



Administrative Procedure

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Tags, Signs & Barriers

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Administrative Use

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Rev 0-0: Transferring a Standard into a procedure.

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Tags, Signs & Barriers**Published Date: 02/01/12****Effective Date: 02/01/12****1.0 INTRODUCTION****1.1 Purpose**

This procedure establishes requirements for the design, application, and use of tags, safety signs, and barriers, colors, and symbols. It also provides an effective means of communicating information concerning safety hazards to observers so that risk of injuries resulting from these hazards can be avoided.

1.2 Scope

This procedure is applicable to CH2M HILL Plateau Remediation Company (CHPRC) work areas where CHPRC work activities are taking place.

This procedure does not apply to the following as they have regulatory requirements with tag and sign requirements specific to their topic:

- Radiological postings – Refer to CHPRC-00073, *CH2M HILL Plateau Remediation Company Radiological Control Manual*, for occupational radiation protection-related tags, signs, and barriers;
- Hanford Site Lockout/Tagout - Refer to DOE-0336, *Hanford Site Lockout/Tagout*;
- Motor Vehicle/Bicycle Safety – Refer to PRC-RD-SH-9237, *Motor Vehicle/Bicycle Safety*;
- Operational configuration and identification of deficient equipment for the Operations organization - Refer to PRC-PRO-OP-23749, *Miscellaneous Facility Tags*;
- Crane and Rigging signaling – Refer to DOE-RL-92-36, *Hanford Site Hoisting and Rigging Manual*.
- Exit, Fire Door and Fire Barrier signs - refer to PRC-STD-FP-40404, *Fire Protection Program*

1.3 Applicability

This procedure is applicable to CH2M HILL Plateau Remediation Company (CHPRC) Team employees and subcontractor personnel involved with the design, application, and use of tags, safety signs, and barriers.

Definitions can be found in Appendix C.

1.4 Implementation

This procedure is effective upon publication.

2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in the process steps.

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3.0 PROCESS

Actionee	Step	Action
All Personnel	1.	Where barricades exist, employees must STOP <u>AND</u> READ the sign; PROCEED past the sign only if they are in full compliance with the requirements; CONTACT the person-in-charge in advance of entry where instructed.
Line Management	2.	Tags, Signs & Barriers shall be utilized to WARN personnel of potential hazards.
	3.	Barricades with signs shall be used to DETER the passage of persons or vehicles in designated areas where hazards exist (i.e. overhead work).
	4.	Barrier tape, rope, or fencing, if used in conjunction with accident prevention signs, must be able to withstand the elements (i.e., wind and weather). The tape, rope, or fencing shall be maintained until the hazard no longer exists and the sign is removed.
	5.	Accident prevention signs shall be PLACED in strategic and prominent locations to alert and inform a viewer in sufficient time so that the viewer can take appropriate evasive action to avoid potential harm from the demarcated hazard.
	6.	Accident prevention tags are affixed as close as safely possible to the respective hazard by a positive means, such as nylon tie wrap, wire, or adhesive, that prevents loss or unintentional removal.
	7.	DO NOT place signs on movable objects or adjacent to movable objects (doors, window, etc.) that may obscure the sign. Doors may be posted where necessary providing that the posting is not obstructed when the door is open. Gates may be posted providing that the sign is not obstructed when the gate is open. <u>IF</u> it is necessary to leave a gate open, <u>THEN</u> INSTALL a chain or barrier with appropriate posting or post a guard at the entrance.

NOTE: *When posting doorways, the effect of door position upon the visibility of the signs and other changes in configuration must be considered.*

8. Accident prevention tags shall only be used as an immediate hazard, such as defective tools, equipment, etc. They shall not be used in place of or as a substitute for accident prevention signs.
9. Accident prevention tags are used only as a temporary means of notifying employees of an existing hazard, such as defective tools, equipment, etc.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Line Management	10.	Accident prevention tags and signs shall be visible, clean, and, legible at all times when work is being performed, and shall be removed or covered promptly when the hazard no longer exists.
	11.	To determine the type of accident prevention sign, SEE Appendix A.
	12.	FOLLOW the specifications in Appendix B for Tags, Signs & Barriers design and format.

