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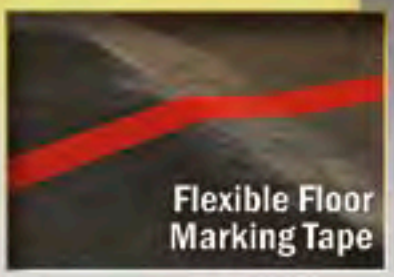

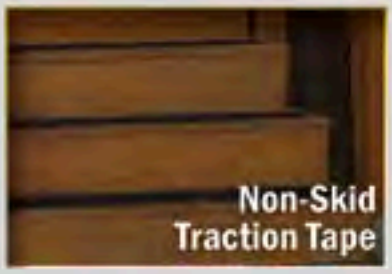

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GRAPHIC PRODUCTS

OSHA SAFETY SIGNS

Contents of the Best Practice Guide to OSHA Safety Signs by Graphic Products, Inc.

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* The words “sign” and “label” will be used interchangeably. In general, the only difference between a sign and a label is how it is used. The same standards and codes apply to both signs and labels.

Importance of Safety Signs

Workplace incidents cause countless injuries and cost millions in downtime and OSHA fines each year. Many incidents could be prevented with clear, compliant visual communication. The following pages are designed to help you evaluate your facility signage so you can provide greater safety and OSHA compliance.

OSHA tracks annual fatalities to help direct code enforcement efforts to the most critical issues facing industrial facilities. In a recent 2010 census, OSHA recorded a total of 4,547 fatalities on the job. One of the more significant increases in work-related fatalities came from fire. This statistic more than doubled from 53 in 2009 to 109 in 2010 — the highest count since 2003.

These statistics should be sobering to anyone working in an industrial environment and good reason to ensure your own facility's safety is maximized. In most facilities, there are a wide range of dangerous hazards hiding around every turn. Heavy machinery, electrical connection points, chemicals, visual obstructions and confined spaces are all common hazards workers must navigate each day.

The first step to improving facility safety is eliminating hazards. If elimination is not possible, lockouts or tagouts should be used as a barrier between the worker and the hazard. If these devices cannot be used, facility policy should be changed to eliminate access. If worker exposure is required, Personal Protective Equipment (PPE) can be used as a last resort.

Safety signs and labels should play a key role in all facility safety efforts. Where properly used, this critical visual communication reduces risk and promotes safety simply, affordably and effectively. OSHA has encouraged facilities to post safety signs at appropriate hazard locations for more than 30 years. The federal agency now requires hazardous communication at many facility locations to help alert workers to serious hazards. Such efforts brought greater awareness to the importance of safety signs and have helped lead facilities to apply more rigorous national standards and procedures wherever possible.

OSHA can site facilities for a lack of proper hazard communication. In many cases, facilities are cited for this violation during inspections that follow industrial accidents.

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OSHA Compliance & Safety

Understanding the critical role safety signs play in reducing injury is a positive first step in your facility's safety program. Posting safety signs near hazards not only reduces worker injury, in many cases it's required by OSHA. There are a number of mandatory OSHA hazard communication (HazCom) standards employers need to be aware of. OSHA requires safety signs at most locations where a hazard threatens the safety of a worker.

OSHA requires employers to provide a safe workplace for their employees. OSHA defines its own role as promoting "... the safety and health of America's working men and women by setting and enforcing standards; providing training, outreach and education; establishing partnerships; and encouraging continual process improvement in workplace safety and health." Complying with OSHA worker safety standards should be a priority for any organization. Using safety signs in accordance with OSHA standards not only helps create a safe workplace, it has the added benefit of improving morale. These signs announce your concern for worker safety. Facilities are known to be more successful when safety is a priority.

National Standards

There are a combination of agencies, associations and organizations participating in national safety sign standardization and compliance for industrial facilities. These are OSHA, The International Standards Organization (ISO), the National Fire Protection Association (NFPA) and the American National Standards Institute (ANSI).

Each agency, association and organization provides their own safety sign standards for their specialization and level of authority. For example, OSHA regulates most workplaces and sets safety sign standards that are generally mandatory. Most association and organization standards are not mandatory, but in some cases may be.

OSHA occasionally turns to other organizations and associations to help them set mandatory standards. As an example, ANSI standards are specified by OSHA at various locations within the agency's sign design color standards. They did so because the ANSI standards already existed and were believed to be the most effective and commonly used for safety label design.

Since OSHA specifies ANSI design standards, these ANSI standards are not voluntary. The ANSI standard OSHA refers to for color design standards is known as Z53-1967. ANSI replaced this standard with Z535, which is what should now be followed to comply with OSHA and ANSI mandatory and voluntary standards.

OSHA and ANSI design standards generally apply to most educational institutions, manufacturing plants, warehouses and other types of facilities throughout the United States.

