

Methods of Posting (continued)

- a. Signs that are to be used permanently will be installed only by the Company 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.

Notes

Supervisors' Safety Checklist - Safety Signs

Supervisor:

Date:

Department/Area:

Yes	No	Checklist Area
		At least one Exit Sign is visible from all areas
		Signs are legible - not faded or worn
		All doors have Exit - No Exit or To Exit sign
		Emergency Stop Buttons are labeled
		Confined space entrances have signs posted
		Entrances to restricted areas have signs posted
		Automatic equipment has proper danger, caution or warning signs
		Chemical storage areas have proper signs
		Flammable storage areas have <i>No Smoking Signs</i>
		Equipment Controls are labeled
		Special Personal Protective Equipment requirements are posted
		Signs have rounded or beveled edges - no sharp corners or edges
		Fire extinguishers have signs posted above them

Danger Signs warn of *specific* dangers - all Danger Signs are of the same type design. Danger signs have red as the predominating color for the upper panel; black outline on the borders; and a white lower panel for additional back letter wording.

Caution Signs used only to warn against potential hazards or to caution against unsafe practices. Caution signs have yellow as the predominating color; black upper panel and borders; yellow lettering of "caution" on the black panel; and the lower yellow panel for additional sign wording. Black lettering is used for additional wording.

Safety Instruction Signs used where there is a need for general instructions and suggestions relative to safety measures. These signs have a white background with black letters or white letters on a green panel

