

Safety Signage Audit Checklist

12 Locations Every Factory and Project Site Should Inspect

A printable audit tool for HSE teams, site supervisors, and safety officers in Malaysian industrial and construction environments.

How to Use This Checklist

This checklist is structured around 12 high-risk or high-traffic locations found in Malaysian factories, construction sites, and project facilities. For each location, the auditor inspects the signage present against the items listed and records the status using the three-column system: OK, Action Required, or N/A.

Work through one location at a time. Record any deficiency in the Action Tracker on the final page, assign an owner, and set a target date for correction. Submit completed checklists to the site HSE officer for review and filing.

Rating each item:

OK	All items in this location pass. No action required.
Action Required	One or more items need replacement, repair, or addition. Log on action tracker and assign responsibility.
Location Fail	Critical mandatory signage absent or completely illegible. Restrict access or activity at this location until corrected.

Note: Any location where mandatory signs required by DOSH, BOMBA, or the Factories and Machinery Act are absent or illegible constitutes a compliance failure. Do not wait for the next audit cycle to correct these items.

Audit Details

Site / Facility Name	Audit Date	Auditor Name

Department / Area	Audit Reference No.	Next Audit Due

Location 1: Main Site Entrance and Security Gate

The site entrance is the first point of hazard communication for every worker, visitor, and contractor entering the site. Missing or illegible signs at this location mean that personnel enter without being informed of the minimum PPE requirements, site rules, or emergency information.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L1 — Main Site Entrance / Security Gate				
Site name and operator/principal contractor identification sign is displayed				
Mandatory PPE requirement sign is posted at the entry point and legible from the approach				
Authorised personnel only / restricted access sign is present where applicable				
Site speed limit sign is displayed at vehicle entry				
Visitor and contractor reporting instruction sign is present				
Emergency assembly point directional sign is visible from the entrance				
Emergency contact numbers board is current and legible				
No smoking sign is present and clearly visible				
All signs are in Bahasa Malaysia (and English where required by the site HSE plan)				
No signs are faded, peeling, obscured by vegetation or structures, or physically damaged				

Location 2: Chemical Storage Area

Chemical storage areas in Malaysian industrial workplaces carry some of the most specific signage obligations under the USECHH Regulations 2000 and DOE scheduled waste requirements. Missing hazard communication at chemical storage points is among the most commonly cited DOSH findings.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L2 — Chemical Storage Area				
Hazardous substance storage sign is posted at the entrance to the storage area				
GHS hazard pictograms are displayed for each class of chemical stored				
Flammable / no naked flame sign is present where flammable substances are stored				
No smoking sign is posted inside and at the entrance to the storage area				

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
PPE requirement sign (chemical gloves, goggles, apron) is posted at the entry point				
Spill kit location sign is visible from the chemical handling area				
Emergency eyewash station location sign is present and directional arrows are accurate				
Secondary containment area is signed and demarcated				
SDS (Safety Data Sheet) location sign or direct access point is labelled				
Scheduled waste storage area is signed in compliance with EQA Scheduled Waste Regulations				
Emergency contact and first-aid instruction sign is posted inside the storage area				

Location 3: Electrical Switch Rooms and MCC Areas

Electrical switch rooms and motor control centre areas carry both DOSH electrical safety requirements and arc flash hazard communication obligations. Inadequate signage in these areas is a direct worker safety risk.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L3 — Electrical Switch Room / MCC Area				
Danger — High Voltage sign is posted on all switch room doors and panel faces				
Authorised personnel only sign is on all switch room access doors				
Arc flash hazard warning sign is posted on panels where arc flash risk has been assessed				
PPE requirement sign for electrical work (insulated gloves, face shield, dielectric boots) is posted				
No unauthorised switching sign is posted on main isolators and distribution boards				
Lockout / tagout station location sign is present where a LOTO station serves the area				
Emergency isolation procedure is posted inside the switch room				
Emergency contact for electrical fault is posted				
Fire extinguisher location sign is present (CO2 type for electrical areas)				

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
All panel and circuit breaker labelling is current and matches the single-line diagram				

