Administrative Procedure

PRC-PRO-SH-40445

Tags, Signs & Barriers

Revision 0, Change 0

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Description of Change
Rev 0-0: Transferring a Standard into a procedure.
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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:

- Hanford Site Lockout/Tagout - Refer to DOE-0336, *Hanford Site Lockout/Tagout*;
- Operational configuration and identification of deficient equipment for the Operations organization - Refer to PRC-PRO-OP-23749, *Miscellaneous Facility Tags*;
- 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.
### 3.0 PROCESS

<table>
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<tr>
<th>Actionee</th>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Personnel</td>
<td>1.</td>
<td>Where barricades exist, employees must STOP AND 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.</td>
</tr>
<tr>
<td>Line Management</td>
<td>2.</td>
<td>Tags, Signs &amp; Barriers shall be utilized to WARN personnel of potential hazards.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>Barricades with signs shall be used to DETER the passage of persons or vehicles in designated areas where hazards exist (i.e. overhead work).</td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>5.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>6.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>7.</td>
<td>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. IF it is necessary to leave a gate open, THEN INSTALL a chain or barrier with appropriate posting or post a guard at the entrance.</td>
</tr>
<tr>
<td>NOTE:</td>
<td></td>
<td><strong>When posting doorways, the effect of door position upon the visibility of the signs and other changes in configuration must be considered.</strong></td>
</tr>
<tr>
<td></td>
<td>8.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>9.</td>
<td>Accident prevention tags are used only as a temporary means of notifying employees of an existing hazard, such as defective tools, equipment, etc.</td>
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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
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”

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
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
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
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:**


- 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.
## Appendix C - Definitions

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