

EZ Facility Safety Audit Guide

MSC and NMC have created this easy to use step-by-step checklist of required and suggested signage for your facility. This will allow you to comply with OSHA regulations and establish a safe working environment for all of your associates.

Directions:

1. Review the latest OSHA regulations
2. Follow the outline and list location of items needed (signs, tags, labels, etc.)
3. List quantity of each item needed
4. Place order to MSC by:
 - a. Calling
 - i. General Number - 800-645-7270
 - ii. Government Service Number – 800-MSC-4GOV (800-672-4468)
 - b. Order on the Web – mscdirect.com
 - c. Fax - Using the cover sheet below fax to:
 - i. General Number - 800-255-5067
 - ii. Government Service Number – 800-477-6857

FAX Cover Sheet

Contact Name: _____ Phone: _____ Date: _____

Account Name: _____ MSC Account #: _____

Contract Number: _____

Ship To Address: _____

E-Mail Address: _____ FAX #: _____

Page(s) w/Cover: _____

GSA Contract # GS-06F-0010N USPS
MRO Contract# 2CMROS-03-B-4457

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)(1) 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 MSC catalog for available legends. Although some sections may not apply, we suggest that you begin with the parking lot and then proceed throughout the facility.

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

Legend	Size	Material	QTY.	Cat. No.
Parking (Handicap Sym)	18x12	AL6	_____	63372973
No Parking	18x12	AL6	_____	63373856
No Parking	18x12	ALR	_____	81785024
Visitor Parking Only	18x12	AL6	_____	60755832
Speed Limit 5	18x12	AL6	_____	63373997
Fasten Seat Belts	18x12	AL6	_____	81785768
Sign Post	6'	Steel	_____	98685316
Sign Post	8'	Steel	_____	71094031
Portable Sign Base			_____	86801917

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.

Legend	Size	Material	QTY	Cat. No.
Fire Extinguisher	18x4	PS	_____	06529432
Fire Extinguisher (VISI)	8x14 ½	.125 Acrylic	_____	63374656
Carbon Monoxide	10x14	PS	_____	82040932
Wheels Must Be Chocked	10x14	PS	_____	75004895
Exit	10x14	PS	_____	06529440
Bend Knees While Lifting	7x7	RP	_____	79918207
Forklift Traffic Keep Clear	10x14	RP	_____	05271697
Forklift Traffic Area (Walk On Floor Sign)	17" Dia		_____	07803992

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 MSC 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.

Legend	Size	Material	QTY	Cat. No.
Fire Extinguisher	18x4	PS	_____	06529432
Exit	10x14	PS	_____	06529440
Welding Fumes May Be Present	10x14	RB	_____	84417898

Legend	Size	Material	QTY	Cat. No.
Welding May Produce Gases	10x14	RB	_____	84417914
Do Not Watch The Arc	10x14	RB	_____	86529542
Cylinders Must Be Chained....	10x14	RB	_____	80800469
Empty 4x12		PS	_____	90833856
Full 4x12		PS	_____	03492691
No Smoking On Within 50 ft.	10x14	AL	_____	75258442
Cylinder Tags, 25/pack	6 1/4 x 3	Cardstock	_____	87838355

Other welding 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.

Legend	Size	Material	QTY	Cat. No.
No Smoking Within 50 Ft.	10x14	AL	_____	75258442
Fire Extinguisher 18x4		PS	_____	06529432
Exit 10x14		PS	_____	06529440
Hydrogen Flammable Gas...	10x14	AL	_____	75204917
Acetylene 10x14		RP	_____	63364020
Compressed Gas 10x14		RP	_____	75204149
Cylinder Tags, 25/pk	6 1/4 x 3	Cardstock	_____	87838355

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.

