

HYLINE SAFETY COMPANY

HYLINE SAFETY COMPANY • 421 Seventh Avenue, Suite 500 • New York, NY 10001 USA
Tel. #212-688-5600 / Fax #212-688-6683 • WWW.BUILDINGSAFETYPRODUCTS.COM • E-Mail: Info@HYLINESAFETY.COM

**HYLINE SAFETY COMPANY - Leading the way
to safety and compliance with the law**

EZ Facility Safety Audit Guide



Prepared for:

Company Name: _____

Location: _____

Contact: _____

Distributor: _____

Date of Audit: _____

Reason for Audit: _____

An easy to use step-by-step checklist of required and suggested signage for your facility

Directions:

- 1. Follow outline and list location of items needed (signs, tags, labels, etc.)**
- 2. List quantity of each item**

Although some sections may not apply, we suggest that you begin with the parking lot and then proceed throughout the facility.

Material Specifications: For complete material descriptions refer to NMC catalog.

.004 Pressure sensitive vinyl (PS) – Flexible, excellent resistance to water and humidity.

.050 Rigid Plastic (RP) – Long lasting indoor and outdoor use.

.095 Fiberglass (FG) – Rigid, shatter-proof and dent resistant. Good for harsh environments.

.040 Aluminum (AL) – Permanent indoor/outdoor use.

.063 Aluminum (AL) – Permanent post mounting

.080 Reflective Aluminum (ALR) – Permanent outdoor use.

OSHA Guidelines:

OSHA 29 CFR 1910.157(c)(1) & NFPA 101 Life Safety Code - the location of fire extinguishers, sprinklers, hoses and alarms are to be clearly marked.

OSHA 29 CFR 1910.37 & the NFPA 101 Life Safety Code – all exits are to be clearly marked.

OSHA 29 CFR 1910.37(q)(1)(3)(4)(6)(8) – an exit sign with an arrow showing the direction is to be placed in every location where the path of travel to the nearest exit is not apparent. Also all doors, passages and stairways which are not exits and/or may be mistaken as an exit, are to be identified as not an exit or by its actual property, ie. “storage room,” closet”, etc.

OSHA 28 CFR & Section 4.1.2(7) of the Americans With Disabilities Act – toilet/bathing facilities that are accessible shall be identified by the International Symbol of Accessibility.

OSHA 29 CFR 1910.1200 – every container of hazardous chemicals must be labeled with chemical name and appropriate hazard warnings so employees are aware of potential exposure.

OSHA 29 CFR 1910.305(b)(3) – covers for boxes are to be permanently marked “HIGH VOLTAGE” on the outside of the box cover.

NEC 430.102 – Disconnecting means for motor, motor circuits and controllers. “The provisions for locking or adding a lock to the disconnecting means shall be permanently installed “ON” or “AT” the switch or circuit breaker used as the disconnecting means.”

OSHA 29 CFR 1910.145 – where a hazardous situation could result in death or severe injury, signs are to be posted indicating immediate danger and which special precautions are necessary. Where a hazardous situation is capable of severe injury, signs are to be posted to caution against unsafe practices.

OSHA 29 CFR 1910.145(c)(2) – caution signs are to be used to warn against potential hazards.

OSHA 29 CFR 1910.147 – all energy sources are required to be turned off and locked out while machines are being serviced or maintained. Any energy sources that cannot be locked out are to use a tag out system.

OSHA 29 CFR 1910.1450(h)(l) and .1200(g)(10) – right to know material safety data sheets must be readily accessible to employees.

OSHA 29 CFR 1910.145 – location signs for eyewash stations and safety showers are recommended.

OSHA 29 CFR 1910.146(c)(2) – signs are to be posted near permit spaces to notify employees of what hazards may be present with messages such as “PERMIT REQUIRED CONFINED SPACE.”

Many of our products are available in Bilingual (English/Spanish) versions. Please refer to NMC catalog for available legends.

