



V.I.E.W.S.

VIEWS & INFORMATION ON ENVIRONMENTAL AND WORKPLACE SAFETY



Signs of Safety



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Hazard Markings and Color Codes

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Hazards exist in every workplace. Therefore as part of the overall effort to alert employees to either the potential and/or existing dangers, signs, labels, tags, and color codes are posted in the workplace. Leading the way in the effort is the New York City Department of Environmental Protection (NYC DEP), which has developed Hazard Markings and Color-Coding procedures aimed at establishing a uniform system by which employees may be made aware of potential workplace hazards. The sign system is an effective means to prevent accidents and to alert employees to dangers *if they know how to read them.*

All employees should be able to recognize and understand the various types of signs and their meanings in order to identify

workplace hazards. NYC DEP provides training to ensure that employees are familiar with hazard markings and color codes.

The **Occupational Safety and Health Administration (OSHA)** has developed code standards (29 CFR 1910.145), which are enforced by law. These standards of hazard marking and color codes apply to the design, application, and use of signs or symbols in the workplace. To provide uniformity among organizations and industry, the **American National Standards Institute (ANSI)**, a private organization that creates voluntary standards through consensus, has designed color schemes and sizes for signs that mark hazards in the workplace. The color code identifies the type of hazard and identifies the level of seriousness of the danger to life, limb, and property. Signal words such as **CAUTION** and **FIRE**, are associated with specific colors and shapes so that recognition of meaning is reasonably assured.

OSHA determines the color codes for specific hazards. For example, the colors to be displayed for physical hazards are described

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in 29 CFR 1910.144. In those areas where OSHA does not cite specific requirements, the ANSI standard is recommended.

Every sign is intended to be eye catching and should clearly communicate an intended message. Signs are comprised of a signal word, a message panel, and/or a pictorial symbol displayed in specific colors to alert and inform employees to take precautionary or other appropriate measures in the presence of hazards.

Hazard Marking Uniformly Present the Following Information.

1. **Major message** – that portion of a tag's inscription that is more specific than the signal word and that indicates the specific hazardous condition or the instruction to be communicated to the employee. Examples include: "High Voltage," "Close Clearance," "Do Not Start," or "Do Not Use" or a corresponding pictograph used with a written text or alone.
2. **Pictograph** – a pictorial representation used to identify a hazardous condition or to convey a safety instruction.
3. **Sign** – a surface prepared for the warning of, or safety instructions of, industrial workers or members of the public who may be exposed to hazards. Excluded from this definition, are news releases, displays commonly known as safety posters, and bulletins used for employee education.
4. **Signal word** – that portion of a tag's inscription that contains the word or words that are intended to capture the employee's immediate attention.
5. **Tag** – a device usually made of

card, paper, pasteboard, plastic or other material used to identify a hazardous condition.

OSHA Sign Language

Safety signs provide information related to safety only. This information could include operating instructions, maintenance information, and the identification of special areas in a facility that need to be entered in an informed way. Safety signs may provide information about a process and how to manage it carefully and effectively. The standard color of the background for safety signs should be white. The Safety heading should present white letters on a green background. Text printed on the white background portion of the sign should be black. The white and green safety sign advises observers of a potential safety hazard.

Warning signs represent a hazard level between Caution and Danger. A warning sign indicates a potentially hazardous situation, which, if not avoided, could result in death or serious injury. Warning signs alert employees to the fact that they need special training to handle the materials or processes in a specific work area. Warning signs have an orange background (or body) with a black panel at the top that displays the word "WARNING." Warning is written in orange in the black panel.

Danger signs indicate an *immediate* hazard. They also inform people about special precautions that are necessary in a particular area. OSHA requires that there be no variation in the type of design of signs posted to warn of specific dangers. A danger sign should display "DANGER" printed in white letters on a red oval background over a rectangular black field. The body of the sign should be white and the message black. Additional pictograms may be included in the message area on the sign, but need not be.

Biological hazard warning signs signify the actual or potential presence of a biohazard.