Facilities adhering to both mandatory and voluntary national standards for safety signs are providing workers with the highest level of safety and, in turn, reducing liabilities. Following both standards is also known to help reduce hazard confusion so workers understand a sign's message sooner and from a safe distance.

Changes to ANSI Z535 Safety Sign Code

ANSI last issued changes to their Z535 safety sign design standards in 2006. To stay current, use the latest standards whenever printing new labels. If your facility is still displaying old ANSI sign designs, for now, replacement remains voluntary. However, older and inconsistent designs are known to create confusion for workers. The newest Z535 standards are now being widely used and are the easiest for workers to recognize. The best solution is to update to the new ANSI standards whenever a significant number of signs and labels in your facility require replacement.

This 18" x 24" OSHA/ANSI poster is available from Graphic Products for display in your facility. Call 1-800-788-5572 for more information.

For details about OHSA, including compliance assistance, facts and laws and regulations, visit www.osha.gov.

OSHA Compliant Safety Signs & Labels

Prior to developing a safety sign or label, create a plan for your facility's hazardous communication. Everyone in your facility (employee, contractor or visitor) should understand the message each sign conveys. OSHA clearly defines what a safety sign is, how it should be used and where it should be placed.

ANSI Z535 and OSHA §1910.145 (accident prevention signs and tags) both have safety sign placement standards. These are locations where, without identification, hazards may lead to accidental injury to workers and/or the public, or lead to property damage. Maximize the message each sign conveys by following OSHA/ANSI design standards. Do so by writing a simple yet concise safety message that clearly communicates hazard information.

The sign itself should never present a safety hazard. OSHA requires safety signs to have rounded or blunt corners and no sharp edges, burrs, splinters or other sharp projections.

The means of attaching the sign to a wall, post or other supporting material must not cause a hazard. For example, the ends or heads of bolts or other fastening devices must be located in such a way that they do not create a hazard.

OSHA sign standards are mandatory, but the agency does not specify design elements for signs. ANSI fills this void by providing standards for sign size, text size, placement and location of symbols and safety symbols. Wherever OSHA does not have a safety sign requirement, use ANSI Z535 standards. Of course, facilities must follow all other federal, state or municipal regulations as well.

Note: Labels requiring OSHA compliance should follow OSHA and ANSI Z535 design standards to offer the highest level of safety. Be consistent in design so labels and signs are uniform. Variation may diminish recognition and add confusion to signs. Consistent design, color, safety symbol, signal word and signal word panel are critical.

Sign Classifications

Each OSHA/ANSI safety sign is classified by hazard risk to help you know what sign to use. Take the next step by learning these classifications. Familiarize yourself with the signal word and safety message relationship. Understanding how classifications are applied will help you design for compliance and improve safety.

There are three primary hazard classifications OSHA and ANSI have established for safety signs. These are danger, warning and caution. ANSI is responsible for creating and standardizing the majority of secondary sign classifications. These signs include notice, safety signs and fire safety. OHSA and ANSI set general standards for biological hazard signs.

Primary Hazard Classifications

DANGER

Danger signs indicate an immediate hazard which, if not avoided, will result in death or serious injury. Danger signs should be reserved for the most serious hazards and signify special precautions are necessary.

The danger signal word is printed in white letters on a red background and preceded by the safety alert symbol. The area beneath the signal word, known as the message panel is where the safety message is printed. The safety message may appear in various colors, depending on the color of the signal word panel. In most cases, the safety message is printed in black or red letters over a white safety panel. However, it may also be printed in white letters if the safety panel is black. Safety symbols (pictograms) may be included on the safety panel to help workers recognize hazards sooner and from safe distances.

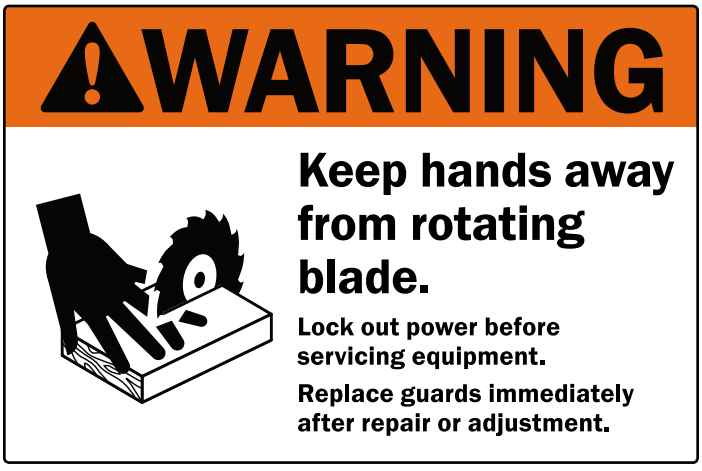
Safety signs used to identify radiation hazards are strictly regulated by OSHA. These signs shall not vary from OSHA sign standards in any way.