Parking Lot – These items are designed to comply with current regulations.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY.</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Parking (Handicap Sym)	18x12	AL6	___	TM94H	\$27.15	197
No Parking	18x12	AL6	___	TM1H	\$27.15	195
No Parking (Reflective)	18x12	ALR	___	TM1J	\$31.84	195
Visitor Parking Only	18x12	AL6	___	TM7H	\$27.15	197
Speed Limit 5	18x12	AL6	___	TM17H	\$27.15	194
Fasten Seat Belts	18x12	AL6	___	TM60H	\$27.15	195
Sign Post	6'	Steel	___	P6GR	\$23.91	199
Sign Post	8'	Steel	___	P8GR	\$31.75	199
Portable Sign Base			___	EPB	\$25.00	199
Mounting Hardware (tamper resist)		set of 2	___	NBTR	\$7.27	199

Other Parking Signs: _____

Warehouse – In a typical warehouse setting there are many common markings needed. The use of forklifts and areas around loading docks present potential carbon monoxide hazards. Aisles must be kept clear with no obstructions.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Fire Extinguisher	18x4	PS	___	M23P	\$3.29	162
Fire Extinguisher (3-D)	8x14 ½	.125 Acrylic	___	VS11R	\$27.74	171
Carbon Monoxide	10x14	RP	___	D375RB	\$10.08	174
Wheels Must Be Chocked	10x14	RP	___	N16PB	\$10.08	202
Exit	10x14	RP	___	M24RB	\$10.08	138

Bend Knees While Lifting	7x7	RP	___	S43R	\$6.31	246
Forklift Traffic Keep Clear	10x14	RP	___	C356RB	\$10.08	242
Forklift Traffic Area (Walk On Floor Sign)	17" Dia		___	WFS20	\$19.87	126

In addition to the signage, floor marking tape is recommended. There may also be other specific hazards which need to be identified and marked. Look for such things as electrical panels (high voltage signs), first aid kits, overhead storage (load capacity signs), etc. If there are process pipes, you may want to consider pipe markers. See NMC product catalog for additional selections.

Other warehouse needs: _____

Welding Area – OSHA has some recent regulations to protect workers in welding areas. All types of welding such as gas, electric arc, brazing, and soldering are applicable.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Fire Extinguisher	18x4	PS	___	M23P	\$3.29	162
Exit	10x14	RP	___	M24RB	\$10.08	138
Welding Fumes May Be Present	10x14	RP	___	C193RB	\$10.08	256
Welding May Produce Fumes	10x14	RP	___	C194RB	\$10.08	256
Do Not Watch The Arc	10x14	RP	___	D31RB	\$10.08	256
Cylinders Must Be Chained....	10x14	RP	___	W408RB	\$10.08	175
Empty	4x12	PS	___	M55P	\$2.66	175
Full	4x12	PS	___	M56P	\$2.66	176
No Smoking Within 50 Ft.	10x14	AL	___	D124AB	\$17.91	166
Cylinder Tags, 100/pack	6 1/4 x3	Cardstock	___	CT499	\$23.69	94

Other welding needs: _____

Spray Booth- Spray booth operations can be both a physical and health hazard. In these areas, the use of flammable and combustible liquids, present several hazards. Markings are required in this area as such.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Flammable Liquid, 500/rl	4 3/4 x4	PS	___	UN1044AL	\$32.44	104
Oxygen No Smoking No open Flames	10x14	RP	___	D597RB	\$10.08	33
Hydrogen Flammable Gas No Smoking or..	10x14	AL	___	D294AB	\$17.91	176
Caution Sensitive Electronic Devices..., 500/rl	4x4	PS	___	LR16AL	\$32.44	102
Spontaneously Combustible, 500/rl	4x4	PS	___	DL21AP	\$19.64	211
No Smoking	10x14	RP	___	D79RB	\$10.08	166
Fire Extinguisher (Glow)	18x4	RP	___	GL23R	\$13.98	162

Other spray booth needs: _____

Compressed Gas Storage Area - Common gases stored in this area are LP Gas, Acetylene, Oxygen, and Hydrogen. Oxygen cylinders must be separated from fuel-gas cylinders or combustible materials a minimum of 20 ft. or by a non-combustible barrier at least 5 ft. high.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Price #</u>
No Smoking Within 50 Ft.	10x14	AL	___	D124AB	\$17.91	166
Fire Extinguisher	18x4	PS	___	M23P	\$3.29	162
Exit	10x14	RP	___	M24RB	\$10.08	138

Hydrogen Flammable Gas	10x14	AL	___	D294AB	\$17.91	176
Acetylene Compressed Gas	10x14	RP	___	D3RB	\$10.08	174
Cylinder Tags, 100/pk	10x14	RP	___	D245RB	\$10.08	174
	6 1/4 x 3	Cardstock	___	CT499	\$23.69	94

In addition to the items, you may also want to consider marking designated areas with hazard marking tapes.

