









Design B – Key

DRAFT

Symbols in the margins

Symbol	What it means
	A summary of key points from the chapter.
	This icon highlights an organisation's responsibilities in a given subject.
	The flowchart symbol identifies key steps in procedures.
	This icon shows information that may be useful when putting together checklists.
	This icon shows key tips for safe working.
	This icon indicates critical safety information.

Symbols in the text

Symbol	What it means
	The book symbol means further reading, such as the legislation on which the guidance is based.
	Link to the glossary where you will find a definition.