Location 4: Working at Heights Areas — Scaffolding and Elevated Platforms

Working at height is the leading cause of fatal industrial accidents in Malaysia. Signage at scaffold access points and elevated work areas is required both under DOSH guidelines and as a basic hazard communication obligation.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L4 — Scaffolding / Elevated Platform / Roof Access				
Scaffold inspection tag is current, signed, and attached to the scaffold access ladder				
Maximum load capacity sign is posted at each scaffold bay or platform access				
Safety harness must be worn sign is posted at the base of scaffold and elevated access points				
Hard hat and safety footwear mandatory sign is present at the base of all elevated access				
Unauthorised access prohibited sign is present where scaffold is not in safe condition				
Red / green tag system is in use and current tags are applied at all access points				
Do not remove scaffold boards / guardrails sign is posted				
Falling objects hazard / exclusion zone demarcation and signage are in place below work at height				
Emergency rescue / fall arrest procedure notice is posted at ground level near the work area				

Location 5: Machinery and Production Floor

Production floor machinery signage covers both the machine-specific hazard markings required by the Factories and Machinery Act and the general-area signage for the production environment.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L5 — Production Floor / Machinery Area				
Machine guarding in place signs are posted on each guarded machine				
Do not operate without guard sign is posted on machines with removable guarding				
Mandatory PPE zone signs (hearing protection, eye protection, safety footwear) are posted at production floor entry				
Machine-specific hazard warning signs (pinch points, rotating parts, hot surfaces) are attached to each machine				

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
Emergency stop button location signs are present and unobstructed				
Lockout / tagout required sign is posted at isolation points for each machine				
Maximum noise level / hearing protection required sign is posted in high-noise zones				
Pedestrian walkway markings and signs are present and clearly demarcate pedestrian routes from vehicle/FLT routes				
Forklift / plant operating area warning signs are posted at aisle entries				
No entry during operation signs are present at machine exclusion zones				

Location 6: Loading Bay and Goods Receiving Area

Loading bays are high-traffic multi-hazard zones combining vehicle movements, manual handling, forklift operations, and in some facilities, chemical receiving. The intersection of these hazards requires comprehensive signage.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L6 — Loading Bay / Goods Receiving Area				
Forklift operating area warning sign is posted at all pedestrian entry points to the loading bay				
Maximum vehicle height restriction sign is present at bay entry where overhead hazards exist				
Wheel chock required before unloading sign is posted at bay docking positions				
Hi-vis vest required in loading bay sign is posted at pedestrian entry				
Safety footwear required sign is posted at loading bay entry				
Pedestrian crossing and segregation signs are clear and in good condition				
Speed limit sign for vehicles in loading area is present				
No unauthorised vehicles / visitors sign is posted				
Dangerous goods / chemical receiving bay is separately signed with appropriate hazard markings				
Fire extinguisher location sign is visible from all positions in the loading bay				

Location 7: Fire Exits, Escape Routes, and Assembly Points

Fire exit signage requirements in Malaysia are jointly regulated by BOMBA under the Fire Services Act 1988 and by DOSH under OSHA 1994. BOMBA inspections specifically audit the presence, condition, and illumination of exit signage. This is a zero-tolerance compliance area.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L7 — Fire Exits, Escape Routes, Assembly Points				
Fire exit signs are present above all designated fire exit doors				
All fire exit signs are illuminated (internally lit or externally lit) and functioning				
Directional arrow escape route signs are posted at all corridor junctions and decision points				
No obstruction — fire exit must remain clear signs are posted at all fire exit doors				
Assembly point sign is posted at the designated assembly area and is visible from 10 metres				
Assembly point directional signs are posted along the escape route to guide personnel to the assembly area				
Fire exit doors are signed on both faces (inside and outside)				
No signs in the escape route are damaged, missing, or obscured				
Emergency lighting coverage sign or emergency lighting test record is posted near the escape route				
Do not use lift in fire / use staircase sign is posted at all lift doors in multi-storey facilities				

Location 8: Fire Fighting Equipment Locations

Fire extinguisher and suppression equipment signage must enable personnel to locate fire fighting equipment immediately during an emergency. Obstructed or missing signs at fire fighting equipment locations are cited by BOMBA inspectors as a primary deficiency.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L8 — Fire Fighting Equipment Locations				
Fire extinguisher location sign is posted directly above each fire extinguisher				
Fire extinguisher type label (CO2, dry powder, foam, water) is present and legible on each unit				
Hose reel location sign is posted where hose reels are installed				

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
Fire hydrant marker post and sign are present and not obscured by parked vehicles or vegetation				
Fire suppression system control panel location sign is present				
Sprinkler system isolation valve location is labelled and signed				
Do not obstruct fire fighting equipment signs are posted at each equipment location				
Inspection tag on each extinguisher is current (within 12 months for standard inspection)				
Floor marking (typically red zone demarcation) around fire extinguisher locations is present and legible				