Legend	Size	Material	QTY	Cat. No.
Eye and Ear Protection Required	10x14	RP	_____	09457896
Hearing Protection ...	10x14	RP	_____	06529424
Flammable Material	10x14	RP	_____	63365167
No Smoking ...				
High Voltage 10x14		PS	_____	63365688
Fire Extinguisher 18x4		PS	_____	06529432
Lockout Center 30x24			_____	74726183
Lockout Tags, 10/pk	6 1/4 x 3	Unrip Vinyl	_____	63376131

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.

Legend	Size	Material	QTY	Cat. No.
Hazard Ident. Wall Chart			_____	63377089
Right to Know Station			_____	63376222
Chemical Storage Area	10x14	FG	_____	07444664
Fire Extinguisher (glow)	12x9	RPG	_____	63374219
No Smoking Within 50 Ft.	10x14	RP	_____	63366413
Hazardous Material Label	15x15	RP	_____	63377295

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. MSC 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 Gantry 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.

Legend	Size	Material	QTY.	Cat. No.
Crane Working Overhead	10x14	RP	_____	75204370
Maximum Capacity _____	10x14	RP	_____	75391383
Capacity _____ Lbs.	10x14	RP	_____	84647593
Look Out For Crane	10x14	RP	_____	84661610
Keep Clear Machine Under Test	20x12	Floor Sign	_____	74725862
Danger Barricade Tape	3"x1000'		_____	63376354

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.

Legend	Size	Material	QTY	Cat. No.
Eye Protection Required	7x10	RP	_____	84418201
Exit (Glow)	7x10	RPG	_____	63374136
Fire Extinguisher (Glow)	18x4	RP	_____	63374235
Emergency Eye Wash	10x14	PS	_____	74761719
Emergency Shower	7x7	PS	_____	63370084
Hazard Ident. Wall Chart			_____	63377089
Write On Hazardous Comm. Labels, 10/pk	8x4	PS Vinyl	_____	63377170
Personal Prot. Numbers and Symbols, 10/pk		PS Vinyl	_____	63377188
Vinyl Penetrating Ink Pen			_____	63376164

Legend	Size	Material	QTY	Cat. No.
Hazard Warning Labels, 500/rl	7/8 x 2 7/8	PS Paper	___	63376685
No Smoking No Eating	10x14	PS	___	76012558

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

Legend	Size	Material	QTY	Cat. No.
Biohazard Info Center	30x24		___	74505611
Bloodborne Path. Poster	20x24		___	74505652
Biohazard, 5/pk 4x4		PS	___	06999940
Biohazard Sharps, 5/pk	4x4	PS	___	75355958
Biohazard No Food Or Drink Refrigerator	7x7	PS	___	79918397
Biohazard Infectious Waste	14x10	RP	___	74761743
Biohazard Shipping Label, 25/pk	2x4	PS Vinyl	___	74727736
Biohazard Warn Labels, 500/rl	7/8 x 2 7/8	PS Paper	___	60360286

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.

Legend	Size	Material	QTY	Cat. No.
Confined Space Safety Center	28x32		___	63372882
Confined Space Entry Permit Holder	16x22		___	63372916
Confined Space Do Not Enter	10x14	AL	___	84657824
Confined Space Enter By Permit Only	10x14	AL	___	63364327
Confined Space Enter By Permit Only	20x12	Floor Sign	___	74725896
Confined Space Do Not Enter	3"x1000'	Barr. Tape	___	63376347

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.

Legend	Size	Material	QTY	Cat. No.
Lockout Center 30x24			___	74726183
Mini Lockout Center	15 1/2 x 14		___	63376099
Lockout Center (Visi)	5 3/4 x 8 3/4	.125 Acrylic	___	63374664
Valve Wheel Lockout Device	Fits handle 1"x2 1/2"		___	75355610
Valve Wheel Lockout Device	Fits handle 2 1/2"x5"		___	75355628
Valve Wheel Lockout Device	Fits handle 5"x6 1/2"		___	75355636
Ball Valve Lockout Device	Fits valve 1 1/4"x2 1/4"		___	04604583
Ball Valve Lockout Device	Fits valve 2"x8"		___	04604591
Single Pole CB Lockout			___	74506015
Single Pole CB Lockout			___	74506023
Double Pole CB Lockout			___	74506031
Large CB Lockout			___	74505694
Group Lockbox			___	74726076