WARNING

Warning signs are one hazard level below danger signs. They describe a hazard which, if not avoided, could result in death or serious injury.

The “WARNING” signal word is written in black on an orange background header and proceeded by a safety alert symbol. The text in the message panel may be printed in white letters on a black message panel, or black letters on a white message panel.

Warning signs and labels can be any size and printed in a landscape or portrait format. Keep in mind, alternative design and color options should only be used to improve worker comprehension. The goal should always be to warn workers of hazards before they expose themselves to danger.



CAUTION

A caution sign indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury. Caution signs are used in areas where potential injury or equipment damage is possible, or to caution against unsafe practices. Caution signs should only be used if there is a risk of personal injury. For hazards that may only result in equipment damage, see notice signs below.

The "CAUTION" signal word is written in black letters on a yellow background and is preceded by a safety alert symbol, except when used for a non-personal injury. The message panel below the signal word contains the safety message and any additional safety symbols. Everything printed inside the message panel is black text on white or white text on black.

Secondary Hazard Classifications

BIOLOGICAL HAZARD

OSHA §1910.145(e)(4) states, "The biological hazard warning shall be used to signify the actual or potential presence of a biohazard and to identify equipment, containers, rooms, materials, experimental animals, or combinations thereof, which contain, or are contaminated with, viable hazardous agents… presenting a risk or potential risk to the well-being of man." The symbol design must conform with the example shown right and contain the word "Biohazard" or "Biological Hazard."

The biohazard symbol can be black, fluorescent orange, or a orange-red color. Background color is optional as long as there is sufficient contrast for the biohazard symbol to be clearly defined. A biohazard can also be indicated on a danger or warning sign and may include the safety alert symbol.

NOTICE

Use notice signs to provide general information that is important or relevant to a building, an area, a machine or equipment. Notice signs address practices not related to personal injury.

The signal word "NOTICE" should be printed in white italic letters over a blue background. Notice signs never include a safety alert symbol. The message panel is either white with a blue or black safety message or black with a white safety message. Red, blue or black safety symbols may be used.

Notice signs can include information about procedures, operating instructions, maintenance information, rules or directions. Notice signs are never used for personal injury hazards or warnings, but can be used to indicate possible equipment or property damage.

GENERAL SAFETY SIGNS

Safety signs are used to provide notices of: general facility practice, rules relating to health, first aid, medical equipment, sanitation, housekeeping and suggested general safety measures.

Signs used to describe safety instructions or procedures should use simple signal words. Common signal words used on a general safety sign state things like, “SAFETY INSTRUCTIONS” or “SAFETY PROCEDURES.” Where beneficial, use a more definitive signal word or words like “SAFETY SHUTDOWN PROCEDURE.” Signs indicating the location of safety equipment should use a simple and direct signal word such as “EYE WASH.” If multiple safety items are near each other, use something like “SAFETY EQUIPMENT” to describe the area.

The signal word, safety message and safety symbol should be printed in green or black over a white message panel. General safety signs should never include the safety alert symbol or the words “DANGER,” “WARNING” or “CAUTION” in the signal word panel.

ADMITTANCE

Unlike the previously mentioned sign categories, admittance signs do not have a defined hazard category and may use elements of all previous sign categories.

Admittance signs may use any signal word with its appropriate background header. Depending on the hazard level; danger, warning, caution or notice signs are options. The safety message on an admittance sign could state something like, “Unauthorized personnel, Keep Out.” If entering presents no hazard, a general safety sign may be adequate. The signal word and safety message should alert and explain the personal risk or consequences of entering a restricted area.

The primary action statement should be simple, direct and applicable to the hazard. In the example shown middle right, “Keep Out” is the primary action statement. Nonessential hazard information like consequence, avoidance or type of hazard can be eliminated since they are readily inferred. Use additional signs to explain safety information or procedures in greater detail.

FIRE SAFETY

Fire safety signs are used to indicate the location of emergency firefighting equipment. Unlike other signs, they do not have a signal word. The safety symbol is printed in red on a white background, or in white on a red background. The safety message must be in red letters on a white background. Because these signs do not indicate an injury hazard, the safety alert symbol must not be used.

Post these signs near or on fire equipment. Do not use them for wayfinding or emergency exit applications.

For more examples of different types of signs visit www.GraphicProducts.com.

Non-Hazard Signs

To convey general facility information, non-hazard signs can be placed at many locations throughout a facility. These signs generally use very simple text and a symbol to describe routine actions or general facility locations. They are never used to describe hazards, potential equipment damage or threat of injury. Common non-hazard signs include: wayfinding arrows, maintenance information, work procedures and general facility information.

