ANSI Z535.6-2006

American National Standard

For Product Safety Information in Product Manuals, Instructions, and Other Collateral Materials

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National Electrical Manufacturers Association

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Foreword

(Neither this foreword nor any of the informative annexes is a part of American National Standard Z535.6.)

In 1979, the ANSI Z53 Committee on Safety Colors was combined with the ANSI Z35 Committee on Safety Signs to form the ANSI Z535 Committee on Safety Signs and Colors. This committee has the following scope:

To develop standards for the design, application, and use of signs, colors and symbols intended to identify and warn against specific hazards and for other accident prevention purposes.

The basic mission and fundamental purpose of the ANSI Z535 Committee is to develop, refine, and promote a single, uniform graphic system used for communicating safety and accident prevention information. The Committee recognizes that safety information can also be effectively communicated using other graphic systems.

Five subcommittees were created and assigned the tasks of updating the ANSI Z53 and Z35 Standards and writing new standards. The five standards included:

- ANSI Z535.1, Safety Color Code [ANSI Z53.1-1979 was updated and combined into this standard in 1991.]
- ANSI Z535.2, Environmental and Facility Safety Signs [ANSI Z35.1-1972 and Z35.4-1972 were updated and combined into this standard in 1991.]
- ANSI Z535.3, Criteria for Safety Symbols [new in 1991]
- ANSI Z535.4, Product Safety Signs and Labels [new in 1991]
- ANSI Z535.5, Accident Prevention Tags (For Temporary Hazards) [ANSI Z35.2-1974 was updated and combined into this standard in 1991.]

Together these five standards contain information needed to specify formats, colors, and symbols for safety signs used in environmental and facility applications, product applications, and accident prevention tags.

The 1991 standards, which became available in 1992, were revised and a new edition was published in 1998. The 1998 edition of ANSI Z535.4 contained an Annex (Annex A, Guidelines for Increasing Recognition of Safety Label Components), which encouraged manufacturers to describe on-product safety label components (i.e., safety alert symbol, signal words, safety symbols) in collateral materials (e.g., operation manuals, instructions, safety literature, service manuals, etc.) used with the product. The 1998 standards were subsequently revised to produce the 2002 edition.

In the course of preparing the 2002 edition of the Z535 standards, the ANSI Z535 Accredited Standards Committee considered the merits and practicality of developing a new standard addressing the presentation of safety messages in collateral materials such as owner's manuals, instruction books, troubleshooting and repair manuals, etc. In 2002, the committee voted to form a new subcommittee, ANSI Z535.6. The purpose of this new subcommittee is to develop a standard to complement the existing Z535 standards by dealing with various aspects of the provision of safety information in collateral materials. This standard was prepared by Subcommittee Z535.6 on Product Safety Information in Product Manuals, Instructions, and Other Collateral Materials.

This foreword and all of the Annexes are considered to be informative and are not an official part of this standard. In the vocabulary of writing standards, the word "informative" is meant to convey that the information presented is for informational purposes only and is not considered to be mandatory in nature. The body of this standard is "normative," meaning that this information is considered to be mandatory.

See the ANSI Z535-2006 Safety Color Chart for the purpose of viewing accurate colors. Due to the differences in color printing technologies and color monitors, the appearance of colors in this document may not be accurate.

This standard was processed and approved for submittal to ANSI by the Accredited Standards Committee on Safety Signs and Colors, ANSI Z535. Committee approval of this standard does not necessarily imply that all committee members voted for its approval. At the time it approved this standard, the Z535 Committee had the following members:

Gary M. Bell, Chairperson
Richard Olesen, Vice Chairperson
Doug Read, Secretary

Organization Represented:	*Name of Representative*
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American Society of Safety Engineers	J. Paul Franz Thomas F. Presnahan (Alt.) Howard A. Elwell (Alt.)
American Welding Society	August F. Manz
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Glass Application Analysis	William P. Whitney

Hale Color Consultants	William N. Hale
Hazard Communication Systems, Inc.	Geoffrey Peckham Jerry Reganess (Alt.)
Human Factors & Ergonomics Society	Michael Kalsher Michael S. Wogalter (Alt.)
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Standard Register Corporation	Amy Martin Pat Konkol (Alt.)
Systems Safety Society	Robert Cunitz
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Subcommittee Z535.6 on Product Safety Information in Product Manuals, Instructions, and Other Collateral Materials, which developed this standard, had the following members:

J. Paul Frantz, Chairperson
Steven Hall, Vice Chairperson
Doug Read, Secretary

Gary Bell, Sauder Woodworking Company

Charles Burhans, Applied Safety and Ergonomics, Inc.

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Sharon White, U.S. Consumer Product Safety Commission

Stephen Young, Alliance of American Insurers

AMERICAN NATIONAL STANDARD **ANSI Z535.6-2006**

For Product Safety Information in Product Manuals, Instructions, and Other Collateral Materials

1 Introduction

Historically, there has been a lack of widely available or generally applicable graphic systems for presenting safety information in product manuals, instructions, and related collateral materials. The absence of such systems, combined with the increased awareness and use of ANSI Z535.4 Standard for Product Safety Signs and Labels, has led to attempts to apply various aspects of ANSI Z535.4 to the presentation of safety information in collateral materials. Since ANSI Z535.4 was not designed for that purpose, it is not well suited for broad application beyond the domain of product signs and labels. Its limited applicability stems from differences between product signs and labels and various collateral materials.

- Collateral materials can vary significantly in terms of their purpose, content, format, and/or length. For example, they may come in the form of a bound manual, a single sheet of paper (folded or otherwise), a pamphlet, a booklet, or an electronic document.
- Collateral materials are typically formatted like a book or other published literature. Thus, different formats for safety messages may be required and/or expected compared to on-product information.

In addition, there are differences that may exist between safety information in collateral materials and safety messages on product safety signs and labels. For example:

- Collateral materials typically:
    - contain more information than product safety signs
    - address multiple hazards and contain multiple safety messages
    - provide longer and more detailed safety messages
    - contain multiple pages of information that cannot be viewed simultaneously
    - provide information that would be impractical to provide on product safety signs, such as definitions of the safety alert symbol, signal words, and safety symbols
- Safety information in collateral materials must often be integrated with non-safety information.
- Because collateral materials are not typically attached to the product, issues related to reading conditions, distinctiveness, placement, expected life, and maintenance are different. In addition, the concept of a safe viewing distance is not generally applicable.

To respond to these differences, this standard sets forth a hazard communication system developed specifically for product safety information in collateral materials. It incorporates elements of the graphical approaches used by other ANSI Z535-series standards into a common design direction selected to provide product safety information in an orderly and visually consistent manner.