

The Facts



OCCUPATIONAL AND ENVIRONMENTAL SAFETY

On How to Create A Door Sign

Updating door signs with SciShield will link your hazard information and contact information to your spaces. Information on PPE, chemical information, and hazards can be added.

How to Create A Door Sign

1. Log into SciShield with your Clemson credentials.
2. On the left-hand side, you will see the name of the lab/group you are a part of in SciShield. Click the name of the lab and then click "View Lab Profile" or "View Sub Group Profile."
3. Click "Spaces" at the top and click the **name of your space**.



4. Click "Door Sign" at the top.



5. Scroll to the bottom and click "Build Door Sign" on the right.



6. You will be directed to a page that allows you to edit your door sign. You will need to go through and edit the General Information, Header, the 704 Diamond, and Regulatory sections. Then select the Area Hazards, Personal Protective Equipment/Precautions, and specify Entrance Procedures/Facility Instructions.
7. Once you have completed filling out the door sign and selecting what applies to your space, click "Submit" on the bottom left.
8. You will then be directed to a page that shows an overview of the information you added to your door sign. On the bottom left click "Print Door Sign." This will download your door sign as a PDF for you to print.

