**Safe Work Requirement**

Safety Signages Procedure

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| PURPOSE To provide company employees, co-workers & visitors with visual warnings of hazards or safety signs in drilling location. scope This procedure is applicable to ECDC Sites and Facilities where a visual system of identification related to potential hazards and important information can be addressed. Definitions **Affected worker:** ECDC employee, subcontractor or visitors who observes the sign/tape and implements action to avoid hazards.  **Authorized employee:** A qualified employee who will place the sign or tape on the system under the direction of the Cognizant person.  **Barricade tape and chains:** A visual aid that alerts personnel to the presence of a temporary, immediate or potential hazard.  **Caution:** A signal word that indicates a possible hazard against which proper precautions should be taken .  **Danger:** A signal word that indicates an immediate danger and that special  Precautions are necessary.  **Notice:** A signal word to indicate a ECDC policy and/or general information.  **Safety:** A signal word to indicate general safety information.  **Safety signs:** A visual sign, label, or placard to alert personnel to the hazards associated with non compliance. Also identifies informative directions and safety precautions.  **Message panel:** The lower panel on a sign that identifies the hazard and avoidance of the Hazard.  **Signal word**: The upper panel on a sign to alert personnel to the level of severity.  **Warning:** A signal word to identify a potential hazard and that avoidance shall be taken. ResponsibilitiesCognizant Person:  1. Determines, either by inspection, Job Safety Analysis, or the advice from a review, that an area, system, component or equipment under his /her jurisdiction requires a safety sign or barricade tape/chain. 2. Obtains correct safety sign or barricade tape/chain based on the illustrated examples including signal word and message panel with hazard identification, avoidance procedure and/or consequence.  Authorized Employee:  1. At the direction of the cognizant person places the safety sign or barricade tape/chain on the system, component, equipment or access point. Affixes contact information (name and phone number) of the authorized employee and/or cognizant person to the barricade tape/chain. 2. Removes safety sign or barricade tape/chain when the cognizant person determines that they are no longer required.  Affected Worker:  * Reads safety sign or barricade tape/chain and implements appropriate action.  Procedure and guidelines    Signage Type There are five types of safety signs and two types of barricade tape used at ECDC.  Danger, Warning, Caution, Notice, and General Safety signs are the standard OSHA and ANSI Safety Signs that are covered in this procedure. They are used to:   1. Notify personnel of credible imminently hazardous or potentially hazardous situations. 2. To alert personnel against unsafe practices. 3. To reflect Rig policy as it relates to the safety of personnel or the protection of property.   Danger and Caution barricade tapes or chains are used to alert personnel to temporary, immediate or potential hazards.  There may be circumstances where the distinction between types of signs or barricade tapes/chains may be subtle or a manufacturer may provide products labeled differently than the conventions described herein. Signage Regulations  1. ECDC Safety Signs shall be posted, where possible, cantered. e.g.at 60 inches from grade, no lower than 36 inches from the bottom of the sign, no higher than 120 inches to the top of the sign from grade. As reference. 2. Message Panels for DANGER, WARNING, and CAUTION shall state the hazard and avoidance procedure and/or consequence of non-compliance. NOTICE and SAFETY message panels shall state ECDC general and safety information. 3. ECDC barricade tapes/chains shall be posted, if possible at 36 inches from grade. 4. DANGER barricade tape or chain is to be used for protection of people against hazards. 5. CAUTION barricade tape or chain is to be used for protection of equipment against hazards. 6. Barricade tapes and chains shall not be breached, unless granted permission by the cognizant person in charge of the area or the authorized employee who placed the tape. 7. In an emergency, barricade tape/chain placed on an exit door can be crossed to escape the area. An exit taped or chained in this way should be marked “Emergency Exit Only”. If the exit is physically blocked, an alternative emergency exit has to be designated and the people in the area informed, or the affected area cannot be occupied. 8. In the event that the applicability of a sign or barricade tape/chain is questioned, the concern shall be brought to the attention of the cognizant person or authorized employee who placed the sign/barricade tape or chain. 9. Safety signs and barricade tapes/chains shall be so placed to alert and inform the viewer in sufficient time to take appropriate evasive actions to avoid the potential harm from the hazard. The safe distance is to be determined by the cognizant person. Prior to placing barricade tapes/chains, consideration must be given as to what other alternate egress or detours exist. 10. Safety signs and barricade tapes/chains shall be placed so that they are legible, non-distracting, and not hazardous in themselves. Proper consideration should be given to environmental conditions and their deteriorating effects. 11. Safety signs and barricade tapes/chains shall not be located in areas where they may be moved or rendered ineffective by equipment movement, air currents, etc, nor shall they be blocked by movable panels such as doors, windows, racks, gates, etc. |