Although these types of signs are not classified as safety signs, the information they provide still contributes to safety. Whether they encourage workers to properly dispose of trash or point visitors in the right direction, these signs contribute to a safe workplace.

Non-hazard signs can be used to improve workflow with operating procedures, maintenance schedules or facility maps. A non-hazard sign should convey whatever information an employee, contractor, inspector or visitor may need to understand general information clearly and at strategic locations. A well-informed employee is a safer employee.

Discontinued Signal Word Panels

The color combinations and background designs shown in the signal word panels below no longer comply with ANSI standards. Signs and labels displaying the following *legacy* designs do not require removal. However, newly created signs and replacements should follow ANSI's Z535 standards to ensure compliance and maximize hazard recognition.

See page 4 for correct DANGER header

See page 4 for correct WARNING header

See page 5 for correct CAUTION header

See page 5 for correct NOTICE header

OSHA & ANSI Sign Classification Table

For purposes of this guide, the words “sign” and “signs” may be substituted for the words “tag” and “tags.”

SIGN	OSHA	ANSI
DANGER	Danger tags shall be used in major hazard situations where an immediate hazard presents a threat of death or serious injury to employees. OSHA §1910.145(f)(5)	Indicates a hazardous situation which, if not avoided, will result in death or serious injury. The use of this signal word is limited to the most extreme situations. ANSI Z535.2-2007 (4.11.1)
WARNING	Warning tags may be used to represent a hazard level between “Caution” and “Danger,” instead of the required “Caution” tag, provided they have a signal word of “Warning” and an appropriate major message. OSHA §1910.145(f)(7)	Indicates a hazardous situation which, if not avoided, could result in death or serious injury. ANSI Z535.2-2007 (4.11.2)
CAUTION	Caution tags shall be used in minor hazard situations where a non-immediate or potential hazard or unsafe practice presents a lesser threat of employee injury. OSHA §1910.145(f)(6)	Indicates a hazardous situation which, if not avoided, could result in minor or moderate injury. ANSI Z535.2-2007 (4.11.3) It may be used without the safety alert symbol as an alteration to “Notice.”
NOTICE	Other tags may be used in addition to those required by §1910.145(f), or in situations where §1910.145(f) does not require tags, provided that they do not detract from the impact or visibility of the signal word or major message of any required tag. OSHA §1910.145(f)(9)	“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. ANSI Z535.2-2007 (4.11.4)
SAFETY	Safety instruction signs shall be used where there is a need for general instructions and suggestions relative to safety measures. OSHA §1910.145(c)(3)	Signs used to indicate general instructions relative to safe work practices or indicate the location of safety equipment. ANSI Z535.2-2007 (4.11.5)
BIOHAZARD	Biological hazard tags shall be used to identify the actual or potential presence of a biological hazard and to identify equipment, containers, rooms, experimental animals, or combinations thereof, that contain or are contaminated with hazardous biological agents. OSHA §1910.145(f)(8)(i)	

Safety Symbols

OSHA and ANSI encourage the use of safety symbols where beneficial. If a safety symbol helps to convey a message more quickly or clearly, include it. Keep in mind, there are a number of standards to follow when placing, coloring and designing these symbols.

Safety Symbols

Safety signs and labels are often improved with safety symbols (pictograms). Safety symbols may portray required actions, consequences, explicit direction, or the effects of interaction with certain chemicals, machines and other hazards. More than one symbol may be used to show a sequence of events or convey additional information relating to a single hazard.

Safety symbols should be consistent, readable and easily understood. They usually consist of a black image on a white background.

Surround Shapes

Consider using a *surround shape* to highlight your symbol. Surround shapes decrease available space for a symbol so using one may not always be an option. Do not use them if they detract from the safety sign message.

HAZARD ALERTING △

Use this triangle surround shape to bring attention to a safety symbol. The symbol should be drawn within a black equilateral triangle on a yellow background.

MANDATORY ACTION ●

To convey required actions to avoid hazards use this round symbol surround. The safety symbol should be white and the round surround background should be solid blue or black.

PROHIBITION ⊘

Use this surround to alert workers to prohibited activities or actions. The prohibited surround consists of a red or black circle with a diagonal slash from upper-left to the lower-right. The symbol must be on a white background.

INFORMATION ■

The square (or rectangular) surround shape is typically used to convey equipment location, places of exit, permitted actions, etc.

Facility Evaluation

Many areas in and around a facility require visual safety communication. Depending on facility size and layout, this can be a large project. Start by identifying all of your existing safety signs and ensuring they are OSHA/ANSI compliant. Next find locations where a safety sign would benefit workers by improving safety awareness, reducing injuries and improving workplace efficiency.

