

Task Title: Create a Sign to Inform Visitors that Elevator is

Out of Order

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Create a safety sign in the workplace.

**Main Competency/Task Group/Level Indicator:**

* Communicate Ideas and Information/Complete and create documents/B3.1b

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Note for Instructor/Practitioner

# Below you will find preparatory skill building activities and resources that can be used with learners.

**Skill Building Activity 1:**

Signs that are red usually tell a person to stop doing something. There is danger ahead. Caution and warning signs are yellow.

**Skill Building Activity 2:**

Here are two signs, taken from www.SafetySign.com, the official Occupational Safety and Health Administration (USA) signs website:

A sign similar to the first sign is most appropriate for something that is broken or out of order.

**[](http://www.safetysign.com/images/catlog/product/large/E5287.png)[](http://www.safetysign.com/images/catlog/product/large/G2366.png)**

**Link to Online Resources**

**Safety Signs:** These two companies sell safety signs. Learners can explore symbols, colours and shapes. They can contrast different signs with each other.

* https://www.safetysign.com/
* https://www.canadiansafetysupplies.com

**WHMIS Pictograms**: This document explains different hazard signs used in the WHMIS system. Learners can explore how different hazards are identified in the workplace.

* <https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/pictograms.pdf>

# Learner Information

Maintenance workers and other employees may need to create signs to share information with employees or customers. These signs are often related to safety. For example, a wet floor sign is usually placed after the floor has been mopped. This ensures that people won’t slip and fall.

# Work Sheet

**Task 1: One of the elevators in an office building is not working. Make a sign warning people the elevator is out of order. You can do this on paper or on the computer.**

Answer: No written response required here.

Task completed: Yes:

# Answers

**Task 1: One of the elevators in an office building is not working. Make a sign warning people the elevator is out of order. You can do this on paper or on the computer.**

Answers will vary. The sign should be in large print or font. The sign should clearly say “elevator out of order” or something similar. Signs in red usually alert people to something they should or should not do. The sign should be in red if possible; for example, a red “STOP” or “DANGER”.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B3.1b | follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible) |  |  |  |
|  | includes titles where required |  |  |  |
|  | uses labels and headings to organize content |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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