

Safety and Health Signs and Tags Procedure

January 2023

A. Policy And Purpose

All devices, structures, and areas where hazardous materials are used, or where hazards or possible hazards may exist will be identified with appropriate hazard warnings.

Signs and tags are not intended as substitutes for preferred abatement methods such as engineering controls, substitution, isolation, or safe work practices. Rather, they are additional safety guidance and increase the employee's awareness of potentially hazardous situations.

Tags are temporary means of warning all concerned of a hazardous condition, defective equipment, etc. Tags are not to be considered as a complete warning method but should only be used until a positive means can be employed to eliminate the hazard; for example, a "**Do Not Start**" tag is affixed to a machine and is used only until the machine can be locked out, de-energized, or inactivated.

The HSEQT Manager maintains a supply of a variety of safety signs and tags for use by Company personnel.

B. Responsibilities

Supervisor

Posts appropriate warning signs for materials of a hazardous nature (poisonous, toxic, flammable, carcinogenic, biological hazard, radioactive, etc.) or hazardous conditions (high voltage, slippery when wet, welding arcs, etc.).

Employee

1. Conducts themselves in the manner (safe procedures, protective equipment, clothing, etc.) as called for by the hazard warning signs and training.
2. Assists the supervisor in recognition of any potentially hazardous condition that may need identification by hazard warning signs.

HSEQT Manager

1. Periodically surveys all operations to ensure proper identification of hazardous areas or conditions by use of warning signs and immediately notifies supervisor of any lack of, or improper markings.
2. Assists the supervisor in defining proper identification, and acceptable location of signs in compliance with existing OSHA, Nuclear Regulatory Commission (NRC), Environmental Protection Agency (EPA), or other regulations.
3. Provides fabricated hazard warning signs.
4. Maintains a supply of all frequently used hazard warning signs.

C. Sign Policy

- a. Common sense is required in the use of Hazard Warning Signs, so their effectiveness is not lost by overuse. Hazard Warning Signs are not to be abused for personal reasons such as to keep people out of an area or to discourage use of laboratory materials, equipment, etc.
- b. Any temporary posting of a hazard should be replaced as soon as possible by an acceptable permanent sign or removed when the hazard no longer exists.
- c. Safety color and specifications for accident prevention signs and tags shall be in accordance with applicable federal and state regulations.
- d. The following key color will be used in the signs, paint, tape, etc. for warning personnel of hazardous conditions and identifying emergency equipment.
 1. **Red** – basic color for fire protection equipment and apparatus, danger, and emergency stop devices.
 2. **Orange** – designates dangerous parts of machines or energized equipment which may cut, crush, shock, or otherwise injure.
 3. **Yellow** – designates caution and is used for marking physical hazards. Solid yellow, yellow and black stripes, or checkers should be used interchangeably to attract the most attention in the area in question.
 4. **Green** – used as a safety designation and for marking the location of first aid equipment.
 5. **Blue** – also designates caution, but limited to warning against the starting, use of, or movement of equipment under repair or being worked on.
 6. **Black, Purple or Magenta on Yellow** – designates radiation hazards.
 7. **Black on white** – designates traffic and housekeeping markings.

Danger Signs - “Danger” signs shall be used where an immediate hazard exists, and specific precautions are required to protect personnel or property. The sign shall be of red, black, and white colors.

“Danger” tag shall be placed on a damaged ladder or other damaged equipment, and immediate arrangements made for the ladder/equipment to be taken out of service and sent to be repaired.

Caution Signs - “Caution” signs shall be used to warn of a potential hazard or to caution against unsafe practices, and to prescribe the precaution that will be taken to protect personnel and property from mishap probability. The sign shall be of yellow and black colors.

Radiation Signs - “Radiation” signs shall be used to warn of radiation hazards and of special precautions that will be taken. “Radiation” signs shall use the conventional radiation warning colors of magenta on a yellow background. Radiation warning signs are strictly regulated.

Exit Signs - “Exit” signs shall be utilized to clearly identify the means of egress from a building or facility. Where the exit is not apparent, signs shall have an arrow indicating the direction of the exit.

Biological Hazard Warning Signs - “Biological Hazard” warning signs shall be used to signify the actual or potential presence of a biological hazard and to identify equipment, containers, rooms, experimental animals, etc., which contain or are contaminated with viable hazardous agents. The symbol on these signs shall be the standard fluorescent orange or orange-red color.

Safety Instruction – Shall be used where there is a need for general instructions and suggestions relative to safety measures.

No smoking, Eating or Drinking Signs – Will be placed in all designated areas where there are flammable, toxic, carcinogenic, mutagenic, teratogenic, or radioactive materials stored or used.

Special signs or tags – Will be used as needed (e.g., labels for chemical carcinogens).

No Smoking Signs – Our Company is a smoke free environment and smoking is prohibited inside all Company owned buildings. No Smoking Signs are required in all areas (i.e., loading docks) designated by fire regulations or as areas where smoking is not allowed.

Posting of Signs and Tags -

Any Company employee who becomes aware of an unsafe condition will immediately advise the work area Supervisor of that condition. The Supervisor will determine whether a tag or sign is needed and, if so, that the appropriate sign or tag is posted or attached as required. They will coordinate the placement of tags, with the HSEQT Manager. If the responsible Supervisor is not available, the employee will contact the HSEQT Manager and request assistance.

The Supervisor will evaluate the situation and initiate appropriate corrective action. The Supervisor, in coordination with the HSEQT Manager, is responsible for removing the sign or tag only after the unsafe condition has been corrected.

D. Method Of Posting

- a. Signs that are to be used permanently will be installed only by IPS★ITCS Authorized Personnel.

- b. Signs that are to be used in laboratory areas on a temporary basis (less than one month) will be posted with masking tape on a glass surface door or, if more appropriate, on refrigerators, freezers, etc.
- c. Signs will not be posted with tacks, pins, and various adhesive materials that will damage the doors, walls, or building when the signs are removed. In areas where suitable surfaces for attaching the signs are not available, stands will be provided by Management.

Unauthorized signs In hallways and conference rooms are subject to immediate removal.

Laboratory Entrance Warning Placards

Laboratory entrance warning placards to alert personnel of specific hazards within laboratories will be affixed to the doors of laboratories. These placards will identify the presence of carcinogenic agents, biohazards, radioactive materials, reproductive toxins, flammable solvents, corrosive materials, reactive chemicals, toxic chemicals, toxic gases, and emergency contacts.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	12.20.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

***** *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By Employee: _____ Date: _____

Trainer: _____ Date: _____

Assessor:	_____	Date:	_____
Regional Manager:	_____	Date:	_____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Activity	Aspect	Impact

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE: SAFETY REP'S SIGNATURE:		CONFORMANCE SCORE: / 25 CONFORMANCE %:		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance