

# Safety Signs Checklist

The following checklist on the uses of color coding and signs, if checked "okay," gives a measure of guidance concerning the adequacy of safety signs and visual clues in your operation:

Is red used as the basic color to indicate fire, danger, or stop, on emergency stop bars or buttons and fire quenching materials?

Is orange used as the basic color to indicate dangerous parts of machines and energized equipment, such as on the inside of movable guards and exposed edges of pulleys or gears?

Is yellow used to designate caution and for marking hazards such as falling, tripping, or being caught in between the unguarded edges of platforms and treads of stairways?

Is green used as the basic color to designate "Safety" and the location of equipment – i.e. stretchers and first aid kits?

Is blue used as the basic color to designate service type measures such as "Notice" signs?

Is purple used as the basic color to designate radiation hazards – i.e. containers and storage areas for radioactive materials?

Is black, white, or a combination used to designate traffic and housekeeping marking i.e. – location of aisles, passageways, or refuse cans?

Is the piping system marked, identified, and color coded according to the latest standards?

Are danger signs – red oval with white "Danger" in upper panel and black/white field – used only where an immediate hazard exists?

Are caution signs – yellow "Caution" in upper panel and black/yellow field – used only to warn against potential hazards

or unsafe practices?

- Do safety instruction signs such as, "Safety First "and "Think"— have white letters on green field in upper panel – used for general instruction?
- Are informational signs – white "Notice" on blue field in upper panel – used to advise of general information needs such as directions to offices or other matters of company policy?
- Are exits marked (exit signs must be 6" high, 3/4" wide and lighted in high visibility contrasting colors)?
- Are doors which may be confused with exits, marked "No Exit"?
- Are clearances, safe floor loads, voltage, and smoking prohibition signs posted conspicuously?
- Are tags—"Danger, Caution, Do Not Start"—used as temporary warnings placed conspicuously on defective equipment, and made to the sign specifications of color and format?
- Does the location of the sign provide maximum visibility?
- Is care taken to avoid grouping too many signs in one location?
- Is the sign well-lit by daylight or illumination?
- Does the location of the sign alert the viewer at sufficient distance, so the viewer can act correctly?
- Is the size of the sign determined by the safe alerting distance, not the available space the sign will fit?
- Is the sign itself a hazard by its placement?
- Does the type of sign and the sign wording fit the location?
- Are the signs inspected on a regular basis?
- Is there a location sheet or master plan indicating where signs are? Is it shown on drawings of the product?
- Are the signs cleaned and refurbished to maintain visibility?

- Are the signs replaced or removed when the information is not any longer needed?
- Are the signs placed in such a way that they are not obscured in any way by columns, posts, or switches on hand tools?