Take a camera with you to document the condition and content of your existing safety signs. This will help you remember safety sign locations and reduce inspection time. Once existing facility signage is documented and reviewed, identify locations where safety signs are missing. The objective is to improve safety, productivity and compliance throughout your facility.

Damaged or deteriorated labels, like the one above, should be replaced.

Incorporate the Following into Your Evaluations:

- Existing Signs & Labels
  - Are signs and labels consistent throughout your facility?
  - Are they legible? (damaged, deteriorated, etc.)
  - Are they accurate? (name, label color, etc.)
  - Do they meet current OSHA and/or ANSI standards?
  - Are they visible and readable from a safe distance?
  - Do they effectively communicate the message?
- Areas where directional signs are needed
  - Are workers directed to the correct location?
  - Is there clear direction to safety and fire equipment?
  - Is the fire exit clearly marked?
  - Are there areas where redirection is necessary?

- Hazardous areas not previously inspected or evaluated
- Areas requiring safety signs that are not clearly posted
- Areas where maintenance is performed
- Areas where temporary signs are needed
- New equipment & machinery
- Traffic areas

Safety signs help workers locate life saving emergency stations. Larger signs bring greater attention to these stations so safety is found sooner.

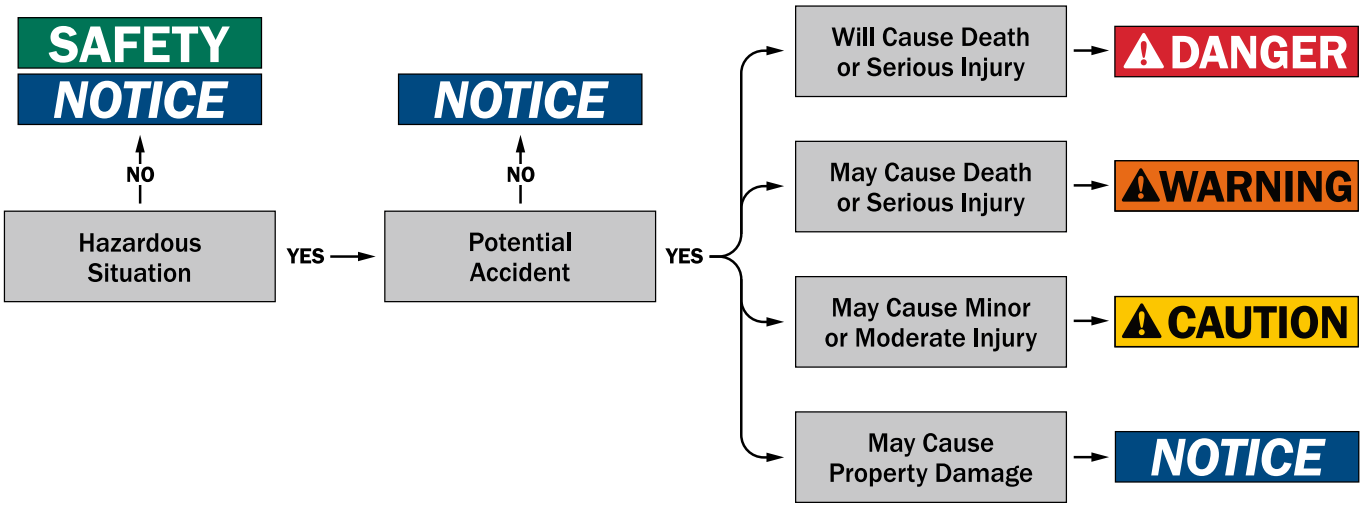
Creating Your Own Safety Signs

Industrial and warehouse safety signs typically contain three components. These are a signal word, safety symbol and safety message. This section explains how to use each component to create a safety sign that provides the maximum visual communication in an industrial environment.

OSHA does not specify safety sign design requirements for sign size, text size, text placement or location. Only ANSI provides these standards. ANSI does so to help improve hazard recognition and reduce workplace injuries. Maximize safety sign recognition by following ANSI design standards wherever possible. Refer to the "Facility-Wide Safety Sign Inspection" at the back of this guide to help in your safety sign project.

