

Guide to GOOD WSH PRACTICES PICTOGRAMS



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Introduction

The aim of this publication is to standardise pictograms for good workplace safety and health (WSH) practices. WSH Council, together with relevant industry partners, had produced a series of good WSH practices pictograms. These pictograms, containing WSH-related messages, serve as reminders for workers before they start work. Good and bad practices are shown as pictograms so that workers can understand the intended messages better. These messages also show immediate actions that workers can take to carry out work safely.

The pictograms should be used together with this set of guidelines to minimise different interpretations. The intended message of each pictogram can be found in the Annex. The guidelines also provide tips on how and where these pictograms should be installed to maximise their effectiveness.

Although these pictograms are essential for communicating good work practices, they are not meant to replace any accident prevention measures (e.g., conducting risk assessment) and training. It should also be noted that these pictograms do not replace any standardised form of safety-related graphical symbols or signs. You can download the pictograms at www.wshc/gallery

Purpose of Pictograms

Pictograms are chosen as the mode of communication for WSH-related practices because they:

- convey messages easily across language and cultural barriers;
- present information in a manner that can be easily and quickly understood; and
- attract attention easily.

These pictograms raise workers' awareness towards hazardous situations and give them immediate advice on what they can do to prevent incidents.

It is critical that all personnel at the workplace are educated on the relevant WSH pictograms and their intended messages.

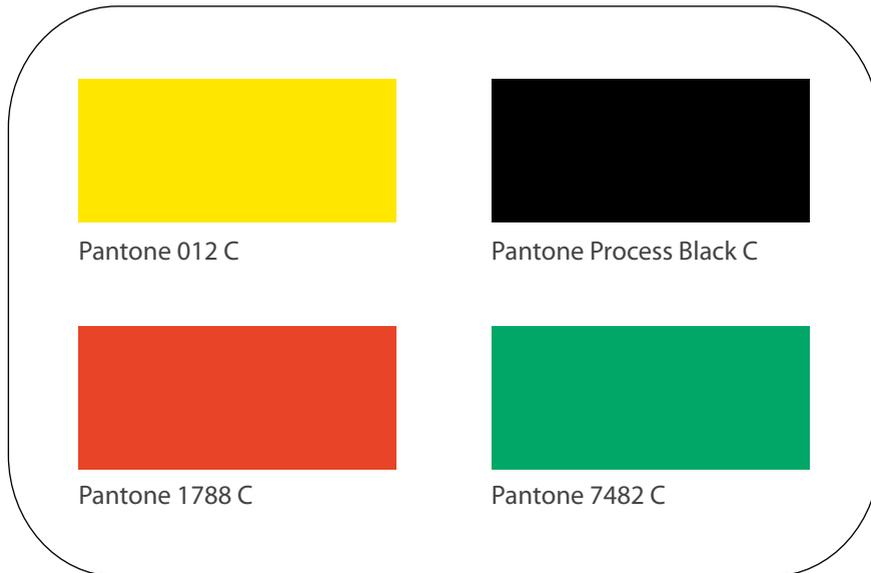
Dimensions of Materials

These pictograms are recommended to be reproduced in two formats—stickers and rigid weatherproof boards. The recommended dimensions for each format are summarised below.

Pictograms type	Size	Dimensions (length x breath)
Stickers	Small	140mm x 70mm
	Big	280mm x 140mm
Rigid Weatherproof Boards	Small	300mm x 150mm
	Medium	600mm x 300mm
	Large	900mm x 450mm

Colours

The colours used in the pictograms are Pantone 012C, Pantone Process Black C, Pantone 1788 C and Pantone 7482 C. These bright colours are chosen so that workers' attention can be immediately drawn to the pictograms.



Installation Information

The location and manner in which pictograms are installed are important to maximise their effectiveness.

The following steps are recommended when installing pictograms.

Step 1: Identify suitable locations.

When identifying suitable locations to install pictograms, there are several factors to consider:

1. Choose suitable locations for pictograms' intended message;
2. Proposed locations should be highly visible and must not be too cluttered with other signages; and
3. Ensure that proposed locations do not block any means of access and egress, obstruct important information or interfere with visibility.

After taking these factors into consideration, it is important to consult staff from all levels to ensure that the locations are suitable.

