

Signs, Tags, Barricades and Labels	S.O.P. 3J		Page 1 of 3
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STANDARD OPERATING PROCEDURE			

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I. SCOPE AND PURPOSE

- A. This Standard Operating Procedure applies to all personnel employed by Basic Industries of South Texas, Ltd.
- B. To define a standard operating procedure for the selection, care, use and removal of signs, tags, barricades and labels.

II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 5G, Hazard Communication
- B. S.O.P. 6A, Scaffold Erection, Use, Modification, and Dismantle
- C. 29 CFR 1910.145, Specifications for accident prevention signs and tags.
- D. 29 CFR 1926.200, Accident prevention signs and tags.

III. DEFINITIONS

- A. **Sign:** a surface prepared to provide a general warning or instruction to employees who may be exposed to a hazard.
 - 1. Permanent sign: permanently affixed on or in a stationary structure or equipment such as buildings, warehouse, mobile cranes, fork trucks, et cetera utilizing screws or another more permanent fastening device.
 - 2. Temporary sign: affixed on or in a structure or equipment utilizing tape, nails or other temporary fastening devices.
- B. **Tag:** a surface that may be prepared or written upon with warnings or instructions to employees who may be exposed to a hazard. Temporary in nature, typically placed on stationary or mobile objects (de-energized equipment, scaffolding, damaged

equipment, et cetera)

- C. **Barricade** (hard and soft): Used to temporarily demarcate an area where imminent or a potential hazard exist.
- D. **Label**: a temporary or permanent surface generally prepared (typically with adhesive backing) with specific warning or instruction to employees who may be exposed to hazard.

IV. PERSONNEL RESPOSIBILITIES

- A. Supervisory personnel are responsible to assure that the requirements of this policy are discussed with and implemented by their personnel.
- B. All supervisors of work activities shall ensure that all personnel in the work area comply with the requirements of this procedure.
- C. Employees are required to comply with all requirements of this procedure.

V. GENERAL GUIDELINES

- A. The specifications provided in this Standard Operating Procedure are not for use on streets, highways, railroads or in marine operations.
- B. “Danger Signs, Tags, and Barricades” shall be used only where a determination has been made that failure to use such will lead to accidental injury, death or property damage.

VI. SIGNS

- A. Permanently affixed signs, such as those on equipment, that have been damaged or are unreadable shall be replaced as soon as possible.
- B. Temporary signs that have been damaged or are unreadable shall be replaced immediately.

VII. TAGS

- A. Scaffold Tags
 - 1. All temporary work platforms (scaffold) erected by this company shall utilize tags for Scaffold User Notification of Work Platform limitations as per S.O.P. 6A.
 - 2. Only a “competent person” as designated by S.O.P. 6A shall be authorized to place tags on scaffold.
 - 3. Only a “competent person” as designated by S.O.P. 6A shall be authorized to update tags on scaffold.

VIII. BARRICADES

- A. Barricades are used to regulate and/or secure a work area from unauthorized

entry, protect personnel from overhead work or from exposure to hazardous substances or conditions.

- B. All barricades shall be tagged with an appropriate barricade tag with the following information affixed to the tag:
 - 1. Name of contractor doing work within the regulated area, e.g., Basic Industries of South Texas.
 - 2. Date and time the barricade was erected.
 - 3. Purpose or reason for the Barricade.
 - 4. Any special PPE required upon entering the regulated area.
 - 5. If special authorization is required to gain access to regulated area.
 - 6. Name of individual erecting the barricade.
- C. Barricades in the Industrial Sector are generally in the form of a plastic tape, are color-coded as follows:
 - 1. Black lettering on a solid yellow background.
 - 2. Black lettering on a solid red background.
 - 3. Black lettering on a white, black and red background (asbestos and lead removal specific).
- D. Wording on barricade tapes inform personnel of their basic purpose, e.g., “Caution”, “Do Not Enter”, “Danger”, etc.
- E. Personnel shall read the tag and follow the instructions prior to entering any barricaded area.

IX. LABELS

- A. Labels are used to communicate important information to the reader about that which the label is affixed to.
- B. Labels are either part of the packaging or are affixed to the packaging.
- C. Labels will contain but are limited to the following information:
 - 1. Chemical or Product Identity.
 - 2. Appropriate Hazard Warnings.
 - 3. Name, Address and Phone Number of the Manufacturer, Importer or other responsible party.
 - 4. NFPA Diamond, if necessary.
- D. Temporary Labels shall be utilized as per S.O.P.5G, Hazard Communication.