4.0 FORMS

None

5.0 RECORD IDENTIFICATION

None

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6.0 SOURCES**6.1 Requirements**

NOTE: *The source requirements of 29 CFR 1910.145 and 29 CFR 1926.200 both refer to ANSI Z53.1-1967, Z35.1-1968, and Z35.2-1968. In 1979, the ANSI Z53 Committee on Safety Colors was combined with the ANSI Z35 Committee on Safety Signs to form the ANSI Committee of Safety Signs and Colors. The standards above were updated and replaced by six standards that form the ANSI Z535 series.*

10 CFR 851, Worker Safety and Health Program, Section 23 "Safety and Health Standards"

29 CFR 1910, Occupational Safety and Health Standards, Subpart J, "General Environmental Controls"

29 CFR 1926, Safety and Health Regulations for Construction, Subpart G, "Signs, Signals, and Barricades"

6.2 References

PRC-STD-FP-40404, *Fire Protection Program*

PRC-PRO-OP-23749, *Miscellaneous Facility Tags*

PRC-RD-SH-9237, *Motor Vehicle/Bicycle Safety*

DOE-0336, *Hanford Site Lockout/Tagout*

CHPRC-00073, *CH2M HILL Plateau Remediation Company Radiological Control Manual*

6.3 Basis

PRC-PRO-IRM-10588, *Records Management Processes*

PRC-PRO-QA-19579, *OCRWM Records Management*

DOE-0336, *Hanford Site Lockout/Tagout*

DOE-RL-92-36, *Hanford Site Hoisting and Rigging Manual*

ANSI Z535.1-2006, *Safety Colors*

ANSI Z535.2-2007, *Environmental and Facility Safety Signs*

ANSI Z535.3-2007, *Criteria for Safety Symbols*

ANSI Z535.5-2007, *Safety Tags and Barricade Tapes (for Temporary Hazards)*

7.0 APPENDIXES

APPENDIX A - SAFETY ALERT SYMBOL & SIGNAL WORDS

APPENDIX B - TAGS, SIGNS & BARRIERS CATEGORIES, DESIGN AND FORMAT CATEGORIES

APPENDIX C - DEFINITIONS

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Appendix A - Safety Alert Symbol & Signal Words



This is the safety alert symbol. It is used to alert you to potential personal injury hazards. Obey all safety messages that follow this symbol to avoid possible injury or death.

Signal Word Panel



DANGER indicates a hazardous situation which, if not avoided, will result in death or serious injury



WARNING indicates a hazardous situation which, if not avoided, could result in death or serious injury



CAUTION indicates a hazardous situation which, if not avoided, could result in minor or moderate injury



NOTICE is used to address practices not related to personal injury

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Appendix B - Tags, Signs & Barriers Categories, Design and Format

Categories

- DANGER indicates a hazardous situation which, if not avoided, will result in death or serious injury. The signal word is to be limited to the most extreme situations.
- WARNING indicates a hazardous situation which, if not avoided, could result in death or serious injury.
- CAUTION indicates a hazardous situation which, if not avoided, could result in minor or moderate injury. It may also be used without the safety alert symbol as an alternative to "NOTICE."
- NOTICE is the preferred signal word to address practices not related to personal injury. The safety alert symbol shall not be used with this signal word.
- Safety Instruction is used to convey a safety message.

Design and Format

- NOTE:**
- *For greater detail pertaining to the design and format of accident prevention tags, signs, or barriers reference ANSI Z535.1-2006, ANSI Z535.2-2007, ANSI Z535.3-2007, and ANSI Z535.5-2007.*
 - *Accident prevention tags, signs, and barriers currently in use will be considered compliant, until new or replacements are needed. New or replacement tags, signs, and barriers shall be designed and formatted according to the specifications given in this Standard.*
- All signs shall be designed with rounded or blunt corners and free from 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.
 - The signal word shall be readable at a minimum distance of five feet or such greater distance as warranted by the hazard.
 - The wording of any sign shall be easily interpreted, legible and concise. The sign should contain sufficient information to be easily understood. The wording should make a positive, rather than negative suggestion and should be accurate in fact.
 - Accident prevention tags and signs shall be made of material that will withstand the operational and environment conditions in which it is placed.

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Appendix C - Definitions

Term	Definition
Barricade	An obstruction to deter the passage of persons or vehicles.
Signs	Warnings of hazard, temporarily or permanently affixed or placed, at locations where hazards exist.
Signals	Moving signs, provided by workers, such as flagmen, or by devices, such as flashing lights, to warn of possible or existing hazards.
Tags	Temporary signs, usually attached to a piece of equipment or part of a structure, to warn of existing or immediate hazards.