Legend	Size	Material	QTY	Cat. No.
Breakerlock, Primary Dist.			___	74726142
Breakerlock, Secondary Dist.			___	74726134
Breakerlock, Lighting Load Centers			___	74726233
Lockout Tags, 10/pk	6 1/4"x3"	Unrip Vinyl	___	63376131

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

Legend	Size	Material	QTY	Cat. No.
Rubber Wheel Chock			___	81787210
Emergency Safety Kit – fire ext., 3 triangles, flares			___	74761602
DOT Hazardous Material Wall Chart	24x30	polypropylene	___	74727587
Wheels Must Be Chocked	10x14	RP	___	75004911
Sound Your Horn	10x14	RP	___	84481555
Chemical Storage Area	10x14	RP	___	63364210
Hazardous Waste Labels, 25/pk	6x6	PS Vinyl	___	63376909
Non-Hazardous Waste, 25/pk	6x6	PS Vinyl	___	63377014
Fire Extinguisher	18x4	RP	___	63373807
No Trespassing	10x14	AL	___	80800758

Other Outdoor items: _____

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

Legend	Size	Material	QTY	Cat. No.
Biohazard No Food Or Drink ...	7x7	PS	___	79918397
Biohazard Labels, 500/roll 7/8x2	7/8	PS Paper	___	60360294
Biohazard Information Center	30x24		___	74505611
Emergency Phone Numbers	10x14	PS	___	75391284
First Aid Station	10x14	RP	___	74778192
First Aid (Walk On Floor Sign)	17" Dia.		___	63374375
Safety Scoreboard	28x20	AL	___	63369862
Erasable Dry Marker			___	63376172

Other Plant Medical Office items: _____

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

Legend	Size	Material	QTY	Cat. No.
Exit (Glo-Brite®), red	8x15	RP	___	75336594
Men Restroom w/wheelchair (Braille)	8x8	PVC	___	63378541
Women Restroom w/wheelchair (Braille)	8x8	PVC	___	63378558
Restrooms w/wheelchair (Braille)	8x8	PVC	___	87439469
Office (Brown Architectural)	3 1/2x11	Acrylic	___	63376206

Legend	Size	Material	QTY	Cat. No.
Only Authorized Persons Are To Enter This Area	7x10	RP	___	81857443
Vendors And Visitors Must Register At Main Office	7x10	RP	___	75004614
Ergonomics Guide Poster For Computer Sta.	24x18	Laminated	___	75336685
Labor Law Poster	27x39	Laminated	___	SPECIAL ORDER #'S FOR EACH STATE
Office Humor Sayings, 5/pk	3x5	PS	___	74776147, 74776154, 74776162

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.
Exit (Glo-Brite®), red	8x15		___	75336594
Exit (Glo-Brite®), green	8x15		___	75336636
Exit (Glo-Brite®), red	8x15 double side		___	75336610
Exit (Glo-Brite®), green	8x15 double side		___	75336651
Foot Prints	10" pair	Glow P/S Vinyl	___	09428475
Arrow 3"		Glow P/S Vinyl	___	63374268
Arrow 2x10		Glow RP	___	63374094
Arrow (walk on floor sign)	17" dia.	Glow tread	___	04085486
Dots	2"	Glow P/S Vinyl	___	82151895
Solid Tape 2"x30'		Glow P/S Vinyl	___	74737925
Striped Tape 2"x30'		Glow P/S Vinyl	___	04085437
Egress Strips (tape separate)	80'	Alum. Extrusion	___	02133718
Fire Extinguisher w/arrow	12x9	Glow	___	63374219
Not An Exit	7x10	Glow RP	___	63374292
Fire Hose w/arrow	12x9	Glow RP	___	63374250
Fire Alarm w/arrow	12x9	Glow RP	___	63374193