



SAFETY DIRECTIVE

<p>Title: Safety Signs and Accident Prevention Tags Issuing Department: Town Manager's Safety Office Effective Date: September 1, 2014 Approved: Gilbert Davidson, Town Manager Type of Action: New</p>
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1.0 PURPOSE

To outline policies and procedures for the design features and posting of Safety Signs and Accident Prevention Tags.

These specifications are intended to cover all Safety Signs except those designed for streets, highways, railroads, and marine regulations. These specifications do not apply to department bulletin boards or in-house designed safety posters.

2.0 DEPARTMENTS AFFECTED

This directive applies to all departments and employees of the Town of Marana.

3.0 REFERENCES

- 3.1 OSHA Standard 29 CFR 1910.144 - Safety color code for marking physical hazards.
- 3.2 American National Standards Institute (ANSI)
- 3.3 American Society of Agricultural Engineers (ASAE) Standards

4.0 DEFINITIONS

- 4.1 Accident Prevention Tag: A device usually made of card, paper, plasterboard, plastic, or other material used to identify a hazardous condition. The tag is usually affixed to a defective tool, machine or other device, to prevent operation until repairs are made.
- 4.2 Biological hazard or Biohazard: Those infectious agents presenting a risk of death, injury, or illness to employees.
- 4.3 Major message: That portion of an Accident Prevention Tag's inscription that is more specific than the signal word that indicates the specific hazardous condition or the instruction to be communicated to the employee. Examples include: "High Voltage,"

“Close Clearance,” “Do Not Start,” or “Do Not Use,” or a close corresponding pictograph used with a written text or alone.

- 4.4 Pictogram: A pictorial representation used to identify a hazardous condition or to convey a safety instruction.
- 4.5 Sign: A surface prepared for the warning of, or safety instructions of, employees or members of the public who may be exposed to hazards.
- 4.6 Signal word: That portion of an Accident Prevention Tag’s inscription that contains the word or words that are intended to capture the employee’s immediate attention.

5.0 POLICIES AND PROCEDURES

5.1 Training and Education

- 5.1.1 Employees shall receive training to ensure workers understand the various types and meanings of signs in the work site. Explanation of signs, including temporary signs, should include the review of each sign, label, and Accident Prevention Tag in the work place, with an explanation of the purpose, meaning and employer’s expectation of employee behavior when they encounter a safety sign.
- 5.1.2 When the department has reason to believe that an employee lacks the skill or understanding needed to recognize and comprehend the safety signs in the work place, the department shall retrain such employee so that comprehension is regained. Re-training is required under the following circumstances:
 - 5.1.2.1 Where changes in the work site presents an additional hazard about which an employee has not been previously trained; or
 - 5.1.2.2 When changes in the work process require new or additional safety signage; or
 - 5.1.2.3 Where the employee has been disciplined when disregarding the information or direction of a safety sign.

5.2 Classification of Signs

5.2.1 Danger Signs

- 5.2.1.1 There shall be no variation in the type of design posted to warn of specific dangers and radiation hazards. All employees shall be instructed that danger signs indicate immediate danger and that special precautions are necessary.

5.2.1.2 Standard color of the background shall be white. The panel shall be boxed in black, with a white border surrounding a red oval, with the word “Danger” in white.



5.2.2 Caution Signs

5.2.2.1 Caution signs shall be used only to warn against potential hazards or caution against unsafe practices. All employees shall be instructed that caution signs indicate a possible hazard against which proper precaution should be taken.

5.2.2.2 Standard color of the background shall be yellow, and the panel black with yellow letters.



5.2.3 Safety Instruction Signs

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

5.2.3.2 Standard color of the background shall be white, and the panel, green with white letters. Instruction or direction letters shall be black on the white background.



5.2.4 Notice Signs

5.2.4.1 Notice signs shall be utilized to post a general instruction message to employees.

5.2.4.2 Standard color of the background shall be white, and the panel blue with black letters. Instruction (Notice) shall be black letters on the white background.



5.2.5 Exit Signs

- 5.2.5.1 A non-illuminated exit sign shall be readily visible with letters no less than six inches in height with a brush stroke width of at least ½ inch to ¾ inch.
- 5.2.5.2 Standard color of the background is white, with red or black letters. An exit sign with white letters and red background is also acceptable, providing the height and width requirements for the letters in the above paragraph are met.



5.2.6 Biological Hazard or Biohazard Signs

- 5.2.6.1 The Biological Hazard or Biohazard warning sign shall be used to signify the actual or potential presence of a biohazard and to identify equipment, containers, rooms, materials, experimental animals or combinations thereof, which contain or are contaminated with viable hazardous agents.
- 5.2.6.2 Standard color of the background shall be fluorescent orange or red-orange, or predominantly so, with lettering or symbols in contrasting color such as black. The Biological Hazard Symbol shall be an integral part of the Biohazard sign.



Labels should display this universal biohazard symbol.

5.2.7 Slow-moving Vehicle Emblem

- 5.2.7.1 The emblem consists of a fluorescent yellow-orange triangle with a dark red reflective border (See figure below). The emblem is intended as a unique identification for and it shall be used only on vehicles that by design move slowly (25 M.P.H., or less) on public roadways. The Slow-moving Vehicle Emblem is not intended to replace required vehicle lighting or other required markings (Wide Load) or vehicle clearance markers.

