


<i>HEALTH AND SAFETY MANUAL</i>	
Title: Accident Prevention Signs and Tags	
Approved by: Greg Savoy	Rev. 1/1/08

1 Purpose/Scope:

The purpose of this Policy is to provide a standard for accident and prevention signage.

This Policy applies to all Company office, shops, and field locations.

2 Responsibilities:

2.1 Responsibilities:

2.1.1 Managers/Supervisors:

- Shall ensure that signs are posted where a danger or hazard may exist.
- Shall review this Policy with all employees and new hires to ensure that they are aware of the signs and what is required to be done to comply with the signs instructions.

2.1.2 Employee:

- Shall comply with instruction of all signs.
- Shall notify the supervisor when they observe a hazard that would require a sign for their protection and for the protection of others.

3 Requirement:

3.1 Danger signs:

3.1.1 All employees shall be instructed that danger signs indicate immediate danger and that special precautions are necessary.

3.1.2 Standard colors shall be red, black and white.

3.2 Caution signs:

3.2.1 Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices.

3.2.2 All employees shall be instructed that caution signs indicate a possible hazard against which proper precaution should be taken.

3.2.3 Standard color of the background shall be yellow; and the panel, black with yellow letters. Any letters used against the yellow background shall be black.

3.2.4 Warning Caution Tape:

Yellow caution tape shall be used to block off a hazardous work areas such as:

- Working on scaffolds.
- Working overhead.
- Rolling skids over.
- Rolling engine blocks over.
- Pressure test in progress, etc.

When yellow caution tape is in place only authorized and required workers are permitted inside the work area.

3.3 Safety instruction signs:

3.3.1 Safety instruction signs shall be used where there is a need for general instructions and suggestions relative to safety measures.

3.3.2 Standard color of the background shall be white; and the panel, green with white letters. Any letters used against the white background shall be black.

3.4 Design Features:

3.4.1 All signs shall be furnished with rounded or blunt corners and shall be free from sharp edges, burrs, splinters, or other sharp projections.

3.4.2 The ends or heads of bolts or other fastening devices shall be located in such a way that they do not constitute a hazard.

3.4.3 The wording of any sign should be easily read and concise.

- The sign shall contain sufficient information to be easily understood.
- The wording shall make a positive, rather than negative suggestion and shall be accurate.

3.5 Minimum Required Facility Signage:

3.5.1 Emergency Signs:

- All emergency exits shall have a lighted sign or a Photo luminescent sign with a 5 lumis rating.
- All fire extinguishers shall have a sign above its location.
- All First Aid kits and stations shall have a sign indicating "FIRST AID".
- All emergency eye wash stations shall have a sign posted showing where the Emergency Eye Wash station is located.

3.5.2 Operation Service Supplies:

- All air; gas lines shall be marked appropriately.
- Minimum placement at eye level on the drop downs.

- All water lines shall be marked, and showing whether it is potable or non-potable water.
- All flammable material shall be posted with a no smoking and danger fire hazard signs in the area.
- All storage tanks shall be posted with a sign indicating contents of the tank.
- Tanks containing Hazard material shall have the “Hazard Diamond” showing hazardous classification.

3.5.3 Electrical:

- All electrical panel boxes and transformers shall have a sign posting the voltage of the apparatus.
- All wiring plug boxes for welding, air compressor etc. shall have a sign or sticker indicating the voltage for each.
- Each breaker in the panel box shall be labeled.

3.5.4 Facility Sign In:

- All entrance doors shall be posted instructing all visitors to sign in at the receptionist or security office.
- Entrance gates into each facility shall be posted instructing all visitors to sign in at the receptionist or security office.
- Other facilities may choose to implement sign in Policy.

3.5.5 General Signage:

- “No Smoking” signs shall be posted throughout the facility.
- “Smoking Area” signs shall be posted designated smoking areas.
- “Hardhats Required”, “Safety Glasses Required”, “Hearing Protection Required” and “Safety Toe Foot Wear Required” signage shall be placed at the entrance to all shops, warehouses and yards that meet the appropriate hazard potentials.
- A safety record sign stating the number of days since last recordable injury shall be posted at the entrance to each facility.

3.5.6 Equipment Signage:

- All grinders, drill presses, lathe, and etc., shall have a sign posted instructing the use of a face shield is required.
- Parts washers, and vat area’s shall have a sign posted instructing the use of face shields, rubber gloves etc.
- All air compressors shall have a sign posted instructing that the machine may start automatically.
- Any high noise (as directed by hearing conservation program) area in the shop or in the field shall be posted with a sign stating that it is a high noise area.
- Any confined space area shall be posted with a sign as being a confined space area.
- When utilizing lockout/tagout Policy a tag shall be posted instructing others to not operate equipment, and having an area to sign and date the tag.
- A red tag “DO NOT OPERATE” sign shall be used when inspecting equipment (cranes, welding machine etc.) or used when a defective tool or equipment is found (wrench, hyd. jack, power cords, etc.).

- Only the person that placed the red tag shall remove it. Any removal of a red tag by another person is grounds for immediate termination.

4 References:

29 CFR 1910.145 Specifications for Accident Prevention Signs and Tags.

5 Exhibits:

None.