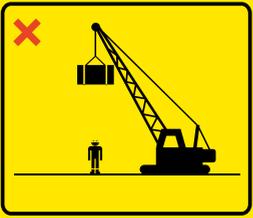
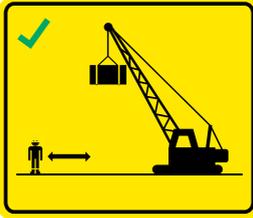
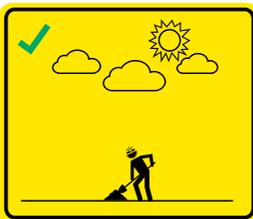
Step 2: Install pictograms.

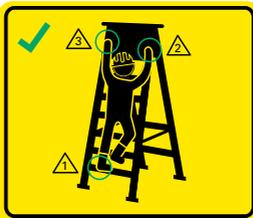
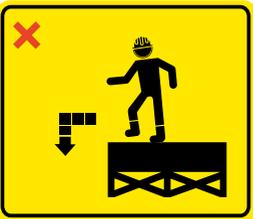
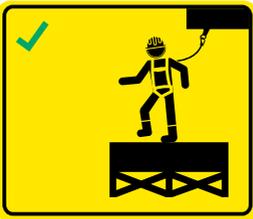
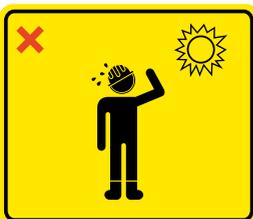
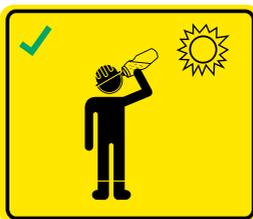
Ensure that pictograms are installed in a secured manner. Some examples of installation methods include screw mounting, adhesive tape, cable ties, and so on.

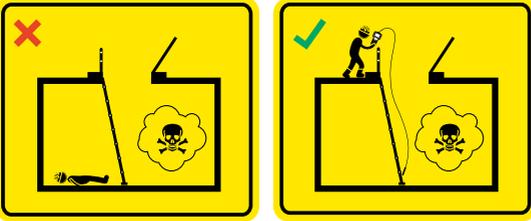
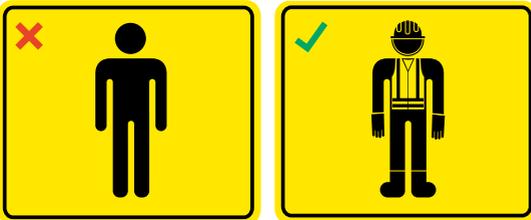
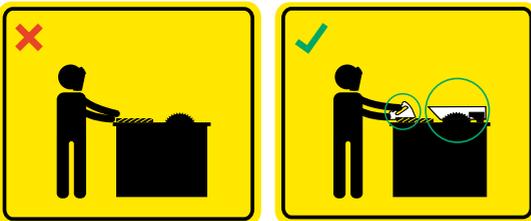
Step 3: Replace when damaged.

A periodic inspection of pictograms should be conducted to ensure that all pictograms are in good condition. Other than inspection, all employees should be encouraged to report any damaged pictograms to relevant departments. Replace damaged pictograms when necessary.

Annex

Pictograms		Description
 	<p>Do not stand under suspended load at all times.</p>	
 	<p>Do not use hand phone while driving.</p>	
 	<p>Keep the seat belt on while driving.</p>	
 	<p>Do not work under bad weather conditions.</p>	

Pictograms		Description
 	<p>Always wear a face shield when carrying out welding works.</p>	
 	<p>Always maintain 3 points of contact when using a ladder.</p>	
 	<p>Wear safety harness when working at heights.</p>	
 	<p>Drink more water.</p>	

Pictograms	Description
	<p>Always conduct a gas check before entering a confined space.</p>
	<p>Use Personal Protective Equipment (PPE).</p>
	<p>Report unsafe work condition to your supervisor.</p>
	<p>Ensure that safety guards are in place before starting work. Use push block to push the workpiece through the saw.</p>

Pictograms	Description
	<p>Ensure that safety guards are in place before starting work. Use push plate to push the workpiece through the saw.</p>

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