Location 9: First Aid Rooms and Emergency Equipment Stations

First aid and emergency equipment must be locatable by any worker on site, including workers unfamiliar with the facility layout. Directional signage to first aid rooms and equipment is a DOSH requirement under the Occupational Safety and Health (First Aid) Regulations.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L9 — First Aid Room / Emergency Equipment Stations				
First aid room / station location sign is posted at the room and at directional decision points from production areas				
Green cross first aid symbol is displayed on the first aid room door				
First aider identification board listing trained first aiders by name and contact is posted inside the first aid room				
Emergency contact numbers (hospital, ambulance, BOMBA, DOSH) are posted inside the first aid room				
Eyewash station location sign is posted above or adjacent to each emergency eyewash				
Safety shower location sign is posted where safety showers are installed				
AED (defibrillator) location sign is posted where AEDs are available				
Stretcher and rescue equipment location is signed				
First aid kit location signs are posted in satellite locations away from the main first aid room				

Location 10: Confined Space Entry Points

Confined space entry signage is a critical hazard communication requirement. DOSH enforces confined space entry requirements under the Guidelines on Occupational Safety and Health in Confined Spaces, and the absence of adequate warning signage at confined space entry points is a recurrent serious finding.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L10 — Confined Space Entry Points				
Confined space — danger / permit required sign is posted at every confined space entry point				
Do not enter without permit to work sign is present at the entry point				
Atmosphere testing required before entry sign is posted				
PPE requirement sign (SCBA or supplied air, full-body harness, lifeline) is posted at entry				
Standby person required sign is posted at the entry point				
Emergency rescue contact and procedure notice is posted near the entry				
Confined space register reference number is posted or referenced at the entry point				
Entry permit display area / holder is present at the confined space for the permit to be displayed during work				
Confined space boundaries are demarcated with barrier tape or fencing when entry work is active				

Location 11: Welfare Facilities — Canteen, Toilets, and Rest Areas

Welfare facility signage is often overlooked in site audits. These areas carry hygiene requirements, capacity limits in some facilities, and directional information that matters for large or multi-level sites.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L11 — Welfare Facilities (Canteen, Ablution, Rest Areas)				
Canteen / rest area directional signs are posted from production areas				
Wash hands before eating sign is posted in canteen and at handwashing facilities				
No food or drink in production area / chemical area signs are posted at entry to those areas				
Toilet / ablution facility directional signs are present from all work areas				
No smoking sign is posted in all welfare areas				

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
Emergency assembly point directional sign is visible from welfare areas				
First aid kit location sign is posted in the canteen or rest area				
Site rules notice (covering conduct, PPE outside welfare zones, etc.) is posted in the canteen				
Prayer room directional sign is present where a surau is provided on site				

Location 12: Waste Storage and Scheduled Waste Areas

Waste storage areas in Malaysian industrial facilities that handle scheduled waste are subject to DOE signage requirements under the Environmental Quality (Scheduled Wastes) Regulations 2005. Non-compliant signage in scheduled waste storage areas is an EQA offence.

Inspection Item	OK	Action Required	N/A	Notes / Sign Ref
L12 — Waste Storage / Scheduled Waste Area				
Scheduled waste storage area sign is posted at the entry to the designated storage area				
Scheduled waste category identification labels are on each waste container				
Maximum storage period information is posted in the scheduled waste area				
PPE requirement sign (gloves, goggles, chemical apron where applicable) is posted				
No unauthorised access sign is posted at the scheduled waste storage area				
Spill kit location sign is visible from the waste storage area				
Emergency contact (DOE, licensed contractor) is posted in the waste storage area				
General waste / recyclable waste / scheduled waste segregation signs are present at all waste collection points				
No burning / no unauthorised disposal sign is posted in all waste areas				
Contaminated waste / PPE disposal point is clearly signed				

Action Tracker — Deficiencies and Corrective Actions

Record all items marked Action Required from the 12 location checklists. Assign an owner and target date for each corrective action. Return completed tracker to the HSE officer for monitoring and close-out.

No.	Location	Deficiency / Sign Required	Action Owner	Target Date	Date Closed

Audit Sign-Off

Auditor Signature	HSE Officer / Supervisor Signature

Need replacement, custom, or additional signs?

Haisar Supply and Services supplies safety signs, custom printed signage, and complete site sign packages for factories, project sites, and industrial facilities across Johor and peninsular Malaysia.

WhatsApp us with your audit findings for a fast quotation: www.haisar.com/get-a-quote

Haisar Supply and Services Sdn Bhd (985158-T) | Kulai, Johor, Malaysia | www.haisar.com