Other Compressed Gas Storage items: _____

Maintenance Shop - Most industrial facilities have a maintenance shop area. You will typically find chemicals (gasoline, solvents, cleaning supplies) as well as electrical hazards in this area.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Eye and Ear Protection Required	10x14	RP	___	C151RB	\$10.08	258
Hearing Protection ...	10x14	RP	___	C514RB	\$10.08	257
Flammable Material No Smoking ...	10x14	RP	___	D117RB	\$10.08	161
High Voltage	10x14	PS	___	D49PB	\$6.43	239
Fire Extinguisher	18x4	PS	___	M23P	\$3.29	162
Lockout Center	30x24		___	LOTO1	\$269.82	218
Lockout Tags, 10/pk	6 1/4 x 3	Unrip Vinyl	___	LOTag1	\$18.95	86

In addition to these items you may want to consider hazardous waste labels and portable container labels.

Other Maintenance Items: _____

Chemical Storage Area – All companies, large or small, have chemicals that they store. The marking of this area is extremely important.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Hazard Ident. Wall Chart	24X30	Poster	___	HMCP100	\$22.25	140
Right to Know Station			___	RTK	\$137.51	191
Chemical Storage Area	10x14	FG	___	D239EB	\$20.80	174
Fire Extinguisher (glow)	12x9	RPG	___	GL10R	\$16.87	162
No Smoking Within 50 Ft.	10x14	RP	___	D124RB	\$10.08	166
Hazardous Material Label	15x15	RP	___	HMS15R	\$15.71	190

Within this area there can be the transfer of chemicals from larger containers to smaller ones used in other areas of the facility. These smaller containers must be labeled. NMC offers Container labels and Write On Hazardous Communication labels for compliance. Aisle marking tapes can be useful in this area, as well.

Other Chemical Storage items: _____

Overhead and Gentry Cranes - These move materials and products throughout a facility. OSHA requires two types of markings for these cranes. If maintenance is being performed, markings to show the crane is out of order are required. Also, a load rating sign must be posted.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY.</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Crane Working Overhead	10x14	RP	___	D253RB	\$10.08	242
Maximum Capacity _____	10x14	RP	___	M355RB	\$10.08	134
Capacity ____ Lbs.	10x14	RP	___	C5RB	\$10.08	134
Look Out For Crane	10x14	RP	___	D412RB	\$10.08	243
Keep Clear Machine Under Test	20x12	Floor Sign	___	FS17	\$22.07	128
Danger Barricade Tape	3"x1000'		___	PT16	\$15.38	286

Aisle marking tapes are useful where cranes operate to alert employees.

Other Crane items: _____

Laboratory – OSHA recently finalized a new regulation entitled Occupational Exposure to Hazardous Chemicals in Laboratories (§1910-1450) to address hazards associated with the use and handling of hazardous chemicals in labs.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Eye Protection Required	10x14	RP	___	C26RB	\$10.08	258
Emergency Phone Numbers	10x14	RP	___	M346RB	\$10.08	125
Exit (Glow)	7x10	RPG	___	GL12R	\$16.18	138
Fire Extinguisher (Glow)	18x4	PSG	___	GL23P	\$12.82	162
Emergency Eye Wash	10x14	RP	___	M81RB	\$10.08	125
Emergency Shower	7x7	RP	___	S54R	\$6.31	125
Hazard Ident. Wall Chart	24X30	Poster	___	HMCP100	\$22.25	140
Write On Hazardous Comm. Labels, 10/pk	6x4	PS Vinyl	___	HM36	\$24.04	187
Personal Prot. Numbers and Symbols, 10/pk		PS Vinyl	___	HM41	\$19.87	187
Vinyl Penetrating Ink Pen			___	VP1	\$2.78	187
Hazard Warning Labels, 500/rl	1x3	PS Paper	___	WOL4	\$15.89	190
No Smoking No Eating	10x14	RP	___	N12RB	\$10.08	166