This type of sign also identifies equipment, containers, rooms, materials, experimental animals, and any combination of these, that contain or are contaminated with viable hazardous agents. Biohazard signs need to display the symbol, which is a design of interlocking circles, as well as the word "Biohazard" or "Biological Hazard."

Caution signs indicate 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 damage from equipment is possible. Caution signs also alert employees against unsafe practices. This type of sign is usually rectangular in shape. The body of the sign is yellow with a black upper panel and borders. Caution is written in yellow on the black upper panel. Additional wording and pictograms may appear in the body in black, such as the need to wear protective headgear (See caution sign below.)

Lockout/Tagout signs protect employees against the dangers inherent in the unexpected energization, or start up, of machines and equipment during service or maintenance. Lockout signs and labels identify equipment that may not be operated for safety reasons, and they describe how to render machines and equipment inoperative.

Lockout signs are used to identify equipment, controls, MCCs, breakers, and so forth that have been removed from service and that may not be operated.

Tagout signs are used when equipment is incapable of being shut down. Tagouts indicate that the equipment may not be operated until the tag is removed.

According to OSHA, both lockout and tagout signs should be standardized within the facility by color, shape, or size. In the case of tagouts, the printing and format need to be standardized and they must include warnings about hazardous conditions if the machine or equipment is energized (turned on). Lockout/tagout signs must also include a legend which tells the employee what not to do, such as: Do Not Start. Do

Not Open. Do Not Close. Do Not Energize. Do Not Operate.

Fire Safety signs indicate the location of emergency fire fighting equipment, fire alarms, and they may also indicate specific procedures that should be observed at all times.

It is essential that responsible managers determine where and when hazard color-coding is required based on DEP procedures and regulatory requirements. (You can find these on the OEH&S website in the *Library*, under Color Coding and Marking.) Note: marking hazards is not a substitute for mechanical guards or other required safety measures. Likewise, the presence of guards does not automatically require posting of signs. For example if the guard of a machine does not present a physical hazard (e.g., tripping, falling, struck by, or caught-between) then there would be no need for color-coding.

Supervisors must ensure that all required markings, accident prevention signs, tags, and color coding are legible and that they are repaired or replaced when and as necessary.

All employees are responsible for observing and following all warnings and instructions provided by signs, tags, labels, or color codes at their work places.

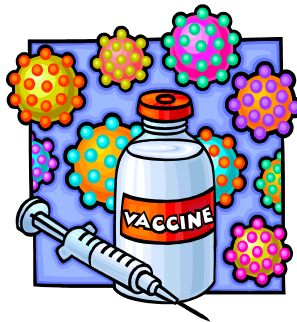
For assistance with hazard determination or implementation of the color code, you should contact your Bureau EH&S office, DEP OEHSC, or visit the EH&SC's intranet site at <http://egov.nycnet/dep>.



Flue Season is Nearly Upon Us: A Shot for the Wise is Sufficient

You should schedule yourself for a flu shot every year to protect yourself and your family.

- Each year, more than half a million New Yorkers get the flu, a serious and highly contagious respiratory illness with fever and cough or sore throat.
- Several thousand New Yorkers – mostly young children and the elderly – are hospitalized every year for flu and pneumonia. *And every year, more than 2,000 die.*
- If you are 65 or older, a flu shot can keep you out of the hospital and even save your life.
- Flu season runs from October through April. *The best time to get a flu shot is early in the season (October or November).* But getting a shot any time during flu season protects you.
- If you got a shot before, it won't protect you now. New flu viruses appear every year. You need *this* year's flu shot for *this* year's flu.
- Many New Yorkers qualify for free or low-cost flu shots. Visit www.nyc.gov/health/flu or call 311 for information.



- All persons with long-term health problems, such as:
 - Diabetes.
 - Lung disease, including asthma.
 - Heart disease.
 - Kidney disease.
 - Sickle cell anemia.
 - Immune system problems (including people with HIV/AIDS, and those being treated for cancer).
- Children and teenagers (2 to 18 years old) on long-term aspirin therapy.

• All children 6 to 23 months of age. (Babies under 6 months can get the flu, but they are too young for a flu shot.)

