



TOOLBOX TALKS

SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

Safety Color Coding for marking physical hazards and Accident Prevention Signs is a standard way to identify hazards and visually communicate information. In the workplace where hazards are present, safety signs and colors are useful tools to help identify health and safety hazards, provide safety instructions, show where emergency equipment is located, and tell what type of personal protective equipment must be worn to access an area.

Safety signs also are color coordinated - each color represents a specific type of warning. They contain signal words intended to capture a person's immediate attention. So, it is important that we go over the safety colors so employees can recognize and understand different hazard warnings. When it comes to marking physical hazards, two colors are used: **Red** and **Yellow**.

Safety Color Code for Marking Physical Hazards

Red - Is the basic color for identification of fire protection equipment and apparatus and for Danger and Emergency stops on machines.


Danger Signs:

- Must be painted in red;
- Must be written on safety cans or other portable containers of flammable liquids having a flash point at or below 80° F;
- The word Danger, along with the name of the contents must be conspicuously stenciled or painted on the can in yellow; and
- Red lights shall be provided at barricades and at temporary obstructions.

Emergency stop buttons on machines and electrical switches also shall be marked red.



Yellow – Is the basic color for designating caution and for marking physical hazards such as: striking against, stumbling, falling, tripping, and “caught in between.”

Specifications for Accident Prevention Signs and Tags

Accident Prevention Signs



Accident Prevention Signs indicate and define specific hazards which may lead to accidental injury to workers and/or the public or to property damage. Signs shall be uniform and must be visible at all times. They include a major message that indicates the risk level of the hazard present.

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – THE COLOR OF SAFETY



The word “**DANGER**” must be used when there is a high probability of death or severe injury. These signs indicate immediate danger and that special precautions are necessary. The standard colors for danger signs are red, black, and white.



The word “**CAUTION**” indicates a hazardous situation which may result in a minor or moderate injury. Caution signs warn against potential hazards or caution against unsafe practices. The standard color of the background is yellow; the panel is black with yellow letters.



Safety Instruction Signs indicate general instructions, safe work practices, reminders of proper safety procedures, and suggestions relative to safety measures. Safety instructions signs tend to be green on a white background and contain safety messages such as location of first aid and safety equipment.



Slow-moving emblem consists of a fluorescent yellow-orange triangle with a dark red reflective border. This emblem is used only on vehicles which, by design, move slowly (25 mph or less) on public roads. Examples include: golf carts, tractors, and animal powered vehicles.



Biological Hazard or “BIOHAZARD” tags identify the actual or potential presence of a biological hazard and to identify equipment, containers, rooms, experimental animals or combinations that contain or are contaminated with hazardous biological agents. The standard color should be fluorescent orange or orange-red, with lettering or symbols in contrasting color.

Accident Prevention Tags

Accident Prevention Tags are used to prevent accidental injury or illness to employees exposed to hazardous or potentially hazardous conditions, equipment or operations. Tags must be used until a hazard is eliminated or the hazardous operation is completed. Accident prevention tags are similar to Accident Prevention Signs but include an additional signal word - “Warning”.

Warnings are used to represent a hazard level between “Caution” and “Danger”; the tag is orange - or predominantly orange - with lettering or symbols in a contrasting color.

Accident Prevention Tags must contain the following:

- A signal word (“Danger”, “Caution”, “Warning” and “Biological Hazard”);
- Major message, which indicates the specific hazardous condition or the instruction to the employee. The message can be in either a pictograph, written text or both;
- Signage must be readable at a minimum distance of 5 feet;
- Employees shall be informed as to the meaning of the various tags used throughout the workplace; and
- Tags will be affixed as close as safely possible to their respective hazards by means of string, wire or adhesive that prevents loss or unintentional removal.

Questions for Discussion

1. True or False. Red is the basic color for the identification of Fire protection equipment, Danger, and Emergency stops on machines/equipment.

Answer: True

2. What do safety signs and colors help identify?
 - a. Health and safety hazards

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – THE COLOR OF SAFETY

- b. Provide Safety instructions
- c. Show where emergency equipment is located
- d. All of the above

Answer: D – All of the above

3. True or False. Accident prevention tags are also used to prevent accidental injury or illness to employees who are exposed to hazardous or potentially hazardous conditions, equipment, or operations.

Answer: True

4. When should you use a “Danger” sign or tag?
- a. To identify biological hazards
 - b. Slow moving vehicles
 - c. High probability of death or severe injury
 - d. All of the above

Answer: C – High probability of death or severe injury