Some laboratories handle biohazard materials. In addition to the items highlighted above, the following items are available.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Biohazard Info Center	30x24		___	BHC	\$89.89	185
Bloodborne Path. Poster	24X20	Poster	___	BHWP1	\$17.48	140
Biohazard, 5/pk	4x4	PS	___	S52AP	\$9.82	74
Biohazard Sharps, 5/pk	4x4	PS	___	S90AP	\$9.82	74
Biohazard No Food Or Drink Refrigerator	7x7	PS	___	S71P	\$3.99	184
Biohazard Infectious Waste	14x10	RP	___	M94RB	\$10.08	184
Biohazard Shipping Label, 25/pk	2x4	PS Vinyl	___	DL57AP	\$11.78	184
Biohazard Warn Labels, 500/rl	1x3	PS Paper	___	WOL5	\$15.64	184

Other Laboratory items: _____

Confined Space – A confined space is any area which is large enough for human entry, has limited means for entry and exit, and is not designed for continuous occupancy.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Confined Space Safety Center	28x32		___	CSC	\$93.29	236
Confined Space Entry Permit Holder	16x22		___	EPH	\$24.05	236
Confined Space Do Not Enter	10x14	AL	___	D383AB	\$17.91	237
Confined Space Enter By Permit Only	10x14	AL	___	D162AB	\$17.91	237
Confined Space Enter By Permit	20x12	Floor Sign	___	FS21	\$22.07	128
Confined Space Do Not Enter	3"x1000'	Barr. Tape	___	PT52	\$15.38	286

Other Confined Space items: _____

Lockout/Tagout – All energy sources are required to be turned off and locked out while machines are being serviced. Any energy sources that cannot be locked out are to be tagged.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Lockout Center	30x24		___	LOTO1	\$269.82	218
Mini Lockout Center	15 1/2 x 14		___	MLO1	\$169.98	218
Lockout Center (Visi)	5 3/4 x 8 3/4	.125 Acrylic	___	VS20R	\$19.65	217

Valve Wheel Lockout Device	Fits handle 1"x2 1/2"	___	VL02	\$14.51	224
Valve Wheel Lockout Device	Fits handle 2 1/2"x5"	___	VL04	\$24.25	224
Valve Wheel Lockout Device	Fits handle 5"x6 1/2"	___	VL06	\$29.22	224
Ball Valve Lockout Device	Fits valve 1 1/2"x2 1/2"	___	BS02	\$32.27	224
Ball Valve Lockout Device	Fits valve 2"x8"	___	BS03	\$62.05	224
Single Pole CB Lockout (w/ recessed hole)		___	CB01	\$4.44	228
Single Pole CB Lockout		___	CB03	\$3.75	228
Double Pole CB Lockout		___	CB04	\$7.49	228
Large CB Lockout		___	BL05	\$22.91	229
Group Lockbox		___	GLB02	\$69.69	230
Lockout Tags, 10/pk	6"x3 1/4 " Unrip Vinyl	___	LOTAG1	\$18.95	86

Other Lockout/Tagout items: _____

Outdoor Situations – Areas to be aware of here are maintenance shed, waste storage area, and loading dock area.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Rubber Wheel Chock w/12' Chain			___	WCR2C	\$40.09	202
Emergency Safety Kit – fire ext., 3 triangles, flares			___	ESK20	\$140.46	204
Standard Flip Placard		Aluminum	___	PH3	\$40.23	210
DOT Hazardous Material Wall Chart	24x30	Poster	___	DHM1	\$22.25	207
Wheels Must Be Chocked	10x14	RP	___	N16RB	\$10.08	202
Sound Your Horn	10x14	RP	___	C352RB	\$10.08	202
Chemical Storage Area	10x14	RP	___	D239RB	\$10.08	174
Hazardous Waste Labels, 25/pk	6x6	PS Vinyl	___	HW8S	\$23.69	181
Non-Hazardous Waste, 25/pk	6x6	PS Vinyl	___	HW5W	\$23.69	181
Fire Extinguisher	18x4	RP	___	M23R	\$4.74	162
No Trespassing	10x14	AL	___	W81AB	\$17.91	116