To help protect people at high risk for the flu, the following people should also get flu shots:

- All close contacts of individuals listed above, such as household members (including children 6 months and older), and persons who provide home care.
- Health care workers and employees of nursing homes and other long-term-care facilities.

Who Should Get a Flu Shot

Anyone can get the flu, so almost everyone can benefit from getting a flu shot. People at high risk should *always* get a flu shot.

High Risk (Should Get a Flu Shot Every Year)

- All people age 50 and up, especially those 65 and older.
- Residents of nursing homes and other long-term-care facilities.
- Pregnant women.

Normal Risk (May Want to Get a Flu Shot Every Year)

- Persons who provide important community services, such as police and firefighters.
- People in schools and colleges, or who live in crowded conditions.
- Anyone who wants to reduce the chance of getting the flu.

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ENVIRONMENTAL & HEALTH AND SAFETY AWARDS

**MANAGERS AND SUPERVISORS,
HAS SOMEONE ON YOUR STAFF DEMONSTRATE
EXTRAORDINARY AWARENESS
OF HEALTH AND SAFETY ON A JOB?**

**Since everyone benefits, why not nominate
that person for an
Environmental or Health and Safety
Award!**

**TO BE CONSIDERED FOR AN AWARD, THE NOMINEE MUST HAVE
PERFORMED A TASK THAT EXCEEDED EXPECTATIONS AND STANDARDS
OR DEMONSTRATED A SPECIAL INITIATIVE ABOVE AND BEYOND
WHAT IS EXPECTED ON A PARTICULAR WORK ASSIGNMENT.**

**To nominate a candidate, ask your Bureau
Administrator for an EHS Award Nomination Form.**

**Fill it out, sign it, and submit it to:
Herb Roth**

**Human Resources Management
(18th floor - Lefrak)**

It's that easy!

EH&S Handbook

Your Guide to DEP Environmental, Health & Safety

Every DEP employee will soon have a copy of the Agency's **EH&S HANDBOOK** (if you haven't already received it). The Handbook is part of the effort described by Commissioner Ward "to teach our employees that delivering clean water to the City—as difficult and critical a task as that is—is *not* DEP's only mission. Concern for the environment and for the worker's safety must always be central to our employee's thinking." (From DEP's 2003 EH&S Annual Report.)

The **Handbook** is comprised of summaries of 40 Environmental and Health & Safety policies and procedures developed and adopted by DEP over the last 18 months. These summaries provide an excellent overview of the controls, rules, and procedures that ensure the safety of all of us, our facilities, and the people and neighborhoods we serve. The **Handbook** demonstrates the broad scope of these procedures and spells out the role of each DEP employee in making sure that these policies are effectively carried out.

The summaries were developed by the Agency's EH&S Environmental and Safety & Health Committees, working in

conjunction with the Office of Environmental, Health & Safety Compliance, under the guidance of Assistant Commissioner Gerould McCoy. They are designed as "plain language guides" to the respective policies, listing key procedures and the responsibilities of managers, supervisors, and employees. *Please note that the Handbook is meant to be a general guide. It is not intended to replace the full text of published policies or procedures.*

A sound knowledge of all aspects of the equipment, the system, and the materials is important to your health and safety in the work environment.

For further information regarding policies and procedures, refer to the complete published procedures.

You can also contact your Bureau EH&S office, OEHSC, or visit DEP's EHS Intranet Site at <http://egov.nycnet/dep>. (The full texts of all procedures are posted in the site's "Library.")

The **EH&S Handbook** should prove to be a valuable tool in DEP's continuing effort to make our workplaces safer.