Signal Word Panel

The top portion of a sign is known as the signal word panel. The words "DANGER," "WARNING," "CAUTION" and "NOTICE" are located in this panel and are used to signal the level of hazard. If there is a risk of personal injury, the signal word on danger, warning and caution signs must be preceded with a safety alert symbol (an exclamation point inside an equilateral triangle). For general safety signs, appropriate signal words such as "STARTUP PROCEDURE" or "EMERGENCY SHOWER" are used. The following chart can help you choose an appropriate signal word:

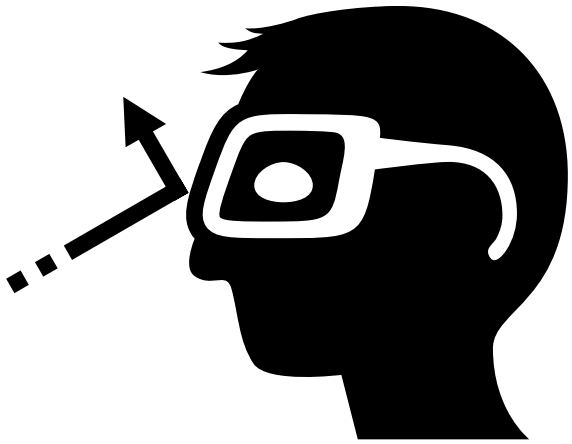


Avoid confusion by using standardized safety signs throughout your facility. If your existing signs use legacy designs, it may be best to replace them with ANSI compliant signs. Refer to ANSI Z535 for sign classification details, assessing risk and choosing a signal word. The ANSI standards also provide sample formats to help you design, print and locate signs in your facility. Refer to ANSI Z535 color and safety message panel designs as well.

Safety Symbol

Where appropriate, a pictogram may be used to help convey your safety sign message. The safety symbol should "describe the type of hazard, or evasive/avoidance actions to be taken" (ANSI Z535.2 §8.1.2).

Safety symbols should effectively communicate the message, be easily understood and be visible from a safe distance. An industrial symbol library of more than 1300 symbols is included with all DuraLabel desktop label and sign printers. (Visit our website at GraphicProducts.com or DuraLabel.com).



Message Panel

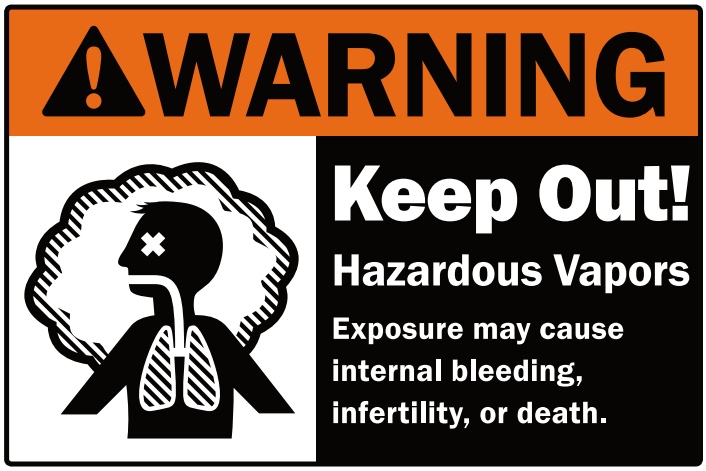
The message panel contains the safety message and safety symbols. The safety message describes a hazard, indicates how to avoid it and advises workers of the consequences of not avoiding the hazard. Follow these basic guidelines when writing a safety message:

- Use left-aligned text
- Use sentence-style capitalization
- Use sans-serif fonts (such as Helvetica or Arial)
- Avoid prepositional phrases
- Write in "headline style"
- Use active voice

When determining the order of the message content, consider what the reader should already know about a hazard and the necessary reaction time required to avoid danger. The most urgent information should appear most prominently.

OSHA §1910.145(e)(2) states, "The wording of any sign should be easily read 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."

The two signs shown right present the same information, but the sign at the bottom follows OSHA/ANSI standards. It also communicates the message clearly and effectively.



Tools & Supplies

Before beginning a label or sign-making project, you need to have the necessary tools and supplies. The process is not complicated and neither are the tools.

OSHA's website states, facilities must ensure all replacement safety signs adhere to the latest OSHA design standards. Graphic Products, Inc. offers the best tools to meet and exceed these standards. If your facility only requires a few signs and labels, and there's no rush, catalog labels may be the best solution. If your project requires more than just a few signs and labels, it will be more economical to purchase a sign and label printer. The DuraLabel TORO, DuraLabel PRO 300, DuraLabel 7000 or DuraLabel 9000 are ideally suited for facility safety sign printing. Make the custom visual communication you require with any one of these printers.

To optimize your label and sign-making projects, consider using the following tools:

- DuraLabel desktop label & sign printer (Toro, DLP, DLP300, DL7000 or DL9000)
- Computer with Windows (2000 or above)
- Mobile Print Station™ 150 XL (if portability is needed)
- Word processing software (MS Word, OpenOffice.org, etc.)
- Health & safety die-cut labels
- Vinyl supplies (color and size depend on label/sign necessity)
- Thermal transfer ribbon

The DuraLabel Toro Printer is the perfect tool for improving any facility's safety communication. It's easy-to-use, all-in-one design allows printing in remote facility locations so labeling is done right - on-site & off-site. Bundled safety sign software makes it easy to print OSHA compliant labels and signs.