Other Outdoor items: _____

Plant Medical Office – Some facilities have an in-plant medical office. Marking the specific hazards in this area is required.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Biohazard No Food Or Drink ...	7x7	PS	___	S71P	\$3.99	184
Biohazard Labels, 500/roll	1x3	PS Paper	___	WOL7	\$15.64	184
Biohazard Information Center	30x24		___	BHC	\$89.89	185
Emergency Phone Numbers	10x14	RP	___	M346RB	\$10.08	125
First Aid Station	10x14	RP	___	M442RB	\$10.08	125
First Aid (Walk On Floor Sign)	17" Dia.		___	WFS6	\$19.87	126
Safety Scoreboard	28x20	AL	___	WS2	\$43.61	132
Electronic Safety Scoreboard	28x20		___	DSB1	\$249.98	132
Erasable Dry Marker			___	VP2	\$2.78	132

Other Plant Medical Office items: _____

General Office – All building must comply with requirements such as ADA and Life Safety Code 101.

<u>Legend</u>	<u>Size</u>	<u>Material</u>	<u>QTY</u>	<u>Cat. No.</u>	<u>Price</u>	<u>Page #</u>
Exit (Glo-Brite®), red (w/ frame)	8x15		___	7011-B	\$167.69	148
Men Restroom w/wheelchair (Braille)	8x8	PVC	___	ADA4W/BL	\$41.49	118
Women Restroom w/wheelchair (Braille)	8x8	PVC	___	ADA5W/BL	\$41.49	118
Restrooms w/wheelchair	8x8	PVC	___	ADA9W/BL	\$41.49	118

(Braille)						
Office (Brown Architectural)	3 1/2x11 Acrylic	___	AS45	\$13.18	124	
Only Authorized Persons Are To Enter This Area	7x10 RP	___	N204R	\$6.79	116	
Vendors And Visitors Must Register At Main Office	7x10 RP	___	M365R	\$6.79	116	
Ergonomics Guide Poster For Computer Sta.	24x18 Poster	___	VDTP2	\$17.48	140	
Labor Law Poster	27x39 Laminated	___	LLP-(state)	\$38.38	139	

Other General Office items: _____

Glo-Brite® Safety Guidance System – Each component will absorb ambient fluorescent light and during a blackout situation they will provide a safe, illuminated path through stairwells, halls, and other potentially hazardous areas which greatly reduces the potential for panic and injury. The use of low level exit signs at doorways is required in some areas.

Legend	Size	Material	QTY	Cat. No.	Price	Page #
Exit (Glo-Brite®), red	8x15		___	7011	\$144.31	148
Exit (Glo-Brite®), green	8x15		___	7021	\$144.31	148
Exit (Glo-Brite®), red	8x15 double side		___	7012B	\$269.23	148
Exit (Glo-Brite®), green	8x15 double side		___	7022B	\$269.23	148
Foot Prints	10" pair	Glow P/S Vinyl	___	GL52	\$18.72	154
Arrow	3"	Glow P/S Vinyl	___	GL20P	\$1.74	154
Arrow	2x10	Glow P/S Vinyl	___	GL14P	\$5.20	154
Arrow (walk on floor sign)	17" dia.	Glow tread	___	GWFS21	\$44.10	155
Dots	2"	Glow P/S Vinyl	___	GL28P	\$1.38	154
Solid Tape	2"x30'	Glow P/S Vinyl	___	GLT2	\$40.82	155
Striped Tape	2"x30'	Glow P/S Vinyl	___	SGLT2B	\$49.45	155
Egress Strips (tape separate)	80'	Alum. Extrusion	___	EXTR810	\$146.15	155
Fire Extinguisher w/arrow	12x9	Glow P/S Vinyl	___	GL10P	\$15.49	150
Not An Exit	7x10	Glow RP	___	GL15R	\$16.18	147
Fire Hose w/arrow	12x9	Glow RP	___	GL18R	\$16.87	151
Fire Alarm w/arrow	12x9	Glow RP	___	GL11R	\$16.87	150

Other evacuation/egress items: _____

