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?