HEALTH & SAFETY PROCEDURE SUMMARIES

- 🔒 ASBESTOS MANAGEMENT
- 🔒 BLOODBORNE PATHOGENS
- 🔒 CONFINED SPACE ENTRY
- 🔒 CONTROL OF HAZARDOUS ENERGY (Lock-out/Tag-out)
- 🔒 CRANE & HOIST SAFETY (Non-Vehicle)
- 🔒 EMERGENCY PLANNING
- 🔒 ERGONOMICS
- 🔒 EXCAVATION & TRENCHING
- 🔒 FDNY CERTIFICATE OF FITNESS & RELATED PERMITS

EH&S Handbook

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- 🔒 HAZARD COMMUNICATION/RIGHT TO KNOW (RTK) PROGRAM
- 🔒 HAZARD MARKING & COLOR CODING
- 🔒 HEARING CONSERVATION
- 🔒 HOT WORK
- 🔒 INJURY/ILLNESS RECORDKEEPING
- 🔒 LEAD MANAGEMENT
- 🔒 MEDICAL CONSULTATION & RECORD-KEEPING
- 🔒 MERCURY MANAGEMENT
- 🔒 PERSONAL PROTECTIVE EQUIPMENT
- 🔒 POWERED INDUSTRIAL TRUCKS
- 🔒 RESPIRATORY PROTECTION
- 🔒 SANITATION, DISEASE PREVENTION, AND HYGENE
- 🔒 TRAFFIC & WORKZONE SAFETY
- 🔒 WALKING/WORKING SURFACES—SCAFFOLDING & AERIAL LIFTS

ENVIRONMENTAL PROCEDURE SUMMARIES

- 🔒 CHEMICAL BULK STORAGE TANK & CONTAINER MANAGEMENT
- 🔒 CHEMICAL BULK STORAGE TANK & CONTAINER MANAGEMENT

- 🔒 ENVIRONMENTAL PERMIT MANAGEMENT
- 🔒 ENVIRONMENTAL SAMPLING & QUALITY ASSURANCE
- 🔒 EPCRA & RELATED HAZARDOUS MATERIALS REPORTING
- 🔒 HAZARDOUS WASTE IDENTIFICATION
- 🔒 HAZARDOUS WASTE MANAGEMENT
- 🔒 HAZARDOUS WASTE MANIFEST
- 🔒 PCB MANAGEMENT
- 🔒 PESTICIDE MANAGEMENT
- 🔒 PETROLEUM BULK STORAGE TANK & CONTAINER MANAGEMENT
- 🔒 POLLUTION PREVENTION
- 🔒 REAL PROPERTY ACQUISITION AND DUE DILIGENCE
- 🔒 REMEDIATION MANAGEMENT
- 🔒 STORMWATER AND WASTEWATER MANAGEMENT
- 🔒 UNIVERSAL WASTE MANAGEMENT PROCEDURE
- 🔒 USED OIL MANAGEMENT PROCEDURE

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OEHS

The Office of Environmental, Health and Safety Compliance (OEHS) has been established to coordinate and enhance agency-wide environmental and occupational health and safety management activities. Its mission is to provide support and direction in complying with relevant federal, state, and local standards, guidelines, and regulations as well as to monitor the effectiveness of agency-wide environmental, health and safety policies.

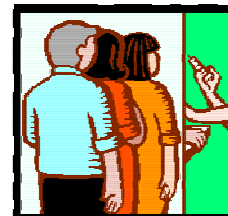
The goal of the Office of Environmental, Health and Safety Compliance is to promote pro-active compliance strategies through the preparation and revision of procedures, programs, and employee training (specifically tailored to Agency operations), while assessing hazards, preventing violations, and maintaining safe and sensible work practices.



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Who Should NOT Get a Flu Shot

- People who have had a serious reaction to a previous flu shot.
- Anyone with a severe allergy to eggs.



Flu Shots DO NOT Cause the Flu

- The flu shot uses inactivated (“killed”) vaccine that *can’t* give a person the flu. Flu vaccine, like other vaccines, may occasionally cause a mild reaction, such as soreness at the site of injection, but serious problems from flu shots are very rare. Flu shots give very good protection against the flu, but they don’t keep people from getting colds and other illnesses.

Where to Get a Flu Shot

- You can get a flu shot from your family doctor or primary-care provider.
- Many employers, community centers, and senior centers offer free or low-cost flu shots.
- To find out where to get a flu shot, visit www.nyc.gov/health/flu or call 311.