The **Small Business Safety Sign Checklist** is your step-by-step guide to staying compliant with workplace safety standards—without overspending. Designed specifically for small businesses, this checklist helps you identify, download, print, and place the correct safety signs in all the right areas of your workplace.

Whether you're managing an office, café, warehouse, or retail space, this checklist ensures you're covering the essential safety signage required under Australian and international standards—all while using *cheap workplace safety signs* that are accessible, printable, and compliant.

How to Use the Checklist

Step 1: Review Your Workspace

Walk through your business premises and make note of high-risk areas like entrances, exits, kitchens, loading docks, chemical storage zones, or any machinery zones.

Step 2: Identify Sign Requirements

Refer to your industry's regulatory guidelines or Safe Work Australia's resources to understand which signs are legally required in each area.

Step 3: Use the Checklist

Tick off each item as you go:

- Have you identified the hazard or requirement?
- Have you downloaded the correct sign from Savvy Signs?
- Have you printed and placed it in a visible, compliant location?

Step 4: Choose & Print Your Signs

Use your checklist to visit Savvy Signs and download the signs that apply. All signs are printable in-house and formatted for clarity and compliance.

Step 5: Conduct a Final Safety Sweep

Once your signs are in place, do a final walkthrough using the checklist as your guide. Make sure all signs are secure, legible, and located exactly where needed.

Step 6: Set a Review Reminder

Regulations change, and so do workplaces. Schedule a monthly or quarterly review using this checklist to keep everything up-to-date and compliant.

Small Business Safety Sign Checklist

- ☐ Conducted a workplace hazard assessment
- ☐ Identified required safety signs by zone (entry, warehouse, kitchen, etc.)
- ☐ Purchased and downloaded relevant signs from Savvy Signs
- ☐ Printed and laminated signs
- ☐ Installed signs in visible locations
- ☐ Scheduled a regular review for updating signage