Die-cut labels come in a variety of sizes and types, like the roll of Arc Flash Warning labels above. Other types include Danger, Caution, RTK & NFPA.

Common Supplies

Visit www.DuraLabelSupplies.com for a complete list of supplies

- Die-cut arc flash or RTK labels
- Reflective vinyl for low-light settings
- Phosphorescent ("glow-in-the-dark") vinyl
- Cold storage vinyl supply
- Chemical-resistant supplies for harsh environments
- Oily surface supply

Other Tools & Materials

- Cleaning supplies to prepare surface for label application
- Sign Blanks for difficult-to-adhere-to surfaces. One, two and three-way designs to be viewed from various angles in many sizes and material types.

How to Create Signs & Labels

The following steps describe the operation of the DuraLabel PRO 300. Other printers, such as the DuraLabel Toro, DuraLabel 7000 and the DuraLabel 9000 (pictured here), work in a similar manner.

Label Creation Steps

The sign-making process described below uses Microsoft® Word or OpenOffice.org. Easy to use instructions come with every DuraLabel printer. The DuraLabel CD comes with label and sign templates to make safety sign formatting a snap. Included templates provide the sign's basic layout so design work is reduced. Simply customize the content as needed.

Step 1 Connect your DuraLabel printer to the MPS 150 XL or a PC. Much like a conventional printer, you can connect using an RS-232 Serial Port or USB2.

Step 2 Determine the sign size and use an appropriate template or set the page size accordingly.

Step 3 Enter safety label text in a sans serif font. Add safety symbols.

Step 4 Determine the appropriate vinyl and ribbon color. Load these supplies into the printer.

Step 5 Print your labels.

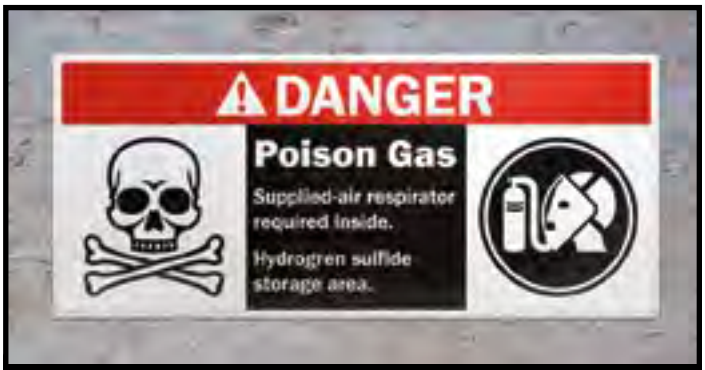
Large-Format Sign Printing

Safety signs larger than the width of the printer can be created by "tiling" vinyl strips together. Apply the tiled strips to a sign blank and it's ready to be mounted.

DuraLabel printers produce high quality, wide-format labels and signs that provide optimum readability throughout your facility. DuraLabel provides hundreds of OSHA/ANSI compliance solutions and stocks more than 50 application-specific supplies tested for the toughest environments.

The DuraLabel 9000 prints Safety Signs up to 9" tall.

Large OSHA-compliant signs can be made by tiling strips from your DuraLabel printer onto a sign blank. This 12″ x 36″ sign was made by tiling four strips printed by a DuraLabel PRO.



The finished sign tiled to a sign blank and mounted on a wall.

Sign & Label Maintenance

Safety signs should generally provide lasting performance for up to seven years. However, there can be unanticipated exposures which diminish label and sign life. Exposure to dirt, debris, sunlight and abrasive conditions impact performance. Track the condition of your facility signage with regular inspections. This will help ensure label and sign standard-compliance, while maintaining a safe work environment.

Safety signs cannot provide proper safety when they are no longer legible or visible. Annual inspections should be performed on safety signs. Under normal conditions, most signs and labels should last 5 to 7 years. However, unanticipated exposures are known to reduce sign life and can leave a facility unsafe and non-compliant.

Most DuraLabel supplies are chemical-resistant and will survive exposures to solvents and cleaning agents. This protects them when dirt, grime or oil must be removed.

Set up a schedule to inspect your facility safety signs. Refer to the "Facility-Wide Safety Sign Inspection" section at the back of this guide.

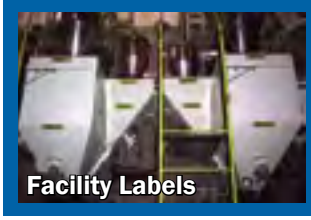
RTK/NFPA Labels

Tag Labels

Property Tags

Cable Markers

Pipe Markers


Facility Labels

DuraLabel is
Your Source for Safety Labeling
Equipment & Supplies

"In an age where customers like myself are "put on hold" or told "I'll call you back," your customer service is truly extraordinary"
- Marianne, Public Utilities Construction Contractor

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SAVE TORO OSHA Kit
print on 1/2" to 4" tape widths

DuraLabel®

Summary

By now you should have a sound understanding of what safety signs are, why they are important and how to best utilize them at your facility. Keep in mind, the standards provided may change without notice. Stay on top of OSHA and ANSI sign standards so your facility is always compliant.

