

### General

---

- 750 .1.00 Appropriate and comprehensive signposting shall be provided for all Health Care Facilities. Signposting shall clearly identify staff, patient and visitor areas, and draw attention to restricted areas.

Signs are often the first line of defence against intruders because they define those areas where persons are allowed to enter.

- 750 .2.00 The preferred lettering style is 'Helvetica Medium' upper and lower case generally. Upper case only is recommended for the building Main Entry Sign.

- 750 .3.00 Internationally recognised symbols (pictograms) in lieu of room titles are acceptable.

- 750 .4.00 Sizes of letters in relation to reading distances, mounting heights, etc, shall comply with the relevant standards.

Refer to the NSW Health TS2 - Signposting for Health Care Facilities for further information.

## EXTERNAL SIGNS

### External Directional Signs

---

- 750 .5.00 External directional signs shall have white reflective letters on a blue background. The signs shall preferably be of steel or aluminium construction.

### External Illuminated Signs

---

- 750 .6.00 External illuminated signs for an Emergency Department shall have white letters on a red background.

External illuminated signs for the Main Entry and Night Entry shall have white letters on a blue background.

Note: Emergency Department is referred to as Emergency Department in these Guidelines. The sign, however should refer to 'Emergency'.

### Road Markings

---

- 750 .7.00 Road markings such as parking bays, arrows, symbols and instructions should be white generally, blue for disabled and yellow for restricted zones.

### Street Signs

---

- 750 .8.00 Street signs shall be in accordance with the requirements of the Local Council and/or the appropriate section of the state roads and traffic authority. Accreditation Standards require that the facility has street directional signs sufficient to enable it to be easily located from the major access road in the area.

The entry to the Emergency Unit should be clearly signposted by an illuminated sign that is visible from the main entry points to the Hospital site.

## INTERNAL SIGNS

### Bed Numbers

---

750 .9.00 Bed numbers shall be shown outside the Patient Bedroom. There shall be one number per bed.

In Bedrooms with more than one bed, all bed numbers or the range of numbers should be shown on the sign outside the room for example:

+ Beds 78 & 79 or;

+ Beds 78 to 81.

In Bedrooms with more than one bed, the bed number shall be displayed at the bedhead also.

Bed numbers outside the room must be clearly visible from the corridor and not be obscured by other objects or wall returns.

The provision of a room number is optional. When provided, it should not visually compete with the bed numbers.

### Patient Information

---

750 .10.00 It is no longer recommended that signs display information about a patient, such as patient details, doctor identification and special instruction at the patient bedhead or in a visible place within the Patient Bedroom.

This is considered inappropriate due to the requirement for the privacy of patient records. Designers and managers wishing to install patient information holders in the rooms are advised to fully consider the impact on patient privacy.

### Door Signs

---

750 .11.00 DOOR NUMBERS

Door/Frame Numbering or tags may be required by the management as part of an asset and maintenance register. This is a separate or in addition to room signage designating the function or the room. Door numbering is not mandatory. Unlike room signs, door numbering may be small and unobtrusive.

### Room Signs

---

750 .12.00 Non-illuminated, internal and external room-function identification signs located on doors require the following considerations:

+ The format used should allow easy replacement of the sign or sign inset when the room function changes;

+ It may be appropriate to deliberately omit signs on certain doors used only by staff;

+ Special notes may be installed to identify rooms with restricted access to certain rooms or departments.

Note 1: Vinyl-cut signs have proved to be a practical and economical option and can be changed easily over time. However removing them can damage some surfaces.

Note 2: Some signs using removable slats can be easily stolen unless a locking cap is used.

Note 3: Door signs in general are not mandatory.

### Exit Signs

---

750 .13.00 Exit signs shall be installed in accordance with relevant codes.

## Directional and Area Identification Signs

---

### 750 .14.00 DIRECTIONAL SIGNAGE

Non-illuminated directional and area identification signs should be as follows:

- + Ceiling or wall mounted;
- + Text on contrasting background - dark lettering on light background preferred;
- + A guide for the patient or visitor until they reach a room or door sign for the intended destination;
- + Not obscure other critical ceiling fixtures such as emergency lighting or fire exit signs.

Serious consideration should be given to the provision of alternate low level signs in Braille in Hospital Entrance Foyers leading to major departments and lifts. Although this is not a mandatory requirement, it may become a requirement of the Disability Discrimination Act (DDA) in the future. It is recommended that such signs be installed immediately above the hand rail required by AS1428.

## FIRE SERVICE SIGNS

### General

---

#### 750 .15.00 Fire services signs shall be installed in accordance with the following:

- + Fire Extinguishers: AS 2444 - (1990) Portable Fire Extinguishers Selection and Location;
  - + Fire Hose Reel Cabinets: Signposting on cabinet doors shall be 50 mm high white letters on a contrasting background, to read 'Fire Hose Reel', or if equipment is together in a single cabinet, 'Fire Equipment';
- A pictogram (or pictograms) in accordance with international standards is also an appropriate alternative.
- + Hydrants: AS 2419 Part 1 (1988) 'Fire Hydrant Installations, Systems Design, Installation and Commissioning'.

## MISCELLANEOUS SIGNS

### General

---

#### 750 .16.00 Miscellaneous signs, illuminated and non-illuminated are to be provided as required. These could include illuminated 'X-ray Room in Use' signs. The colours used should meet the requirements of the relevant code or regulating authority.