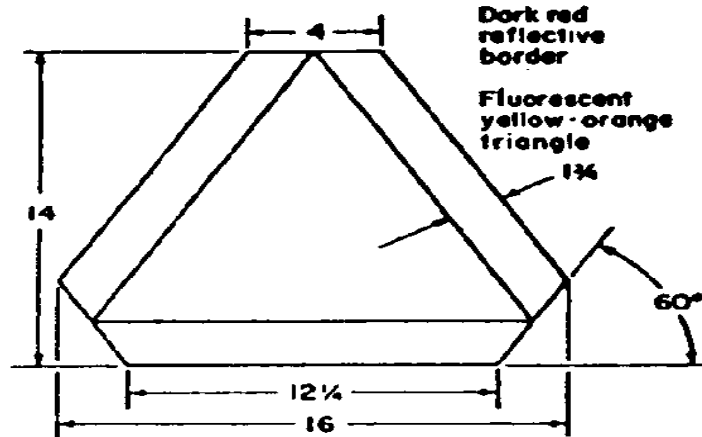


FIGURE J-7.—SLOW-MOVING VEHICLE EMBLEM
NOTE: All dimensions are in inches.

- 5.3 Sign Design. All signs shall be furnished with rounded or blunt corners and shall be free of sharp edges, burrs, splinters, or other sharp projections. The ends or heads of bolts or other fastening devices shall be located in such a way that they do not constitute a hazard.
- 5.4 Sign Wordings. The wording of any sign should be easily read and concise. The sign should contain sufficient information to be easily understood. The wording should make a positive rather than a negative suggestion and should be accurate in fact.
- 5.5 Sign Language Barrier. In areas where a reading or language barrier exists, or may exist, signs with a pictogram to illustrate the hazard or potential hazard should be utilized.
- 5.6 Temporary Signs. Certain operations may require the use of temporary visual warnings. Signs should be placed at the boundary of the work areas. For work in areas where repairs are being made to normally guarded or energized equipment, floor openings, or excavations, barricades area required in addition to the temporary warning signs.
- 5.7 Secondary Container Labeling. Employees are required to label all chemicals that have been transferred from their original container to a secondary container. Provisions for labeling the secondary container and an example of the approved Secondary Container Labels are referenced in the GHS-Hazard Communication Program Administrative Directive.
- 5.8 Not an Exit. Passageways or doors that may be mistaken for an exit shall be identified by a sign reading “Not an Exit” or by a sign indicating its actual use (such as: Closet, Storage).
- 5.9 Accident Prevention Tags
- 5.9.1 Accident Prevention Tags are utilized to signify a tool, machine, device or other energized machinery has been tagged “Out of Service” by an inspecting authority. The Accident Prevention Tag shall be affixed to the operating switch, control point of the device, or power source.
- 5.9.2 The tagged equipment shall not be used or otherwise activated until repairs have been completed. The Accident Prevention Tag shall only be removed by the person authorize to make repairs.

- 5.9.3 In cases where the department has affixed the Accident Prevention Tag to a piece of equipment with the intent to surplus the equipment, the Accident Prevention Tag shall not be removed until the equipment has left the work site.
- 5.9.4 In conditions where an Accident Prevention Tag is utilized as part of a Lock Out/Tag out/Try out Safety Device and Program, the Accident Prevention Tag shall be removed only by the person (authority) responsible for placement of the Tag.

6.0 RESPONSIBILITIES

- 6.1 The Safety Coordinator has overall responsibility for the Town's safety programs. The Safety Coordinator shall consult with the Town Manager regarding appropriate changes and amendments to this administrative directive.
- 6.2 Department Heads, managers and supervisors are responsible for ensuring that the requirements of this directive are fully implemented in their work areas.
 - 6.2.1 Departments or divisions shall post signs in the work place according to the hazards that have been noted to exist or may potentially exist. Signs shall be posted as close to the hazard as possible, to create a definite link between the message and the hazard.
 - 6.2.2 Supervisors shall ensure that employees are trained to recognize and comprehend the various types and meanings of signs in their facilities. Effective training includes a review of all signs, labels and tags used or located in the work place.
 - 6.2.3 Supervisors shall immediately suspend any work practice when an unsafe work practice, such as not following a sign or tag directive, is observed and shall take immediate corrective action. Corrective action that includes unsafe work practice by an employee(s) shall include mandatory retraining of the employee(s) and may include employee(s) discipline.
- 6.3 Employees are responsible for attending all mandatory training classes, and understanding the policies and procedures outlined in this directive, as well as all Town health and safety procedures.
- 6.4 Employees shall follow the instruction of each sign, label or tag posted in the workplace. Employees shall report damaged, missing or illegible signs to their supervisor, for immediate replacement.
- 6.5 The Safety Coordinator and the Safety Committee are authorized to halt any operation of the Town where there is danger of serious personal injury.

7.0 ATTACHMENTS

- 7.1 Appendix A - Accident Prevention Tag

Appendix A
Accident Prevention Tag

DANGER

DO NOT USE

REASON TAGGED:

EQUIPMENT DEFECTIVE

PARTS MISSING

WORK INCOMPLETE

DIRTY

OTHER: _____

SIGNED BY _____

DATE _____

BRADY SIGNMARK® DIV. CAT. NO. 86643

DANGER

DO NOT REMOVE THIS TAG

Remarks: _____

SEE OTHER SIDE

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	9-1-14

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