When safety signs are designed to meet or exceed OSHA and ANSI specifications, your facility is a safer place for all who must enter. Safety signs are relied on by workers, administrative employees and emergency responders. Following the OSHA and ANSI standards described in this guide will reduce risk, promote safety and assist in reducing work-related accidents and fatal injuries.

Easy to recognize safety signs benefit facility visitors. Standardized formatting and color-coding are recognized nationally and convey critical information in simple terms.

Remember safety signs save lives. At Graphic Products, we're certain they can. Safety signs are the link between a facility, its managers and its workers. When an organization makes a commitment to safety and invests in high quality labeling the rewards are:

- Improved morale when employees feel the presence of safety awareness
- Increased profits when workman's compensation claims are reduced
- Efficiencies are experienced when an organization is well labeled
- Reduced accidents and incidents in an organized facility
- Higher employee attendance and decreased lost work days

Take your facility to the next level. Let safety signs empower and protect your workers. It's simple. It's profitable. And it has the power to save a life.

Battery-powered, handheld Labeler for

LABELING ON THE GO!

The DuraLabel 2000 PLUS improves facility safety by quickly printing OSHA-compliant labels that identify hazards and equipment, list maintenance and safety procedures, provide directions, etc. It is designed to handle a wide variety of industrial label applications. Durable vinyl tapes and ribbons are engineered to withstand harsh environments, so your label applications last for years.

Additional Printer Features:
- Lightweight for ultimate portability (2.7 lbs.)
- Auto-detects loaded supply type and size
- Text/image auto-size or manual size design option
- Print preview to verify label layout and appearance
- Save up to 32 label designs for future print jobs
- Zero cool-down time – nonstop printing without overheating

Built-In Manual Cutter
Large LCD Display
Soft Key Menu System
Hand Strap on Back
Rechargeable Battery
Rugged Construction

DuraLabel® 2000 PLUS

Handheld Label Printer – Print ½", 1" and 2" Custom Labels

Facility-Wide Safety Sign Inspection

Each of the following areas have most consistently been found to require improvement. After each question, record your observations in the area provided. You can then use that information to assess the visual communication needs of your facility.

GENERAL LABELING

Identify signs and labels that are not legible:

Identify inconsistent signs and labels:

OSHA COMPLIANCE & SAFETY

Machines which require lockout instructions:

Operator positions that require specific instructions:

Equipment that requires maintenance instructions:

Areas that require department managers' extensions or emergency contact information:

GENERAL SAFETY & INFORMATION

Areas that require instructions for obtaining permits:

First aid, safety shower and eye wash stations:

FACILITY-WIDE SAFETY SIGN INSPECTION

Compressed gas storage areas and containers:

Ladders, scaffolding and lift equipment not properly marked:

Areas where emergency procedures are not clearly posted:

Areas that need posted safety procedures:

Evacuation routes that are not clearly marked:

Areas without visible exit signs or directions:

Identify any door that can be mistaken for an exit:

HAZARDOUS CHEMICALS

Secondary (non-manufacturer) containers for chemicals, cleaners or for disposal, that are not marked:

Which Managers have the authority to create and apply appropriate right-to-know information to these containers?

Hazardous waste containers, tanks and vessels:

Hazardous waste storage areas:

Areas containing asbestos:

PERSONAL PROTECTIVE EQUIPMENT

Identify all doors leading to areas where PPE is required:

Areas that require PPE, but are not clearly marked:

Areas that require permits:

WAREHOUSE

Are all bins, racks and shelves clearly and uniformly marked?

Identify all clearance and load limits:

Areas where forklift/fork trucks operate:

ELECTRICAL HAZARDS

Equipment that requires lockout/tagout procedures:

Machines with high-voltage electrical connection points:

Are all switches and controls clearly marked?

Identify electrical panels that are not clearly marked with 36" clearance, high-voltage warning labels, specific voltage, panel number, and breaker identification:

Identify floor areas in front of panels that need to be marked to keep the area clear:

Identify all panels, breakers and switches that are not clearly marked to identify what they control:

Identify all electrical wires, cables, bundles and conduits:

Identify every electrical panel and motor control center that is not marked “High Voltage”:

NOTES

Now that you have used this guide to evaluate the signage needs of your facility, it’s time to make a plan to address the areas that need improvement.

A Graphic Products representative can assist you in choosing the right solution for your facility, your application and your budget. Call 800-788-5572 for more information.

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