-pointing arrow and a text input field.

The '*' fields are mandatory.

Click on 'Save Record ^'.

The 'Supporting Items' section on the left should now be available – Click on 'Attachments' and 'Upload File' to add the completed Hazard Poster.

The 'X Close' button can now be clicked to complete the process.